

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES
May 17, 2023**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:01 p.m. on Wednesday, May 17, 2023 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 Tuesday, May 9, 2023.

A current agenda was available in the Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.

AREA BOARD

Karen S. Anderson, Vice Chairperson.....	Present
Margaret R. Crouse	Present (via Zoom)
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke, Chairperson	Present
Allan D. Kreman.....	Present
Kimberly A. Marcy	Present (via Zoom)
William M. Packard.....	Present
M. Thomas Perkins	Present
Coral E. Richards	Present
R. J. Savely, Jr.....	Present (via Zoom)
Richard G. Stickney.....	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 BP-101, 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.

Chair Klemke announced that the Board reserves the right to enter into closed session if deemed necessary for any item on the agenda per Section 84-1410 of the Nebraska Revised Statutes.

CONSENT CALENDAR

1. Review Contents of Consent Calendar

- a. Agenda
- b. Excuse Absent Board Member(s)
- c. Minutes
 1. Regular Meeting, April 19, 2023

2. Claims: April 2023

- a. WCCA Unrestricted Fund - \$2,562,678.83
- b. WCCA Restricted Fund - \$7,647.59
- c. WCCA Federal Fund - \$4,729.79
- d. WCCA Agency Fund - \$3,876.71
- e. WCCA Loan Fund - 0 -
- f. WCCA Plant Fund - \$136,908.52
- g. WCCA Auxiliary Fund - \$98,320.21
- h. City Planning Commission Reports
 1. City of Gering (Redevelopment Plan - TIF)
 2. City of Gering (TIF Redevelopment Project Progress Report)
 3. City of Scottsbluff (TIF Redevelopment Project Progress Report)
 4. Village of Hemingford (TIF Redevelopment Project Progress Report)

Approval of Consent Calendar

Consideration of Items Extracted from Consent Calendar

Chair Klemke inquired if there were any items 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.

Ms. Guzman-Gonzales MOVED to approve the amended Consent Calendar. SECONDED by Ms. Richards. The vote was, Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

Ms. Anderson reported that the expense payable to the Scottsbluff/Gering United Chamber of Commerce represents payment in the amount of \$250.00 for tickets to the Scottsbluff/Gering United Chamber of Commerce banquet. Ms. Anderson is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Chair Klemke entertained a motion for approval of the extracted item.

Ms. Richards MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce in the amount of \$250.00 for tickets to the Chamber banquet. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Stickney, Klemke. No: None. Abstain: Anderson. Absent: None. Motion carried.

Mr. Allan Kreman joined the meeting at 1:07 p.m.

Board Member Mileage and/or Expense Reimbursement

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$389.07 and Mr. Allan Kreman for \$104.80. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Guzman-Gonzales, Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Klemke. No: None. Abstain: Crouse, Kreman. Absent: None. Motion carried.

Ms. Anderson MOVED to approve the following travel expenses: Mr. R. J. Savely for \$554.96. and Mr. Richard Stickney for \$69.43. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Kreman, Marcy, Packard, Perkins, Richards, Anderson, Crouse, Guzman-Gonzales, Klemke. No: None. Abstain: Savely, Stickney. Absent: None. Motion carried.

Review Contents of Personnel Consent Calendar

1. Resignation(s):
 - a. Ms. Rebecca Kautz, Nursing Instructor and Program Director
Effective August 31, 2023
 - b. Mr. Joseph Julius, Aviation Maintenance Instructor
Effective August 31, 2023
 - c. Mr. William Knapper, Construction and Renovation Project Manager
Effective June 30, 2023
2. Appointment(s)
 - a. Mr. Ty Frohbieter, Occupational Health and Safety Director
Effective May 15, 2023
Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022 through June 30, 2023 is \$67,000.00.
 - b. Ms. Katie Markheim, Accounting Services Assistant Director
Effective, May 28, 2023
Salary for this full-time position for the twelve-month fiscal year, i.e., July 1, 2022 through June 30, 2023, is \$51,750.00.

Approval of Personnel Consent Calendar

Consideration of Items Extracted from Personnel Consent Calendar

Ms. Richards MOVED to approve the Personnel Consent Calendar. SECONDED by Mr. Kreman. The vote was, Yes: Marcy, Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

President's Contract – Mr. Greg Dart

Ms. Anderson reported that the Board Executive Committee met to review the President's contract and following minor revisions, the committee recommended presentation at the May Regular Board meeting for approval by the full Board.

Chair Klemke entertained a motion for approval of the WNCC President's contract.

President's Contract (cont.)

Ms. Anderson MOVED to approve the WNCC President's Contract. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Packard, Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

Reports and Recommendations from the Board Finance and Facilities Committee

Review of Bids/Contracts

Bid #23-EQ-16 Signage Update Package

TABULATION

COMPANY	CITY/STATE	TOTAL AMOUNT
Ad Light Group	Denver, CO	\$70,292.00
Archetype	Minneapolis, MN	No Response
Poblocki	Milwaukee, WI	No Response

Ms. Koski, Vice President of Administrative Services, explained that on May 4, 2023, proposals were accepted for a contract to update signage at Conestoga Residence Hall and the John N. Harms Center. The selection committee recommended the contract be awarded to Ad Light Group in the amount of \$70,292.00. These signage updates are in response to the ADA/OCR audit in Spring 2022.

Approval of Bids/Contracts

Ms. Anderson MOVED to approve awarding Bid #23-EQ-16, Signage Update Package to Ad Light Group in the amount of \$70,292.00. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Perkins, Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

Reports and Recommendations from the Board Policy Committee

BP-210 College Philosophy, Role, Mission, and Values

The adoption of the Strategic Plan in January prompted an update to Board policy BP-210 College Philosophy, Role, Mission, and Values. With the support of legal counsel; the mission statement and the vision statement will be removed from policy and will now reside within the strategic plan. These statements are typically reviewed during the strategic planning process, so this allows them to be changed quickly. Ms. Reichert reported that there were no changes to this policy since the first read.

Chair Klemke entertained a motion for approval of Board Policy BP-210.

Dr. Perkins MOVED to approve Board policy BP-210 College Philosophy, Role, Mission, and Values. SECONDED by Dr. Packard. The vote was, Yes: Richards, Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

BP-552 Student Registration and AP-552 Student Registration

This policy concerns registrations and changes in registration, including course and college withdrawal. This information previously resided in the College catalog, now the work that has been ongoing for years will be placed within a policy and procedure. The most significant change is dropping courses at the end of the first week to the end of the second week. After a week, students may not be certain where they are headed, so this gives them a chance to make that decision and to withdraw from courses.

BP-552 Student Registration and AP-552 Student Registration (cont.)

There will also be changes to the tuition and refund schedule, so the Administrative Services Council will review that process. Ms. Reichert reported that there were no changes to this policy since the first read.

Chair Klemke entertained a motion for approval of Board policy BP-552.

Ms. Guzman-Gonzales MOVED to approve Board policy BP-552 Student Registration. SECONDED by Dr. Perkins. The vote was, Yes: Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

BP-726 Institutional Standards of Conduct

This policy was commissioned by the Board of Governors and sent to the President with a request to move it through the shared governance process. The Human Resources Advisory Council was asked to review the policy as well. After consultation with the College attorney and Rocky Mountain Employers Council, the document was sent to all faculty and staff for comment. Ms. Reichert reported that there were no changes to this policy since the first read.

Chair Klemke entertained a motion for approval of Board policy BP-726.

Ms. Richards MOVED to approve Board policy BP-726 Institutional Standards of Conduct. SECONDED by Mr. Stickney. The vote was, Yes: Stickney, Anderson, Crouse, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Richards, Savely, Klemke. No: None. Abstain: None. Absent: None. Motion carried.

INSTITUTIONAL REPORTS

Articulation Agreements

Dr. Wilson, Vice President of Educational and Student Services, referenced the handout that outlined the articulation agreements the College has with a number of different institutions. He explained that a memorandum of understanding (MOU) is fairly general and does not address specific programs or courses. The 2+2 Agreement with Chadron State College means that the courses for a particular program or multiple programs have been articulated, which means that students will complete two years at WNCC and go on to complete two years at a partner institution. For example, if the student completes their associate degree at WNCC, their other general education requirements are waived and they enter CSC as juniors.

Dr. Wilson reported that over the last several months, he has been cataloging a large amount of information to continue making 2+2 Agreements and MOUs with institutions students may want to attend.

In response to an inquiry regarding how students would access this information, Dr. Wilson explained that the goal is to revise the transfer web page. Information would be organized two ways. The first option would be to click on the logo of a partner institution, if permission is granted for use of their logo. Clicking on the logo would open all the different agreements WNCC has with that particular institution. The second option would be to list information by program, so if a student is an education major, they would click on education and it would open all of the 2+2 programs of institutions that have agreements with WNCC.

Articulation Agreements (cont.)

In response to an inquiry, Dr. Wilson explained that counseling is available to the students and advising staff is versed in all of these agreements. The goal is to have this information available to advisors and Student Services staff so that they can assist the students with identifying where they want to attend or what the advantages or disadvantages of each transfer institution might be.

The ultimate goal would be that anyone in the Panhandle of Nebraska would be able to access the website to find out whether or not they want to attend WNCC, and also find out what educational opportunities are available.

HLC Financial Indicators

Ms. Koski, Vice President of Administrative Services reported that this information is part of an institutional update that is done annually for the Higher Learning Commission and one piece of that is the financial indicators. Essentially, this takes four core ratios and combines them into a Composite Financial Index, which measures the financial health of an institution. The Higher Learning Commission monitors this index to determine the institutions that are in good standing as well as those that may need to be monitored.

The four core ratios include:

- Primary Reserve Ratio - measures financial strength, the higher the ratio, the better. The ratio goal is 4x or better.
- Net Operating Revenue Ratio – measures operating performance or living within available resources. The ratio goal is 2 – 4%.
- Viability Ratio – availability of expendable net assets to cover debt. The ratio goal is 1.25 – 2.00.
- Return on Net Assets Ratio – measures total economic return, the higher the ratio, the better. The ratio goal is 3 – 4% over the long-term.

The HLC has identified ranges, or zones, of CFI values that indicate whether future review is required.

Above the Zone – no additional follow up is required for institutions with a CFI that falls above the zone. (Public institutions: 1.1 to 10.0)

In the Zone – (Public institutions: 0 to 1.0)

If an institution reports a CFI that falls within the zone for the first time, the HLC will issue a letter of concern. The institution is required to acknowledge receipt of this letter by submitting an institutional response from the president either confirming the financial information that was reported in the Institutional Update or requesting corrections and/or modifications to the financial information submitted. Any modifications to the data require supporting documentation.

If an institution reports a CFI that falls within the zone for a second or subsequent consecutive year, the HLC will require the institution to submit a report and additional financial documents for review by a panel of HLC peer reviewers.

HLC Financial Indicators (cont.)

If an institution reports a CFI that falls below the zone, the HLC will require the institution to submit a report and additional financial documents for review by a panel of HLC peer reviewers. In subsequent years, the institution will be required to submit a report for panel review following each Institutional Update until its CFI is above the zone.

Below the Zone – (Public Institutions: -4.0 to -0.1)

WNCC HLC Composite Financial Index for 2023 is 3.95, which is above the zone, so no action is required by the College.

Student Report - Children's Literature Projects

Ms. Emily Franklin and Ms. Kathryn Blankenship shared their projects from this semester's Children's Literature class. Ms. Franklin created a children's story book titled "Maybe I Will". The story is about a Teddy bear named Alex who thinks he wants a job so he can be like his best friend Holly, who leaves most every day to go to school. The book provided examples of various jobs and what they entail. The students were required to write the book, create the illustrations, construct the book, and bind the book. Ms. Franklin used watercolors for her illustrations and covered the book with child friendly fabric.

Kathryn Blankenship explained that she created a concept book, which is a board book. Concept books are mainly for children between the ages of zero and two. The goal of a concept book is to introduce young children to ideas such as counting or the alphabet. The concept books have a simple background and must be durable, to accommodate that particular age group. Ms. Blankenship's book was about the different colors. Each page, illustrated by Ms. Blankenship, displayed a color and various items associated with each color.

Both students stated that their book project was a lot of work, but an enjoyable learning experience. Board members thanked Ms. Franklin and Ms. Blankenship for sharing their projects and added that the presentations were enjoyable.

Faculty Report

Mr. King shared that with the end of the semester, his report will be short.

Faculty issues with Board policies and shared governance have been addressed and hopefully, resolved.

Besides working with Oklahoma State and Appalachian State, within the field of Paleontology, Mr. King will also now be collaborating with the University of Washington and the Burke Museum. He and colleagues from those areas will be looking at micro fossils from several of his Cretaceous and Jurassic sites in Wyoming. They are also looking at adding information to publications in different parts of the world through the Journal of Vertebrate Paleontology, which is quite impressive.

Nebraska Community College Association

Ms. Anderson reported that August 7th the Nebraska Community College Association plans to hold a retreat for NCCA Board members. Board members were reminded to mark their calendars for the November 5th and 6th fourth quarter meeting that will be located in North Platte. This is the annual meeting that includes the awards ceremony and committee meetings. Board members were encouraged to attend the event.

Western Nebraska Community College Foundation

In the absence of Foundation Executive Director, Ms. Reisig, Ms. Anderson reported that at the recent WNCC graduation, fifty-year alumni, Ms. Melody Leafgreen and Ms. Anita Duncan greeted graduates and handed them their alumni pins as they left the stage.

The WNCC Foundation has over \$500,000 in donor funded scholarships available to award. Financial Aid is working to award those scholarships to WNCC students for the next academic year. Many of the scholarship recipient stories are posted on the Foundation Facebook page.

Alumni Director, Ms. Mary Sheffield is currently working on a project to identify WNCC Alumni who are working in the Nebraska Panhandle hospitals. The Foundation will be highlighting their stories of success from WNCC students to panhandle workforce in a high need area.

Gifts and Grants Director, Ms. Alena Haun recently identified additional grant opportunities that may benefit WNCC. She is working with various departments to apply for these funds.

Work continues on planning and preparation for the twelfth annual Monument Marathon, which will be held on September 30, 2023. The annual kick off press conference is scheduled 3:00 p.m., May 31, 2023 at Platte Valley Companies.

President Comments

Mr. Marrin reported that the graduation ceremony was impressive and thanked Dr. Wilson, his staff, and the Graduation Committee for their work with organizing the event. Senator Stinner was the guest speaker and his message to the students was very positive. There were 277 students that graduated with 292 awards. Later that afternoon, 48 nursing students participated in the pinning ceremony. The GED graduation had 13 students, so it was a very nice day.

Faculty member, Ms. Amy Winters received the excellence award by the Nebraska State Education Association.

The budget process has begun and review will continue over the next few months.

Response tours have been completed. Thirteen counties were visited, which resulted in a lot of good input.

As a part of shared governance, an assessment survey has been sent out to faculty and staff. Feedback is encouraged.

This Legislative session has been lengthy. The budget has to be approved by day eighty, which is tomorrow. Once the budget has been approved, we hope to hear whether LB243 will also be approved.

High School senior, Kealan Hawley was the first Gering High School dual credit student to complete requirements for his high school diploma as well as earn an Associate of Applied Science degree in Automotive Technology at WNCC. Mr. Hawley also works at Floyds Truck Center and plans to be a diesel technician.

July 27, the Coordinating Commission for Post-Secondary Education will be meeting at WNCC. Mr. Marrin mentioned that tours of the campus will be provided and it will be nice to have them visit Western Nebraska.

President Comments (cont.)

Ms. Ault, Human Resources Executive Director reported that at the annual employee luncheon mentioned by Mr. Marrin, several employees were honored. Service awards went to Ms. Christina Garcia (10-year award), Mr. Ryan Burgner (20-year award), Mr. Robert Ommen (20-year award), Mr. Nathaniel Johnson (20-year award) and Mr. William Loring (30-year award). In addition to service awards, Ms. Jennifer Pederson was awarded faculty employee of the year, Mr. David Koehler and Ms. Lisa Gion were awarded administrative/professional of the year, and Ms. Allie Tyree from the Alliance campus was awarded support staff employee of the year.

Board Member Comments

Board members thanked WNCC students, Ms. Franklin and Ms. Blankenship for their exceptional presentation.

Dr. Wilson and all who were involved with organizing the graduation ceremony were thanked for a truly impressive event.

Dr. Packard mentioned that Ms. Becky Kautz, Nursing program instructor who will be retiring was an excellent instructor and taught many nursing students during her time at WNCC.

Ms. Richards mentioned that at the recent Scottsbluff Campus awards ceremony, she had the honor of presenting student, Binny Canales with the Board of Governors award. His resume was astounding. The many students who received awards represents just a small portion of the success of our students.

Ms. Klemke stated that we have exceptional students, staff, and faculty at WNCC. Congratulations to the staff who received awards, the student graduates and Ms. Winters for her award from the Nebraska State Education Association.

Ms. Klemke thanked Mr. Marrin and Mr. Dart for their continuing work to help the president's transition go smoothly. Their time and effort, along with the leadership team's assistance will benefit the College.

Mr. Savely remarked that he was impressed with the graduation ceremony and the support the students received from their families and friends. The nursing student pinning was also impressive and well attended.

Ms. Klemke noted that Mr. Dart joined today's meeting via Zoom and inquired whether he would like to make any comments.

Mr. Dart thanked the Board for the opportunity to attend the meeting and added that he is excited for his transition to WNCC. He thanked all who have reached out to him and provided information and he looks forward to being on campus.

Upcoming Meetings and Events

1. ACCT Governance Leadership Institute: Fundamentals of Governance
August 2-4, 2023, Washington, DC
2. NCCA Third Quarter Meeting
Monday, August 7, 2023, Lincoln, NE
3. ACCT Leadership Congress
October 9-12, 2023, Aria Resort and Casino, Las Vegas, Nevada
4. NCCA Fourth Quarter Meeting and Annual Conference
Sunday, November 5 and Monday, November 6, 2023, North Platte, NE

Next Regular Meeting: Wednesday, June 21, 2023, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

Adjournment

The meeting was adjourned by unanimous consent at 2:27 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary