

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES
August 17, 2022**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, August 17, 2022 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, August 9, 2022.

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
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke, Chairperson	Present
Allan D. Kreman	Present
Kimberly A. Marcy.....	Absent
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards	Present
R. J. Savely, Jr.	Present
Richard G. Stickney	Absent

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 reported that Ms. Kimberly Marcy and Mr. Richard Stickney notified the Board Secretary that they would be unable to attend the meeting today because of Personal Health.

CONSENT CALENDAR

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

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s) Marcy, Stickney
 - c. Minutes
 - i. Regular Meeting, July 20, 2022

CONSENT CALENDAR (cont.)

2. Claims:
 - a. WCCA Unrestricted Fund - \$3,241,588.41
 - b. WCCA Restricted Fund - \$21,966.67
 - c. WCCA Federal Fund - \$5,156.34
 - d. WCCA Agency Fund - \$1,494.02
 - e. WCCA Loan Fund -0 -
 - f. WCCA Plant Fund - \$219,166.30
 - g. WCCA Auxiliary Fund - \$175,196.95
3. City Planning Commission Reports
 - a. City of Alliance (tax increment financing)
 - b. City of Gering (tax increment financing)
4. Approval of Consent Calendar
5. Consideration of Items Extracted from Consent Calendar

CONSENT CALENDAR

Approval

Chair Klemke inquired if there were any items on the Consent Calendar which any Board member wished to have extracted for separate consideration. 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 Mr. Kreman. The vote was, Yes: Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

CONSENT CALENDAR

Consider Item(s) Extracted

Ms. Anderson reported that the expense payable to the Scottsbluff/Gering United Chamber of Commerce represents payment in the amount of \$75.00 for WNCC staff attendance at the 2022 Legislative Wrap Up. Ms. Anderson mentioned that she is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Mr. Savely MOVED to approve the extracted item payable to the Scottsbluff/Gering United Chamber of Commerce in the amount of \$75.00 for WNCC staff attendance at the 2022 Legislative Wrap Up. SECONDED by Dr. Crouse. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Klemke. No: None. Abstain: Anderson. Absent: Marcy, Stickney. Motion carried.

Approval of Board Member Mileage and/or Expense Reimbursement

Ms. Anderson MOVED to approve the following travel expense: Ms. Lynne Klemke for \$53.82. SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Anderson, Crouse. No: None. Abstain: Klemke. Absent: Marcy, Stickney. Motion carried.

Review of Bid Consent Calendar

Bid # 22-EQ-16 Copier Service Contract

Bid # 22-SE-14 Managed Security Services Provider

Approval of Bid Consent Calendar

Consideration of Items Extracted from Bid Consent Calendar

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

Review Contents of Personnel Consent Calendar

- a. Resignation(s):
 - i. Mr. Norman Coley, Executive Dean of Students, Student Services Division
Effective August 3, 2022
 - ii. Dr. F. Jordan Colwell, Nursing Instructor, Health Sciences Division
Effective August 31, 2022
- b. Appointment(s)
 - i. Mr. Robert Conn, WNCC Construction Trades Director
Effective August 8, 2022
 - ii. Mr. Raymond Smith, Student Services Coordinator, Sidney Campus
Effective August 11, 2022

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. Savely. The vote was, Yes: Packard, Perkins, Richards, Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

Public Notice – RE: Settlement of Mr. Yemin An 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 to make a public notice at the Board meeting. Pursuant to section 84-713 of Nebraska Statute, Mr. Kelly reported that a political subdivision tort claim was filed by the estate of Mr. Yemin An concerning the incident that occurred April 1, 2021 at the Sidney, Nebraska campus involving personal injury to Mr. An. The College has entered into a settlement agreement with the estate of Mr. Yemin An that provides for payment of \$700,000 to be paid by the College insurance company. In addition to the \$700,000 settlement, the College shall pay to the estate of Mr. Yemin An \$10,000 as reimbursement for out of pocket expenses, including funeral and travel expenses incurred by the student's family. 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

Approval of Rescheduling the October 19, 2022 Regular Board Meeting

Move the meeting to October 5, 2022 to accommodate the timeline for submission of the Resolution to Set the Property Tax Request

Mr. Savely MOVED to approve the change of date for the October 2022 meeting. SECONDED by Ms. Richards. The vote was, Yes: Perkins, Richards, Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

Reports and Recommendations from the Executive Committee

Resignation of Nebraska Community College Association (NCCA) Board Representative, Dr. Perkins

Approval of Appointment of Ms. Anderson as NCCA Board Representative

Dr. Perkins announced that he has decided to resign from his role as NCCA Board Representative and thanked Ms. Anderson for agreeing to fill the vacancy.

Dr. Crouse MOVED to approve the appointment of Ms. Anderson as the NCCA Board Representative. SECONDED by Dr. Perkins. The vote was, Yes: Richards, Savely, Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Klemke. No: None. Abstain: Anderson. Absent: Marcy, Stickney. Motion carried.

Reports and Recommendations from the Finance and Facilities Committee

Approval for Use of Cash on Hand to Continue the Operations of the College

Pending Final Approval of the 2022-23 Budgets in September 2022

Vice President of Administrative Services, Ms. Lynne Koski explained that this is a request to use cash reserves to continue operations of the College pending final approval of the budget. The current budget expired June 30, 2022 and because the new budget is not officially adopted until September, this action enables the continuation of operations until the new budget is approved.

Dr. Perkins MOVED to approve the Use of Cash on Hand to Continue the Operations of the College Pending Final Approval of the 2022-23 Budgets in September 2022. SECONDED by Ms. Anderson. The vote was, Yes: Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

INSTITUTIONAL REPORTS

End of Semester Spring 2022 Report

Institutional Research Director, Dr. Dustin Eicke referenced the document included in the meeting information. Dr. Eicke reported this information is regarding the Spring 22 semester, which displays the trend of FTE across time. Currently, Spring 21 to Spring 22 enrollment is starting to flatten out, which Dr. Eicke stated he believes reflects good leadership decision making and some structural changes.

The chart displayed on the report represents three different values: enrollments, credits and contact hours and addresses Spring 22 specifically. In the past, contact hours trended downward, but has begun to flatten out. A lot of institutions across the nation are not seeing that flattening. The same holds true for the credits, which over time have flattened as well. The numbers are not going down and they are not reflecting the same kind of losses experienced by other institutions.

This is attributable to many factors, but one of the most important is that students are starting to take heavier loads or more credits per student, which is good for the institution. Additionally, the same is true with enrollment. Dr. Eicke mentioned that this is a duplicated enrollment count and is different than the count at the front end of the semester, which is a non-duplicated count. The non-duplicated count is used to calculate details such as demographics and information needed to report to the state and the federal government that cannot be duplicated right at the end of the semester. It is healthy for the college to review duplicated counts because at that point we are looking at production across the term, so it is a more useful metric at the end of the semester.

In response to an inquiry, Dr. Eicke confirmed that dual credit is included in the numbers on the report. Dr. Eicke explained that if a dual credit student took two classes, one for credit and one for non-credit, that student would show up production wise in the credit and contact hours as well as in the head count.

End of Semester Spring 2022 Report (cont.)

In conclusion, Dr. Eicke commented that this is the first time the Board has seen an end of semester report and it would be good for this information to be presented at the end of every semester. The ten-day report is presented at the beginning of a semester, which is the census date when everybody is supposedly enrolled, but there is additional work that continues with the non-credit workforce training scheduled by Doug Mader, Workforce and Lifelong Learning Executive Director, Lori Stromberg, Lifelong Learning Director, and Deb Davis, Workforce Training Coordinator.

Dr. Eicke added that it is important for the Board to see both the ten-day report and the end of semester report because they contain valuable information. One of the reasons for viewing both reports is because the college enrollment is not linear in nature. On the census day, we do not have everybody we are going to have. A lot of the hard work from the workforce training department is going to start showing up later in the semester. Relying on the ten-day report and making decisions based on that report and never seeing what is actually being produced across the term means we are failing our students, so this is the right approach.

Chair Klemke thanked Dr. Eicke for sharing the end of semester information.

Faculty Report

Mr. Croft noted that dual credit enrollment numbers are not yet final. Additional registrations will be forthcoming, some at the last minute, but that is expected because students are just now returning to their respective schools.

Bill Loring participated in a Unity Certified Program this summer, which will assist the two NASA fellowship students enrolled at the College, Maya Wilson and Nikolai Borchert. Mr. Loring has been working with those students and continues to work on the STEM Career Opportunities Network.

Scott Schaub and Erandi Gunapala continue to grow the STEM CONNECT program. This partnership with UNL began in 2019. Mr. Schaub and Mr. Gunapala work to recruit Engineering and IT students, by awarding scholarships and providing curricular and co-curricular support to academically talented, low-income students with an interest in STEM careers.

Over the summer, Theatre West, under the direction of Patrick Newell and Tammy Lippstreu, produced four mainstage productions along with three additional productions. Attendance for the mainstage productions was just under 2,000 people, with an additional 1,500 attending the other three productions. Theatre West hired fourteen current or recent WNCC students. This gave many students their first professional theater job, which is really exciting. Theater West is grateful to WNCC for the opportunity to provide professional theatrical performances to the Nebraska Panhandle.

Regarding the B-Pod renovation, the classrooms are ready, but due to HVAC issues, it will be approximately three weeks before faculty can return to their offices. Mr. Croft invited Board members to tour the area when the renovation is complete.

Nebraska Community College Association

Dr. Crouse reported that the main topic at the last meeting was the strategic planning session. The group came up with three areas that will need their attention. The first was to support members of the colleges in achieving their goals, missions, and strategic plans. The next was to advocate on behalf of members of the colleges to legislative bodies, lawmakers, and public officials, in addition to interested parties and stakeholders across Nebraska. And lastly, promote the visibility and appreciation of the significant impact that members of the colleges have on the state as a whole.

Additionally, Ms. Wittstruck would like to work at creating a data document repository. The reason for this is so that when Ms. Wittstruck talks to the Legislature, she has data she is comfortable with and knows is real. The NCCA Board will help develop a plan for the college's contributions to the database.

Nebraska Community College Association (cont.)

Ms. Wittstruck would like to establish and implement a marketing and branding strategy as well. This is so that people know what community colleges do for the state, which would be helpful to all of the colleges.

Ms. Wittstruck stressed the need for building relationships in education. She would like to suggest that the senators visit the institutions so they know who we are and what we are, as well as what we do. Ms. Wittstruck plans to make it a point to visit all of the satellite sites such as Sidney and Alliance, as well as the off-site programs at each campus. If constituents do not know what we are and what we do here in the west, it is difficult to advertise us. An additional plan is to establish a legislative agenda, which was discussed in detail at the meeting.

Ms. Anderson reported that this was her first meeting and she was able to join the strategic planning session. Not everyone from the board could be there, so they met via Zoom. Ms. Wittstruck is a new set of eyes for NCCA plus she has a background in manufacturing and has been in other states.

Ms. Anderson commented that the legislative piece is good because the colleges play so much defense that there is not time to work on the offense. The database will be helpful to NCCA and the colleges. Ms. Wittstruck mentioned that other states hold their colleges in higher esteem, but Nebraska community colleges seem to have to compete for funding and what they can do, which is not the case in other states. It is interesting to have someone new at the helm.

Ms. Anderson expressed gratitude for the opportunity to serve as the NCCA Board representative and commented that her learning curve will be interesting.

Ms. Winters, Board Faculty Representative, mentioned that she has information that might be helpful. Phi Theta Kappa is an international organization, and there is an initiative to make people more aware of the opportunities and the value of the community college. They have a website with a lot of information that would be good to check out. At cc.smart.org, they are promoting assistance to students so that they are aware, not only of financial advantages, but also the value of college attendance. The information includes the percentages of students who start at a community college and complete their bachelor's degree versus the percentage that just attend a four-year college. The site was launched about a month ago and contains a lot of good information that might be helpful to NCCA.

Western Nebraska Community College Foundation

Foundation Executive Director, Ms. Reisig, requested assistance with the Friend of the College nominations. The Friend of the College is one of the awards that is given out at the alumni banquet each year. The Friend of the College is a person, organization or business that has demonstrated a commitment to the educational advancement of people in the Western Nebraska Panhandle. The nomination form can be found at wc.edu, alumni award nomination.

Ms. Reisig reported that a fundraising appeal has gone out to donors, which is an appeal that the Foundation is doing for the first time this year. A year end appeal usually goes out to donors, but they felt this was a great opportunity to engage with donors at a time when, if more funds are brought in, especially for the unrestricted general scholarship, they can help students as needs arise throughout the semester.

The Monument Marathon is quickly approaching and the Foundation office is busy with preparations and training sessions for volunteers. Currently, there are about 350 runner registrations with another 150 to 200 registrations expected within the next five weeks. The expectation is that at least \$50,000 will be raised again this year.

Student Report

A student report was not available at this time.

President Comments

President Marrin reported that Tuesday of this week, employees gathered at the Harm's Center for the President's Welcome and updates from Human Resources and Facilities. Strategic Planning sessions with Dr. Geri Anderson were scheduled the same day. Committee meetings and faculty meetings have been scheduled throughout the week.

Recently, the President's report was sent out, but with it being the start of the semester, the report was shorter than usual. A link for digital access is available as well. The report includes updates to the strategic plan, emerging trend information as well as information from the surveys that were conducted. Also included is information that was received from the listening tours. This information will be the heart of what we do as we move toward actually putting the strategic plan together.

Classes start Monday and the first volleyball game is scheduled next Wednesday, August 24. WNCC vs. Eastern Wyoming College at Cougar Palace.

Regarding Dr. Eicke's End of Semester Spring 2022 report, Mr. Marrin stated that he feels the College is in a good place.

Board Member Comments

Mr. Savely commented that he would like to thank Ms. Paula Abbott for her work at the Alliance and Sidney campuses. Additionally, Mr. Savely expressed gratitude for Ms. Abbott's oversight following the Aviation program incident. Her professional and compassionate assistance is truly appreciated.

Chair Klemke commented that due to lack of use, she is returning the College I-Pad and Board Policy and Procedure notebook previously issued to all Board members. She mentioned that if additional Board members would like to return I-Pads and Policy notebooks, please bring to a Board meeting and leave with the Board Secretary.

Due to recent issues with Zoom meetings, it was noted that the I-Pads used by Board members need to be updated by the IT staff. A future meeting will be scheduled so that IT staff can conduct a refresher session related to the use of the I-Pads.

Ms. Guzman-Gonzales thanked Board members for the lovely plant and kind expressions of sympathy following the loss of her mother.

Ms. Richards commented that she is grateful the College was able to accommodate the memorial service for Scottsbluff Fire Department's, Captain Ryan Lohr.

Chair Klemke shared information about the Next Pioneers. Next Pioneers is in partnership with the Nebraska Tech Collaborative, an Aksarben Workforce initiative designed to accelerate the connections, collaborations and community of Next Pioneers now and in the future. Through trailblazing innovation, they strive to prove to the world that Nebraska is the home to many who are making a difference and pioneering their way to brighter horizons. They have combed the state to identify the best and brightest across a broad range of industries, disciplines and practices to form the foundational group of Pioneers and set the stage for the next generation of pioneers recruited from across the nation. Chair Klemke reported that she is pleased to share that Alliance and Sidney Campus Executive Director, Ms. Paula Abbott was recently featured as a Next Pioneers trailblazer.

Chair Klemke mentioned a proposed Board training in October. The training would be facilitated by Dr. Geri Anderson on October 18. Due to the change of date for the October meeting, Ms. Anderson will be contacted to inquire whether she is available October 4 so that out of town Board members can stay overnight and attend the Board meeting the next day. Additional information will be emailed.

Board Member Comments (cont.)

Chair Klemke reminded Board members that they were previously provided with a book from ACCT titled *Trusteeship in Community Colleges, A Guide for Effective Governance*. The book provides excellent information regarding Boardmanship and the Board and College President relationship.

Chair Klemke congratulated faculty member Amy Winters on her appointment as a member of the Honors Program Council. Ms. Winters responded that in her past Board meeting reports, she referenced the Honors and Action Research project, which she will be a part of over the next four years. Responsibilities include assisting with writing the Honors Action Guide and recommending an honor study topic and themes, which she will do twice. Ms. Winters stated that she will learn more about PTK as a whole and she is excited to participate.

Upcoming Meetings and Events

1. Monument Marathon
September 24, 2022, Scottsbluff, NE
2. WNCC Homecoming
October 15 – 21, 2022
Homecoming Banquet, October 21, 2022, Harms Center Plex
3. 2022 ACCT Leadership Congress
October 26-29, 2022, New York, NY
4. NCCA Fourth Quarter Meeting
November 6 - 7, 2022, Central Community College, Grand Island, NE

Next Regular Meeting: Wednesday, September 14, 2022, at the conclusion of the Budget Hearing and no earlier than 1:30 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

Adjournment

The meeting was adjourned by unanimous consent at 1:55 p.m.



F. Lynne Klemke, Chairperson



Susan L. Verbeck, Secretary