

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, May 19, 2021  
1:00 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:00 p.m. on Wednesday, May 19, 2021, 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, May 12, 2021.

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, Vice Chair .....	Present
Margaret R. Crouse .....	Present
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke, Chair .....	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
Richard G. Stickney .....	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 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.

**CONSENT CALENDAR**

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

1. Review Contents of Consent Calendar
  - a. Agenda
  - b. Excuse Absent Board Member(s) All Board members were present.

- c. Minutes
  - i. Regular Meeting, April 21, 2021
- 2. Claims:
  - a. WCCA Unrestricted Fund - \$2,525,390.90
  - b. WCCA Restricted Fund - \$4,479.09
  - c. WCCA Federal Fund - \$674.74
  - d. WCCA Agency Fund - \$8,086.78
  - e. WCCA Loan Fund - 0 -
  - f. WCCA Plant Fund - \$118,258.52
- 3. WCCA Auxiliary Fund - \$348,203.88
- 4. City Planning Commission Reports
  - i. City of Alliance (TIF Redevelopment Project Progress Report)
  - ii. City of Gering (TIF Redevelopment Project Progress Report)
  - iii. Village of Hemingford (TIF Redevelopment Project Progress Report)
  - iv. Village of Potter (TIF Redevelopment Progress Project Report)

## **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. There were no items extracted.

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

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

## **CONSENT CALENDAR**

### **Consider Item Extracted**

There were no items extracted from the Consent Calendar.

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

Dr. Perkins MOVED to approve the following travel expenses: Mr. Allan Kreman for \$21.84 and Mr. Richard Stickney for \$59.92. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

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

1. Bid Number 21-EQ-11 Security Camera Upgrade
2. Bid Number 21-FAC-13 Roof Abatement
3. Main Building Pod Renovation Furniture

## **BID CONSENT CALENDAR**

### **Approval of Bid Consent Calendar**

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

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### **Consideration of Items Extracted from Bid Consent Calendar**

No items were extracted from the Bid Consent Calendar.

## **PERSONNEL CONSENT CALENDAR**

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
  - i. Mr. David Nash, Biology Instructor, Mathematics and Science Division  
Effective August 31, 2021
  - ii. Ms. Tonya Hergenrader, Career Pathways and Advising Director  
Effective May 21, 2021
  - iii. Mr. Gustavo Seminario, Math Instructor, Mathematics and Science Division  
Effective August 31, 2021
- b. Appointment(s)
  - i. Mr. Wayne Lund, Instructional Trainee, Scottsbluff Campus  
Effective July 1, 2021 - August 15, 2021
  - ii. Mr. Wayne Lund, Diesel, Truck and Heavy Equipment Program  
Instructor, Scottsbluff Campus  
Effective August 16, 2021- May 18, 2022
  - iii. Ms. Katherine Schneider, Biology Instructor, Scottsbluff Campus  
Effective August 16, 2021
  - iv. Dr. Carl Baird, Anatomy and Physiology Instructor, Scottsbluff Campus  
Effective August 16, 2021

v. Mr. Quinton Walker, Powerline Construction and Maintenance Technology  
Program Coordinator, Alliance Campus  
Effective May 26, 2021

vi. Ms. Sallie Lucke, Nursing Instructor, Scottsbluff Campus  
Effective August 16, 2021

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

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

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### **Consideration of Items Extracted from Personnel Consent Calendar**

No Items were extracted from the Personnel Consent Calendar.

### **Public Notice – RE: Settlement of Seth Bernhardt Political Subdivision Tort Claim**

College attorney, Mr. Phil Kelly reported that Nebraska statute requires political subdivisions to report any settlements in excess of \$50,000 and make a public notice at the Board meeting. Pursuant to section 84-713 of Nebraska Statute, he reported that a political subdivision tort claim was filed by Seth Bernhardt against the College involving an incident that occurred in Alliance where Mr. Bernhardt sustained injuries while taking part in the Powerline Program. The claim has been settled for the sum of \$400,000 and all funds for the settlement are being paid by the College insurance company. Mr. Kelly stated that pursuant to statute, no public official is required to comment on the settlement agreement.

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

### **Amendment of the Original Bond Resolution Adopted April 21, 2021 (Student Facilities Revenue Refunding Bonds)**

Ms. Lynne Koski reported that while working through additional calculations and documents that needed to be filed in order to move forward with the refinancing of the bonds, this amendment was recommended. We are required to have at least each fiscal year, net revenues available for debt service not less than 125% of the debt service requirement. In the process of doing that, we felt it would be prudent to pledge another revenue source, if needed. Currently we have had no problem meeting the debt requirements so we have no reason to believe that we would need to use facility fee

dollars, but we would like to pledge those in addition to the dorm rent as a secondary source to make this process more favorable to investors that might be seeking to purchase the bonds.

In response to an inquiry, Ms. Koski reported that interest rates continue to hold as previously discussed at the May meeting. Once approved, they will start to market the bonds next week. This gives us a stronger financial position from the college perspective.

Ms. Anderson MOVED to approve a resolution amending the bond resolution of the college approved April 21, 2021 for student facilities revenue refunding bonds series 2021 for enhanced revenue pledge and describing other matters relating thereto. SECONDED by Mr. Kreman.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### **Review of the Open Meetings Act and Legal Issues Involving Board Governance**

Mr. Phil Kelly, College Attorney, reported that an amendment to the open meetings act that went into effect in April changes how frequently and under what circumstances we can have a virtual meeting. The new changes that will affect Board meetings in the future is that we can have six virtual meetings per calendar year with only one physical location required where that meeting will take place. If we give notice the meeting is in the Boardroom, any Board member can participate remotely and they do not have to have the meeting documents or a location available to the public.

Mr. Kelly was recently informed by the Office of the Attorney General that as of May, we are still operating under the Governor's Emergency Management Act. The meeting today does not count as one of the six allowed per year. Requirements of a virtual meeting are that the Public Notice includes a link so the public has access to all meeting documents, a copy of the Open Meetings Act, a current meeting agenda, as well as a link for virtual participation. When a meeting is in person, we can simulcast meetings via Zoom, but no one watching can participate in the meeting.

It was past practice that anyone wanting to make public comments was not required to identify themselves. The law now indicates that the Board chair requires anyone who wishes to make public comments to identify themselves and who they represent.

Mr. Kelly addressed use of email by Board members. He stated that use of email communication could create potential legal issues. As an example, if the Board chair sends information to Board members via email, a good practice is to add "do not reply" to the message. Currently, various committees provide information via email for consideration and discussion might take place at the committee meeting. The distinction

is that if the committee is not making policy or taking formal action on behalf of the Board, this practice can be continued. Committees can meet via zoom at any time and this does not require notice. Current practice is that committees make recommendations to the Board. Mr. Kelly reiterated that if an informational email goes to all Board members, do not reply to all.

## **2020-2021 Program Reviews for Submission to Nebraska's Coordinating Commission for Postsecondary Education**

### ***Applied Agriculture Technology Program Review***

Dr. Charlie Gregory explained the steps involved with a program review. The review starts with input from faculty and division chairs, passes to the Dean of Instruction for review and then moves onto Curriculum Council for a first and second read. Information is forwarded to Operations Council and then onto the Board for approval. CCPE requires review of programs at least once every seven years. WNCC has chosen to go with a five-year cycle.

The AAS program reports are reviewed individually (as presented today). AA and AS are combined into one report and are a part of the five-year review cycle. Two minimum thresholds are required by CCPE. The average or mean of awards in the previous five years has to be a minimum of 10, the FTE production per full-time equivalent faculty member needs to be 300. If we do not meet those thresholds, it does not mean that they will close the program, but we will be required to provide additional information that identifies why the program should continue and why we feel it is fully justified.

Regarding the Applied Agriculture Technology, this was a three-year program review because it was a new program so this was a preliminary review for the state. The program did not meet either of the minimum standards. In summary, we stated support for the program through identification of multiple employee categories, some of which are considered H3: high wage, high skill, high demand. Some of the careers this program feeds are in that category. The larger fact is that it is of significant economic impact to the area.

In response to an inquiry, Dr. Gregory reported that the status of the Ag Program is that a new format will be proposed along with the addition of the AAS degree. Without the AAS, students were unable to qualify for federal financial aid. Previously, our financial aid staff had to perform calculations on a per student basis because it did not align with any other program. There most likely will be two certificates, a diploma as well as the full degree. Based on input from four different sessions, there also will be areas of emphasis. They do not have enough credit hours to be considered a certificate as a stand-alone. Notice will be sent to the state to move the program from inactive status. The new program lineup will be available by fall of 2022.

Mr. Stickney MOVED the Board accept the recommendation of the Program Review committee to approve the Applied Agriculture Technology Program review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### ***Early Childhood Education Program Review***

Dr. Gregory reported that the program did not meet the CCPE minimum thresholds, but support for the program was identified. The demand for childcare services in the panhandle is a necessity and is tied to our mission to provide access and programming for underserved populations. The program is utilized by some of the regional high schools as part of their human services and education pathways. Recently, an agreement was finalized with Chadron State College for a 2+2 in Early Childhood and we are investigating the potential of meeting one of the standards (the number of awards) by looking at a reverse transfer.

Mr. Kreman MOVED the Board accept the recommendation of the Program Review committee to approve the Early Childhood Education Program review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### ***Health Information Technology Program Review***

Dr. Gregory reported that this program is fully online. We are at 95% of meeting the FTE requirement and 94% with regard to the degrees and awards. It is supported and identified as an H3: high wage, high skill, high demand program area. The program has undergone a major rewrite over the last year to address changes that were needed for accreditation. Due to that rewrite, earlier this spring, accreditation was granted for a ten-year period.

Ms. Guzman-Gonzales MOVED the Board accept the recommendation of the Program Review committee to approve the Health Information Technology Program review as presented. She further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. SECONDED by Mr. Kreman.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### ***Information Technology Program Review***

Dr. Gregory reported that this program exceeds the FTE minimum and the primary reason is that there are courses within that area that support the general education as well as other technical education programs. The degrees and awards were under the threshold, around 7.2 rather than the 10 minimum. It is not an H3: high wage, high skill, high demand for the panhandle but is identified as H3 for the state. The last year and a half we operated with a higher number of adjunct faculty. We are seeing an increase in the number of students in this program now that we have our fulltime faculty back in place.

Mr. Stickney MOVED the Board accept the recommendation of the Program Review committee to approve the Information Technology Program Review as presented. He further moved that the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

### **Reports and Recommendations from the Executive Committee - Board of Governors Goals**

Chair Klemke reported that over the past couple of months, the Board goals were reviewed and edited and she welcomed additional discussion. Dr. Perkins noted the absence of a previous goal related to Board member participation in regional and national training opportunities. He expressed concern related to changes to education at the national level and thought Board effectiveness would help us monitor those changes. We need to have some way to monitor the strategies that will be coming out of the Department of Education and financing coming out of Congress. Chair Klemke suggested adding a statement regarding Board member training opportunities.

Under Board effectiveness, the following verbiage was added, "Continue to participate in regional and national training opportunities." Board members were reminded to log training sessions they attend.



Dr. Perkins MOVED to adopt the amended Board goals. SECONDED by Ms. Richards.

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

### **Reports and Recommendations from the Executive Committee Presidential Goals (cont.)**

President Simone reviewed the Presidential Goals included in the Board meeting information. In the absence of additional discussion, Chair Klemke entertained a motion to approve the Presidential goals as presented.

Dr. Perkins MOVED the Board adopt the Presidential goals as presented. SECONDED by Ms. Anderson.

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

### **Reports and Recommendations from the Risk Management Committee**

Ms. Richards reported that the Risk Management committee met last week and Mr. Moench shared the Cyber Security report with the group. The report will be shared with the full Board later in the meeting. In response to Chair Klemke's suggestion for expansion of committee responsibilities, the committee has asked staff to prepare a summary report of where we are with safety protocols and procedures campus wide. Perhaps look at future needs as well. The committee will prepare a report for presentation in either July or August.

### **Reports and Recommendations from the Finance and Facilities Committee**

#### ***Pod Phase I Renovation Update***

Ms. Koski reported that at a previous meeting, the contract for the pod renovation was approved with an expected completion date of August 15. Obtaining supplies has since become an issue with deliveries delayed up to five weeks. After consultation with the architect and the contractor, the decision is to move forward with renovation of the C-Pod offices and the wellness rooms this summer and delay the B-Pod renovation to next summer. That would allow time to obtain supplies needed for construction. There will be a slight increase in the cost because the contractors will be required to mobilize twice. Currently, this is the best option to minimize disruptions to fall classes.

In response to an inquiry from the Board, Ms. Koski explained that an ongoing process would be implemented to monitor the cost of materials.

## **Reports and Recommendations from the Human Resources Committee**

### ***Second and Final Read: BP-414 Confidentiality of Employee Records Board Policy***

Ms. Kathy Ault reported that concern about identity theft and confidentiality of personnel files initiated revision of this policy. The main change to this policy is regarding access to personnel files. She explained that personnel files cannot be removed from the Human Resources office and only specific business related requests for information are considered. Human Resources works by best practices provided by the Society for Human Resource Management (SHRM). Ms. Ault reported that there were no changes since the first read of the policy.

Ms. Guzman-Gonzales MOVED for approval of BP-414 Confidentiality of Employee Records Board policy. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

## **Reports and Recommendations from the Board Policy Committee**

### ***First Read: BP-115 Board Policies and Administrative Procedures Board Policy***

President Simone reported that this is a rewrite and has been discussed at Operations Council on several occasions. The term Institutional Guideline was removed from the policy. There has been a lot of discussion about the difference between a procedure and a guideline. It was determined that a guideline is more departmentally focused and would not necessarily need to come to the Board for review and approval, but does need to have a campus process, which has not yet been determined. The President's Procedure title has been changed to Administrative Procedure. The reason being that there is a perception that if it is a President's Procedure, the president owns it and the president may make unilateral changes to those procedures and that is not a perception we are comfortable with carrying forward. Additionally, the numbering series was expanded to allow for easier numbering when new policies are developed. The Information Technology 800 series has been subsumed into the 700 General Institutional series. The review cycle was updated as well.

Ms. Klemke suggested that with the expansion of responsibilities of the Board Standing Committees, the Board Policy committee should look at monitoring the review process for the policies.

### ***First Read: BP-118 Succession of Presidential Authority Board Policy***

President Simone reported that this policy addresses the succession of presidential authority in the event the president is incapacitated or otherwise unable to fulfill the obligations of the office. In response to concerns regarding assignment of authority when administration is not on campus to make a campus based decision, Ms. Koski offered an alternate option. She stated that perhaps in addition to a Board policy, a practice could be implemented that allows the President to identify who is on campus and designate responsibility to an individual in the event of an emergency situation.

**First Read: BP-808 Information Security Board Policy**

Mr. Knapper reported this policy is the result of a requirement of the federal government. The Graham Leach Bliley Act (GLBA) is regarding information security and safeguarding student information in the financial aid realm. We need to adopt this policy because it will be a part of the financial aid audit, which flows into the College financial audit. Currently, there is no procedure attached to this policy. Legal counsel was asked to review the information before presentation for final approval.

**First Read: BP-809 Acceptable Use Board Policy**

**Information Only: PP-809 Acceptable Use President's Procedure**

Mr. Knapper reported that this policy is also related to the Graham Leach Bliley Act (GLBA) regarding information security. The policy applies to employees, students, volunteers and guests of the college. The procedure provides additional details related to the policy.

**Reports and Recommendations from the Student Success Committee**

**First Read: BP-501 Standards of Satisfactory Academic Progress Board Policy**

**Information Only: PP-501 Standards of Satisfactory Academic Progress President's Procedure**

Sheila Johns, Financial Aid Director, reported that she previously brought forward a change to the Satisfactory Academic Progress President's Procedure as a result of feedback from the Department of Education reviewer during Title IV recertification. At that time, recertification was completed and approved, but then she received a new set of revisions requested by the Department of Education. This presentation is the result of the standard review of three policies during recertification. Ms. Johns explained that these are the academic standards in place for students to continue to be able to receive Title IV aid. The policy had no changes and the procedure had minor changes.

Revisions include: 1) review of SAP would take place at the end of every payment period, with the inclusion of summer, 2) identify exactly how we notify students, 3) change the pace rate from 70% to 67%, 4) include how a course graded on a pass no pass basis is determined.

Ms. Johns reported that this policy and procedure is presented because the College recently underwent its Title IV recertification. We go to the Department of Education to gain the ability to administer Title IV federal student aid. As part of that certification process, they look at policies related to admission, satisfactory academic progress and return of Title IV funds. SAP measures a student's performance in the areas of cumulative completion rate, cumulative grade point average and maximum timeframe.

**First Read: BP-502 Federal Title IV Funds Board Policy**

**Information Only: PP-502 Financial Aid – Return of Title IV President's Procedure**

Ms. Johns reported that this policy is regarding federal financial aid to students for the purpose of education, distribution of those funds and monitoring of the use of the funds. The procedure complies with the Federal Student Aid Title IV requirement that schools perform a Return of Title IV calculation for Title IV eligible students who do not successfully complete the entire enrollment period due to withdrawal (official or unofficial). The Department of Education requested minor revisions.

**First Read: BP-520 Admission, Continued Enrollment & Re-Enrollment of Students Board Policy  
Information Only: PP-520 General Admission Requirements for Students President's Procedure**

Ms. Johns reported that this policy was presented to the Board of Governors as a first read in March of 2020. At that time, there was a section in the policy regarding the meningococcal vaccination. Before the policy could be presented as a second read at the Board meeting, COVID arrived along with concern about including just that particular vaccination as part of the policy. The section related to the vaccination has since been removed and the revised copy is presented today.

An additional revision is regarding transcripts. The Department of Education requested that we address concerns about transcripts. The concern was regarding our process for addressing a high school transcript believed to be invalid.

**Second and Final Read: BP-321 Board Scholarships Performance Grants & Waivers Board Policy  
Information Only: PP-321 Academic Awards Score Requirements President's Procedure**

Ms. Tonya Hergenrader, Career Pathways and Advising Director reported that this policy and procedure expands eligibility for the academic awards and provides more equity in the awarding of those academic awards based on test scores in two different ways. The Academic Award program is available to high-achieving graduating high school seniors or recent GED graduates seeking first time, degree-seeking admission to WNCC. The awarding of an Academic Award is based on academic placement scores including, but not limited to, the ACT, SAT, or Next Generation Accuplacer.

In response to inquiries, Ms. Hergenrader confirmed that there is an expiration date on all test scores. The expiration period is three years. The change came from a suggestion by a consultant, Dr. Black with SEMWorks, in an effort to attract more students. There have been no changes since the first read.

Dr. Crouse MOVED for approval of BP-321 Board Scholarships Performance Grants and Waivers Board Policy. SECONDED by Dr. Packard.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

**Second and Final Read: BP-620 Library Services Board Policy  
Information Only: PP-620 Library Services President's Procedure**

This policy authorizes the provision of library services and materials within the College. The library services staff work closely with faculty to determine the resources of greatest benefit. Suggestions from employees, students, or individuals of the general public are considered using the criteria for selection. Ms. Allison Reisig, Library Technician reported that there have been no changes to the policy and procedure since the first read.

Dr. Crouse MOVED for approval of BP-620 Library Services Board Policy as presented. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

***Policies to Repeal: Library Services***

620.0100.90 Selection of Materials

620.0200.90 Periodicals

620.0300.90 Paperback Collection

620.0400.90 Gifts

620.0500.90 Withdrawal of Materials

620.0600.90 Loss or Damage

620.0700.90 Interlibrary Loan

620.0800.90 Challenged Materials

620.0900.90 Confidentiality of Library Records

President Simone reported the Library Services policies presented for repeal were collapsed into the new policy and procedure just passed by the Board.

Dr. Crouse MOVED the Board approve repeal of the following policies: 620.0100.90 Selection of Materials, 620.0200.90 Periodicals, 620.0300.90 Paperback Collection, 620.0400.90 Gifts, 620.0500.90 Withdrawal of Materials, 620.0600.90 Loss or Damage, 620.0700.90 Interlibrary Loan, 620.0800.90 Challenged Materials, 620.0900.90 Confidentiality of Library Records. SECONDED by Dr. Perkins.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

**Recess**

Chair Klemke declared a recess at 2:28 p.m.

**Open Meeting**

Chair Klemke declared the Open Meeting in session at 2:38 p.m.

## **INSTITUTIONAL REPORTS**

### **Cyber Security Report**

Mr. Loren Moench, Information Technology Director, reported that recently, several entities have been hit with ransomware and this is an ongoing malicious effort by people to try to extort information or money from various organizations. The college detects several thousand attempts per day of attacks to our web servers and infrastructure in attempts to obtain information. Mr. Moench explained that the IT Department continually works to develop and improve the ability to prevent, identify, and remove potential threats to our network, systems and data. This is accomplished by using multiple levels of defense and monitoring. Current tools include:

- 1) Endpoint protection: utilization of two endpoint protection tools for antivirus, malware, ransomware detection, and quarantine.
- 2) Email protection suite: includes banner, junk filter, spam filter, along with phishing email training and simulation.
- 3) Monitoring: log aggregation monitors system and network logs for traffic analysis and anomalies and system scan utility scans servers and network devices for vulnerabilities and patch levels.
- 4) Network: firewall-filter inbound traffic, filter server access, (PKI) Public Key Infrastructure provides certificate management for member.

Mr. Moench reviewed the improved cyber security strategy:

- 1) Endpoint detection and response (EDR) uses analytics to detect malicious activity.
- 2) Email analysis inspects inbound and outbound emails for malware/ransomware.
- 3) Backup solution provides improved backup and recovery reliability, off-site tape storage and encryption of data for protection.
- 4) Protective DNS and content filtering is a process that blocks outbound requests from accessing external systems known to be malicious. Also filters requests that could be deemed inappropriate and could cause a potential legal issue for the College.
- 5) Network based security controls who and what can connect to our internal network and ensures unknown devices meet predefined requirements.
- 6) Internal policies are written to provide necessary framework for controlling systems and the use of those systems.

In response to an inquiry, Mr. Knapper explained that the college has cyber insurance. Ms. Koski added that she recently attended an insurance trust meeting to review the new insurance renewal for the upcoming year. We have not yet received a quote for cyber insurance, but due to the increase in recent malicious activity, we anticipate an increase in that coverage.

Mr. Moench stated that three simple safeguards for cyber security include regularly updating passwords, ensuring systems are up to the latest patch levels, and not opening phish emails.

### **Graduation Trend Data**

Mr. Elkins reported that this data is from the last five years regarding graduate numbers as well as the overall number of awards that have been issued. In 2016-2017, the number of graduates was 237 with 250 awards. The reason for the difference between graduates and awards is because some graduates get multiple awards and in very rare cases, some get two degrees, but more commonly, they get a certificate and/or a diploma and/or a degree. In 2017-2018, the number of graduates was 280 with 329 awards; 2018-2019 the number of graduates was 274 with 294 awards, 2019-2020 the number of graduates was 277 with 303 awards. This year, the tentative number is 287 graduates with 327 awards. Grades are still being finalized, but numbers should be comparable to the number of graduates as in the past. Award numbers increased due to more certificates being available for students. We also had more students for the diploma of information technology technical support option.

In response to an inquiry regarding students who are ready to graduate but have a balance due, Mr. Elkins explained that they can participate in the graduation ceremony, but they will not receive their diploma until payment is received. Dr. Simone added that if we have students who have financial difficulty, we try to assist by directing them to the Foundation and the student emergency fund that might be available to them.

### **Student Report**

No report at this time.

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

Mr. Croft reported that faculty are finishing the semester and some will be teaching this summer as well. Concerning COVID, masks will be retained in areas where people are congregating, but social distancing has been eliminated, for now. Faculty continue to meet and have been trying to unify their voice, but know there is some work to do in that area. Faculty look forward to Dr. Wilson's arrival in June and in the fall, they hope to discuss how things can be aligned from a shared governance standpoint. Increased enrollment is a priority and that means getting out and recruiting and making sure people are aware of what we are doing, which is a whole team effort.

Ms. Winters thanked all who assisted with the graduation ceremony. The event was a good experience since we did not have the same opportunity a year ago. Ms. Winters stated that she is proud of the students who walked across the stage.

### **Nebraska Community College Association**

Dr. Margaret Crouse reported that Mr. Wayne Bena, attorney for the Secretary of State's office spoke about redistricting and LB-285 with amendment 1133, which is about the timing for redistricting reporting. WNCC should receive census data for the legislative districts by August and the community college redistricting response is required by November 1. Attorney Bena recommends electronic mapping for districts, which most likely requires contracting with a local vendor.

NCCA major topics for 2021 include the Higher Learning Commission, Nebraska educational goals for workforce development with the Lumina Foundation, and equity, diversity, and inclusion.

Mr. Steve Anderson, National ACCT Board member, spoke to President Biden's college funding plan.

The October ACCT Leadership Congress will be live in San Diego and the National Legislative Summit is scheduled in February of 2022.

### **Association of Community College Trustees**

Dr. Perkins stated that he had no report at this time.

### **Western Nebraska Community College Foundation**

In the absence of Ms. Jennifer Reisig, Ms. Anderson shared information from the Foundation. She reported that WyoBraska Gives raised a total of \$1,307.50 from nine donors. We ended up thirty-first out of the one hundred organizations that participated.

A total of \$18,745 has been pledged and or received to assist our Aviation Maintenance students with unexpected needs experienced because of the April 1 accident. Any remaining funds after students have been assisted will be put into a scholarship for future Aviation Maintenance students.

The tenth annual Monument Marathon is scheduled September 25, 2021. Approximately \$64,000 has been committed in sponsorships with another \$27,000 requested. Part of the committed amount is an additional \$10,000 from Platte Valley Companies to help us go "big" for our 10<sup>th</sup> year. We are tripling prizes for the full and half marathon runners in hopes of bringing in more runners for our tenth year, and we will be celebrating our ten-year runners, volunteers, and sponsors with special prizes and recognition. Currently, 129 runners are registered and the next price increase is June 1.

### **President Comments**

Dr. Simone reported that eleven days ago, we successfully launched another cohort of students into the world, with all the pomp and circumstance that they deserved. She thanked the Graduation Committee, who made the best of unbending circumstances and who planned for a perfect day. Lynne Klemke, Karen Anderson and R.J. Savely were thanked for representing the Board of Governors so well up on stage. Dr. Simone expressed gratitude to the entire Cougar team who helped to make the day so special for the graduates. She added that later that day, the nurse pinning ceremony was unforgettable as well.

Dr. Simone reported that last week we hosted an awards luncheon to recognize several of our long-term employees. Jenny Keener in Human Resources was thanked for taking the time to help us officially recognize our ten, twenty, and thirty-year employees. As always, Cathy Borschlegl and her Food Service team provided an outstanding meal to make the celebration even more special.



Dr. Simone reported that soon, a final progress report for our very first implementation plan would be completed. The members of our Strategic Planning committee had an opportunity to assist with this document and the Senior Leadership team will finalize the work. Once this report is ready, it will be used to begin crafting a second (and hopefully last) annual implementation plan for the 2017-2022 strategic plan. This final year of our current five-year strategic plan will herald a renewed vision for the future and a brand-new strategic plan for 2023-2028, complete with fresh goals, written by the Strategic Planning committee and based on internal and external perspectives.

The budgeting process for the next academic year continues. The budget meeting following graduation was very productive and included some much-needed budgetary reorganization.

Dr. Simone reported that last month, several staff participated in the Higher Learning Commission Annual meeting. At the last Board meeting, the desire for an official "Evidence Manager" was clearly articulated by several Board members. Dr. Simone shared that Dr. Patrick Fortney was asked to take on this role as part of his work as our Accreditation Liaison Officer (ALO). He has agreed and his job description has been modified to reflect this additional responsibility. Dr. Fortney continues to move us forward with our HLC relationship and Dustin Eicke now joins Brian Elkins and Luke Stobel as part of his Data team.

With the hiring of Wayne Lund, our Diesel, Truck and Heavy Equipment program is becoming very real for us. Dr. Simone thanked our Human Resources and Educational Services leaders for finding a way for Mr. Lund to become acclimated to the world of higher education and the nuances of teaching over the summer. This is an important investment in the future of this program and ultimately, for his success and for our success.

The Rural Community College Alliance (or RCCA) has reinvigorated its efforts to support our rural institutions under the leadership of Dr. Penny Wills. Dr. Wills is the former President of Yavapai College in Arizona. The RCCA organization is planning for their next conference in September and a small handful of rural community college presidents, including President Simone, were invited to participate.

The American Association of Community Colleges has been holding their annual conference throughout the month of May. Next week, Dr. Fortney and Dr. Simone are scheduled to present a session on the use of emerging (or E) grades last spring. Brian Elkins was thanked for agreeing to share his expertise in the presentation as well.

In conclusion, Dr. Simone thanked the Board of Governors for their support through the difficult decisions we face.

### **Board Member Comments**

Dr. Crouse reported that May 17, she was a participant in a virtual meeting with Senator Flood. The meeting included college presidents and Board member representatives. The topic of the meeting was LB-408, which is regarding property tax. Senator Flood shared his view related to his general support of LB-408. He is supportive of increasing information technology, and he prefers that community colleges are community based rather than campus based. He is supportive of programs that encourage innovation and creativity

(inquiry learning, as creativity cannot be automated). Senator Flood warned that moving from property tax levies to state appropriation could mean loss of control. He also spoke to moving the senior year of high school to the community colleges (except for sport eligibility) to increase funding and speed time into the workforce.

## **EXECUTIVE SESSION**

### ***Personnel Matters - Evaluation of the College President***

Dr. Crouse MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Dr. Carmen Simone and Mr. Phil Kelly, College Attorney, for the purpose of discussion of personnel matters regarding the evaluation of the College President. He further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual, and that Dr. Simone has not requested a public meeting and has consented to discussion in closed session, and that evaluation of the job performance of a person is specifically authorized by the Nebraska Public Meetings Law. SECONDED by Ms. Richards.

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

Chair Klemke stated the reason for the Executive Session is Personnel Matters regarding the Evaluation of the College President.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:49 p.m.

Dr. Simone left the Executive Session at 4:40 p.m. The Board of Governors remained in Executive Session.

The Executive Session ended at 5:38 p.m.

Chair Klemke declared the Open meeting in session at 5:38 p.m.

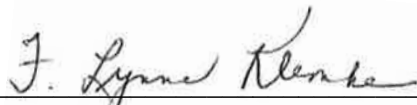
## UPCOMING MEETINGS AND EVENTS

1. Governance Leadership Institutes  
Governing for Equity  
2021 ACCT Virtual Diversity Institute  
Tuesday, June 22 and Tuesday, June 29, 2021
2. NCCA Third Quarter Meeting  
August 2, 2021  
Lincoln, NE
3. 10<sup>th</sup> Annual Monument Marathon  
September 25, 2021
4. NCCA Fourth Quarter Meeting  
October 3 and 4, 2021  
Scottsbluff, NE
5. ACCT Leadership Congress  
October 13-16, 2021
6. WNCC Homecoming  
"A Dream is a Wish Your Heart Makes"  
October 18-23, 2021

**NEXT REGULAR MEETING:** Wednesday, June 16, 2021, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE

## ADJOURNMENT

The meeting was adjourned by unanimous consent at 5:42 p.m.



F. Lynne Klemke, Chairperson

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Susan L. Verbeck, Secretary