

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, September 11, 2019  
1:45 p.m.

The Western Community College Area Board of Governors held a regular Board meeting at 1:45 p.m. on Wednesday, September 11, 2019, in the Twin City Café, in the SWBC Building located at 2617 College Park, 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 Thursday, September 5, 2019.

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

**AREA BOARD**

Karen S. Anderson .....	Present
Merlyn L. Gramberg .....	Absent
Linda A. Guzman-Gonzales .....	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman.....	Present
Kimberly A. Marcy .....	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr.....	Present
Richard G. Stickney, Vice-Chair.....	Present

**OTHERS PRESENT**

Paula Abbott, Sidney Campus Executive Director  
Kathy Ault, Human Resources Executive Director  
Norman Coley, Dean of Students  
Ellen Dillon, Associate Dean of Instructional Support  
Hallie Feil, Dean of Instruction  
Nina Grant, Vice President of Student Services  
John Harms, Interim President  
Roger Hovey, Registrar  
Philip Kelly, College Attorney  
William Knapper, Administrative Services Vice President and Board Treasurer  
Lynne Koski, Vice President of Finance  
John Marrin, Interim Executive Vice President  
Jennifer Pedersen, Faculty Member  
Jackie Smith, Alliance Campus Director  
Susan Verbeck, Executive Administrative Assistant to the President and Board Secretary  
Amy Winters, Faculty Member  
Brian Croft, Board Faculty Representative  
Susan Dickinson, Board Faculty Representative  
Marcus Carrillo, Scottsbluff Campus Student Representative

## **QUORUM**

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

## **COMMUNITY COMMENTS**

Ms. Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Klemke reminded community members who wish to make comments that each speaker will be limited to a five-minute presentation. There were no community comments.

## **BOARD CHAIRPERSON COMMENTS**

Ms. Klemke announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the front of the room.

Ms. Klemke reported Dr. Gramberg is unable to attend the meeting because of Personal Business.

## **CONSENT CALENDAR**

### **Review Contents**

Ms. Klemke reviewed the contents of the Consent Calendar, which include the following item(s):

- 1) Agenda, September 11, 2019
- 2) Excuse Absent Board Member(s) Dr. Merlyn L. Gramberg
- 3) Minutes
  - a. Regular Meeting, August 21, 2019
- 4) Claims for August 2019
  - a. WCCA Unrestricted Fund - \$ 2,527,744.36
  - b. WCCA Restricted Fund - \$ 11,442.75
  - c. WCCA Federal Fund - \$ 10,899.27
  - d. WCCA Agency Fund - \$ 5,863.22
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$ 12,612.98
  - g. WCCA Auxiliary Fund - \$ 424,799.06
- 5) City Planning Commission Report(s)
  - a. There were no reports.
- 6) Reports and Proposals
  - a. From the Students – N/A
  - b. From the Faculty – N/A
  - c. From the Administration – N/A
  - d. From the Board – N/A

Ms. 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 none.

## **CONSENT CALENDAR**

### **Approval**

Ms. Guzman-Gonzales MOVED to approve the Consent Calendar as presented. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** Gramberg

**MOTION CARRIED**

## **CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Consent Calendar.

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

### **Ms. F. Lynne Klemke, Mr. Allan D. Kreman and Ms. Kimberly A. Marcy**

Mr. Savely MOVED to approve the following travel expenses: Ms. F. Lynne Klemke for \$93.26, Mr. Allan D. Kreman for \$22.26, and Ms. Kimberly A. Marcy for \$220.40. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** Klemke, Kreman, Marcy

**Absent:** Gramberg

**MOTION CARRIED**

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

### **Mr. R. J. Savely, Jr. and Mr. Richard G. Stickney**

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Mr. R. J. Savely for \$104.98 and Mr. Richard G. Stickney for \$62.06. SECONDED by Dr. Packard.

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

**Voting No:** None

**Abstain:** Savely, Stickney

**Absent:** Gramberg

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

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

Ms. Klemke reviewed the contents of the Bid Consent Calendar which include the following bid(s):

- 1) Bid No. 20-SE-10 - ITV Support Agreement (Attachment A)
- 2) Bid No. 20-VEH-13 – 44 Passenger Activity Bus (Attachment B)
- 3) Bid No. 20-FAC-14 – Freight Elevator Repairs (Attachment C)
- 4) Bid No. 20-SE-15 - Blackbaud Financial Software (Attachment D)
- 5) Bid No. 19-SE-01 – Enrollment Management Consultant (Attachment E)

Ms. Klemke inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. Mr. Kreman requested Bid No. 20-FAC-14 Freight Elevator Repairs be extracted to allow further discussion.

### **BID CONSENT CALENDAR**

#### **Approval**

Ms. Anderson MOVED to approve the Bid Consent Calendar as amended. SECONDED by Dr. Packard.

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

**Voting No:** None

**Abstain:** None

**Absent:** Gramberg

#### **MOTION CARRIED**

### **BID CONSENT CALENDAR**

#### **Consider Items Extracted**

Mr. Kreman requested Bid No. 20-FAC-14–Freight Elevator Repairs be extracted for separate consideration and asked Mr. Knapper to present this item.

Mr. Knapper reported the freight elevator is currently out of service. The issue is the hydraulic jack that sits under the elevator cab. The elevator cab has been moved to a level position with one of the floors and the existing hydraulic jack will be removed. The hole left by removal of the hydraulic jack will have to be addressed to make it the proper diameter and depth to install the replacement.

Mr. Knapper and a staff member discussed with local engineers and architects the possibility of installing a completely new elevator cab, controls, and everything involved with a wholesale replacement. The cost to the College for replacement would be double compared to the cost of repairs. The engineers had commented that they felt the repair quote was in line with expectations.

Mr. Knapper explained that two different elevator companies currently service the College elevators. One company is O'Keefe who services the freight elevator and a different company services the passenger elevator. That is why there is just one quote; they do not want different companies or one that is not experienced in repairs to work on the freight elevator.

### **BID CONSENT CALENDAR**

#### **Consider Items Extracted**

Mr. Savely moved the Board accept the recommendation of the Budget and Finance Committee to approve the bid submitted by O'Keefe Elevator Company in the amount of \$72,598. Seconded by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Gramberg

**MOTION CARRIED**

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents of Personnel Consent Calendar**

Ms. Klemke reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s).

- 1) Resignation(s):
  - a) Mr. Joseph W. Deer, Information Technology Director, effective September 30, 2019.
  - b) Ms. Lilanie J. Helgerson, Student Support Services Advising Specialist, effective October 25, 2019.
  - c) Ms. Carolyn Lee Ostmo Holcomb, Senior Project Manager, effective October 1, 2019.
- 2) Appointment(s):
  - a) None

Ms. Klemke inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

## **PERSONNEL CONSENT CALENDAR**

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

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

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

**Voting No:** None

**Abstain:** None

**Absent:** Gramberg

**MOTION CARRIED**

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

### **Change of Location for the October 23, 2019 Meeting**

Ms. Klemke reported that the October 23, 2019 Board of Governors meeting was originally scheduled to meet at the Alliance Campus. However, due to issues with the Alliance

facility, it has been proposed that the October meeting be moved to Scottsbluff. In either January or February, the meeting will be scheduled in Alliance.

In response to a question from the Board, Ms. Klemke confirmed that there would be two meetings held in Alliance, one in the spring to make up for the October meeting and the other in the fall as is customary. Ms. Klemke inquired if there was additional discussion. In the absence of additional discussion, Ms. Klemke entertained a motion to approve the change of location for the October 23, 2019 meeting from Alliance to Scottsbluff.

Mr. Stickney MOVED the Board approve the change of location for the October 23, 2019 Board of Governors Meeting. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** None

**Absent:** Gramberg

**MOTION CARRIED**

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

### **Reports from the Human Resources Committee – Coral E. Richards**

Ms. Richards introduced the Whistleblower Protection Board Policy on First Read and asked Ms. Ault, Executive Director of Human Resources to present this policy.

Ms. Ault reported this policy is a federal compliance policy for HLC and was previously presented as a first read in August. Ms. Ault reported that when faculty returned in August and reviewed the policy, a few revisions were suggested. One suggestion was a change of wording. A faculty member recommended the change from “fraudulent acts” to “wrongful acts.” With the revisions, College attorney Jason Ossian once again reviewed the policy to confirm that it reflected the Whistleblower Act that will be implemented.

Ms. Ault mentioned that an additional change is on page two of the policy under the heading, “Protected Persons Definition.” The last part of the definition will be changed to include “and members of the Board.” Ms. Ault explained that reporting can be completed using the form at the back of the policy or electronically via Maxient.

In response to an inquiry from the Board, Ms. Ault confirmed that previously, the College has not had a Whistleblower Protection policy.

The Board took no action at this time.

## **REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE**

### **Reports from the Student Success Committee – R. J. Savely, Jr.**

Mr. Savely introduced the Absence from Class Board Policy on Single Read and asked Dr. Feil and Ms. Pedersen to present this policy.

Ms. Pedersen reported that this policy has been in the works for over four years. She explained that there is a lot of history involved in the decision to review this policy. Previously, it was standard that students could be administratively withdrawn from courses if they had been absent over the number of hours equal to the number of credit hours. Ms. Pedersen explained that if the course was three credit hours and a student missed four class periods, then they could be administratively withdrawn. Some faculty were still following this practice and this initiated discussion regarding whether it was appropriate as there was no differentiation between excused and unexcused absences.

A group started looking at why students were missing classes; why were they not coming back to class; and what kind of excuses did they have? Those conversations initiated the development of this policy. With the assistance of Student Services and the College attorney, the policy was paired down from fifteen pages to the document presented today. Ms. Pedersen reported that the policy has been vetted through several areas of the institution.

Ms. Pedersen reported that some pieces of this policy were taken from previous policies. No changes were made for absences from online classes (federal verbiage comes from Sheila Johns, Financial Aid Director), disabilities and accommodations, medical withdrawal, and absence for military duty. New absences were added for emergencies. Ms. Pedersen reported that some faculty differ regarding how much help is given the student if they are gone for an emergency so they wanted to make sure the student and faculty are on the same page regarding what is required from the institution in the case of an emergency. Other additions include sanctioned school activities and religious observation. The plan is to try to put more responsibility on the student to communicate with the instructor if possible, prior to being gone from class.

Ms. Pedersen reported that Dual Credit absences have raised some concerns. A local high school the College works with had a couple of students who were absent sixteen class periods due to school activities. The school administration asked for the absences to be excused and for those students to be able to continue with the class. She reported that faculty did not think that was appropriate and if the student will be absent that many times, perhaps they should not be in the class or should take the class at another time.

In response to an inquiry from the Board, Ms. Pedersen responded that paperwork should not make more work for faculty. The form on page five of the policy is handed to the student to act as a catch point to talk to the student about absences.

Ms. Klemke reported that this is a request for a single read and entertained a motion for approval.

Mr. Savely MOVED the Board approve the Absence from Class Board Policy on Single Read. SECONDED by Dr. Packard.

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

**Absent:** Gramberg

**MOTION CARRIED**

**REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (cont.)**

**Reports from the Student Success Committee – R. J. Savely**

Mr. Savely presented the Information Only item: Absence from Class Institutional Guideline.

The Board took no action at this time.

**INSTITUTIONAL REPORTS**

**Fall Enrollment – Mr. Roger Hovey**

- 1) Final 2018-2019 (Attachment F)
- 2) Ten-Day Report – Fall Semester 2019 (Attachment G)

**Enrollment Report, Mr. Roger Hovey**

**Final 2018-2019**

Mr. Hovey referred Board members to the handout materials, which include the Final 2018-2019 Enrollment Report.

Mr. Hovey reviewed the end of semester enrollment totals by semester for the Fall, Spring, and Summer and the comparative enrollment for the prior year. Mr. Hovey reported the 2018 Fall semester headcount was 1,888, which is a decrease of 5.4 percent. The 2019 Spring Semester headcount was 1,582, which is a 5.3 percent decrease and the 2019 Summer Semester headcount was 418, which is an 8.1 percent decrease.

Mr. Hovey reviewed the full-time equivalent enrollment for the 2018-2019 year, which totals 1,448.55. This compares with 1,538.88 the previous year.

**Enrollment Report, Mr. Roger Hovey**

**Ten-Day Report – Fall 2019 Semester**

Mr. Hovey referred Board members to the handout materials which include the Ten-Day Enrollment Report for the Fall 2019 Semester.

Mr. Hovey reported there were 740 full-time and 982 part-time students enrolled as of the tenth day of the semester. This is a collective decrease of 5.6 percent from last year. Mr. Hovey remarked the expected end-of-semester count should reach 768 full-time and 1,022 part-time students.

Mr. Hovey reported the number of full-time continuing students increased from 312 in the Fall of 2018 to 320 in the Fall of 2019. The number of full-time transfer students also increased from 37 in Fall of 2018 to 42 in Fall of 2019.

Mr. Hovey reported the male/female ratio and the age distribution of WNCN students remain largely unchanged over the past year. Of our total students, 55.9 percent are female and 44.1 percent are male. Among age ranges, the highest percentage, 44.7 percent, is 18-24.



Mr. Hovey reported the Hispanic enrollment increased from 22.5 percent in the Fall of 2018, to 24.4 percent in the Fall of 2019. International student numbers held steady from Fall of 2018, with 27 new international students arriving in August of 2019. A year ago, we welcomed the same number of new students for the Fall 2018 semester. This, despite a nation-wide drop in new international enrollments. We have 66 total international students from 31 different nations. This overall number has decreased from last year's number of 78, due largely to students graduating.

Mr. Hovey reported the Fall 2019 end-of-semester FTE is projected to exceed 700, but it appears there will be a marked decrease from last year's total of 815 due to a significant drop in non-credit corporate training.

Mr. Hovey reported this year's ten-day numbers show growth in Scotts Bluff County among graduating seniors. Fall of 2018 yielded 111 students from the county, while Fall of 2019 yielded 130 students. Scotts Bluff County now accounts for 51.8% of our total student credit hour distribution, up from 48.8 in Fall of 2018. We also experienced increases in yields from Cherry County (1 student in Fall of 2018 to 3 in Fall of 2019), Cheyenne County (13 students in Fall of 2018 to 15 in Fall of 2019), Deuel County (none in Fall of 2018 to 3 in Fall of 2019), Morrill County (15 students in Fall of 2018 to 16 in Fall of 2019), and Sheridan County (2 students in Fall of 2018 to 5 in Fall of 2019).

Of the 24 high schools in the WNCC service area, the College attracted 17.3 percent of the 2019 senior class. This marks an increase from last year's 15.7 percent.

Among our 1,073 degree-seeking students, 62 percent are in academic transfer programs and 38 percent in technical training programs. The Associate Degree Nursing, Practical Nursing, and Pre-Professional Nursing programs are ranked in the top three, with student counts of 102, 78 and 64, respectively.

Mr. Hovey reported that this year brings changes to our offered degrees, as we introduce the Associate of Fine Arts degree and transition our Associate of Occupational Studies programs over to Associate of Applied Science degrees.

Ms. Klemke thanked Mr. Hovey for his report.

## **RECESS**

Ms. Klemke declared a ten-minute recess at 2:42 p.m.

## **OPEN MEETING**

Ms. Klemke declared the Open meeting in session at 2:51 p.m.

## **PRESIDENTIAL SEARCH UPDATE – Ms. Klemke**

Ms. Klemke reported that she recently spoke with Dr. Pam Fisher. Dr. Fisher shared that there are approximately thirty applications for the Presidential position and she thinks more will come in. She added that not all applicants are a good fit for WNCC. Dr. Fisher said there has been an interest in this area; some are people that have not lived in the area, but are interested in a rural community. Ms. Klemke reminded the Board that on October 8 the search committee will meet for about ten hours. The second meeting on October 22 will be

a twelve-hour day. Community forums are November 13 and the full Board is asked to be present on November 14 for formal interviews. Ms. Allison Judy will be in touch with hours and location for the meetings.

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

Dr. Perkins reported that the NCCA Executive Committee would meet on September 25 in Lincoln. He reported that this year, he will serve as president of NCCA.

Among the items to be discussed at the meeting will be the recently released “Blue Print Nebraska” recommendations for higher education.

The NCCA Annual meeting will be in Lincoln on November 3 and 4 and will feature discussions on “Promoting Student Success through Resiliency and Emotional Intelligence.” This will be a good opportunity for Board members to engage in training relevant to student success.

Next year, WNCC will host the NCCA Annual Meeting. In conversation with Greg Adams, rather than a November meeting, mid-October is being considered. The wish is to avoid possible bad weather.

Dr. Perkins reported that the ACCT Leadership Congress would be September 30 to October 3 in Chicago.

Dr. Perkins reported that recently Chief of Police, Kevin Spencer suggested that he meet with Don Arp, the recently appointed Director of the Nebraska Crime Commission. Mr. Arp is interested in working with the community colleges in establishing additional training for police officers. Dr. Perkins reported that as the NCCA President, he had a phone conversation with Mr. Arp regarding his interest in working with Nebraska Community Colleges.

Dr. Perkins reported that plans were made to meet with Greg Adams to further discuss Mr. Arp's interest in developing some training opportunities for law enforcement officers. The meeting will take place September 25 in Greg Adams's office.

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

Dr. Perkins reported that he received a notification from ACCT, in which Noah Brown announced that the Gates Foundation will fund a research project relative to rural community colleges. Dr. Perkins stated that this is the first time in his association with ACCT that a project of this nature would receive such attention. The project will focus on “assessment needs” related to rural community colleges. In his announcement, Noah Brown acknowledged, “Rural Community Colleges are life lines for their communities.” The Gates Foundation will fund the 18-month study with a \$250,181 grant.

Dr. Perkins reported that in consultation with President Harms and Chair Klemke, he drafted a letter to Noah Brown indicating that this was a dream come true, as for several years, he has advocated similar studies for rural community colleges and that WNCC would like to participate in the study.

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

Ms. Anderson reported that volunteers for the Monument Marathon are encouraged to sign up as soon as possible. The Marathon expo starts at noon on September 27 and will take place at the Gering Civic Center. A pasta feed will be held that evening and a speaker and entertainment are scheduled from five to eight; there will also be a special announcement for 2020. Ms. Anderson reported that on race day, spectators are encouraged to cheer on runners along the course. The number of participants is currently at four hundred fifty.

### **HLC Steering Committee Update – Dr. Perkins**

Dr. Perkins reported that there were two important items on the Steering Committee agenda: Criterion 1 New Ideas on Evidence and the Functional Org Chart Project: Some Indications Thus Far.

Dr. Perkins reported that there is a need for updated evidence for Criterion 1 that the College should be meeting. The evidence needed is regarding the institution's mission: is the mission clear, is the mission articulated publicly, and does it guide the institutions operations. Within this criterion, there are four subsections: the mission is broadly understood within the institution and guides its operations; it is articulated publicly; the institution understands the relationship between mission and the diversity of society; and the mission demonstrates the commitment to the good.

The problem the committee is facing is that evidence must be located providing proof that the College is meeting this criterion. There is a six-year gap of supporting evidence from 2010 to 2016. Dr. Perkins stated that he is hoping the past Board secretary will be able to assist with filling that gap.

Another issue is that there does not seem to be a formal central location for collection/storage of documents related to tracking how the College is using the mission statement as a guide related to the four subsections previously mentioned. It is possible there is a central location, but it has not been located yet. Dr. Perkins added that the College Portal is currently used for evidence collection and storage.

The second item on the HLC Steering Committee agenda may have a profound effect on some personnel. This is called the Functional Organizational Chart Project. It appears as though the problem is that some personnel have access to sensitive data who should not have such access. When personnel's jobs are changed, there has not been the means to change their access to previously sensitive data. This suggests that the personnel may have access to most every document. Dr. Veltri informed the committee that changes in the functional chart does need to occur.

As a side note, Dr. Perkins reported that Dr. Veltri is an extremely competent person in guiding the steering committee and staff in developing a good presentation for an HLC review. She is both a coach and a cheerleader. As a coach, she can give clear direction to what and where we need to be, based on her experience. She is also a cheerleader with words of encouragement at the right moment. The College is fortunate to have her assistance.

Ms. Klemke reported that she suggested to Dr. Perkins that as a means of providing documented information, would it be wise if each Board member were to write down

the professional development they may have had. This could include attendance at national events, meetings in Lincoln, such as the NCCA Annual Meeting, attendance at Legislative sessions or the Leadership Congress in Washington. Pam Fisher was here for Boardsmanship training, there were sessions with Tom Bordenkircher, Sandy Veltri, and Dennis Jones. These are all opportunities for growth and/or additional knowledge. Ms. Klemke encouraged Board members to take a few minutes to note any training they may have had. She added that there is an item in the HLC Criteria that deals with Board leadership and training so it is important to validate and document what has been done. Write it down and give it to Tom Perkins and he will take it to the steering committee.

Dr. Perkins reported that the HLC Standing Committee will be meeting before the next Regular Board meeting. He stressed that HLC is an ongoing process; it does not end with the accreditation visit.

Ms. Klemke mentioned that when Dr. Veltri and Dr. Bordenkircher met with the Board, they were surprised that there was not an existing HLC Standing Committee at the Board level. Therefore, the committee was formed and four members of the Board who live locally were appointed to serve on the committee, which would accommodate the need for scheduling last minute meetings. A Board member was also invited to serve on the College HLC Steering Committee and Dr. Perkins agreed to be a participant. The HLC Standing Committee will be a permanent committee as the HLC accreditation is an ongoing process.

### **Western Nebraska Community College / Scottsbluff Campus Main Building Addition and Renovation Update – Mr. Knapper**

Mr. Knapper reported that the main building construction is done. Furniture is being installed and there are a few miscellaneous items that need to be received and installed. The architect will review a punch list to make sure everything is installed and there is no damage.

The punch list for the construction project is ongoing as of today. The architect came out Monday; the mechanical and electrical engineers were here yesterday. They are finding a lot that needs to be fixed. That can be contributed to asking for the project to be done as early as was requested. This has the potential to affect the move, which was planned to begin September 25. The issues are not major, mostly dealing with dings or paint. Mr. Knapper reported that the Boardroom would be ready for the October Board meeting.

### **Board Member Comments**

Ms. Guzman-Gonzales congratulated the College for getting the STEM scholarship started. She added that it is nice to see positive publicity in the newspaper.

Ms. Klemke thanked Mr. Knapper for his work with the construction project. Mr. Knapper thanked Michelle Coolidge and Micah Findley for their contribution; they did most of the legwork and really helped while he was working with the budget.

### **President's Comments**

Dr. Harms reported that he is excited about the STEM program. The next move is to work with Mr. Knapper to make sure everything is in place.

Dr. Harms mentioned that the College staff is really working hard on HLC. Dr. Harms stated that we should be proud of their work and what they have accomplished. When the HLC team comes in we know there will be things that have to be done, but we are on target. Mr. Marrin is doing a great job in leading the HLC Steering Committee. Dr. Veltri is a blessing to WNCC. She understands small colleges and rural Nebraska and that is important to the institution.

Dr. Harms reported that he and John Marrin met with Pat Comfort, Regional Director of the Department of Labor. He stated that the plan is to work with the Department of Labor to help retrain and reeducate people who are unemployed. Ms. Comfort invited WNCC representatives to attend their weekly Monday meetings to meet with people looking for employment assistance. Dr. Harms stated that a relationship with the Department of Labor would be helpful to the community and the surrounding area.

Dr. Harms reported that a few weeks ago, Becky Horne and Starr Lehl with the City of Scottsbluff Economic Development and the Oregon Trail Foundation made contact to discuss the Together We Grow Project. This project utilizes 840 dollars to retrain and reeducate the area workforce. The project is modeled after a program in Bill, South Dakota that has been very successful. Working with this project will help attract companies to the area by addressing economic development, which is what the College should be doing.

Dr. Harms reported that he is planning to form a task force to address retention. This decision is the result of the research conducted by Dennis Jones. Mr. Jones' report showed that this area needs a lot of work. Currently, he is looking at appointing committee members and once the committee starts meeting, he is asking for a report by December 4. He stated that retention is a major concern and needs immediate attention.

Dr. Harms reported that he is also planning to create a Hispanic Advisory Committee. This is the fastest growing population base in the area and we need to find a way to attract Hispanic students to WNCC. He would like the advisory committee to guide and direct him toward the kinds of things we need to put into place to get Hispanic families involved in our institution and to give them hope and opportunities to understand that we are here and our role is to train and educate regardless of who you are. We will work to reintroduce programs that deal with education.

Dr. Harms added that he has visited with Student Services about creating a Wraparound Program. This program would put the testing, counseling, mentoring, and encouragement around students who we know are at risk, to help keep them in school. Phi Theta Kappa has offered their assistance as well. They are willing to take this on as a part of their program goal to help the College. If this comes together in the right manner, the program could become a regional model.

Dr. Harms reported that this Friday he and John Marrin would be meeting with Chadron State College President, Dr. Randy Rhine and Chancellor of the Nebraska State College System, Dr. Paul Turman. Previous conversations with CSC focused on the associate degree, but it has gone way beyond that now, that is just a small portion of where they want to go. Our relationship and involvement with them is going to be critical to what happens to the College in the future.

We also want to explore and create a training program for rural leaders. Not to compete with the Chamber of Commerce, but to dig into it in a different manner. CSC and the University of Nebraska can play a role in that along with WNCC. We have a foundation that has indicated that they may be able to submit a grant to assist with funding. What they would like to do is to wrap this up into a package so that not only are we wanting to increase enrollment but also look at the future of leadership and the Hispanic community and make sure that students who attend WNCC are provided with appropriate services.

### **Executive Vice President Comments**

Mr. Marrin stated that concerning HLC, work is continuing with the policies. The plan is to fully complete those by April of next year. Many staff has been working on updating or writing policies to comply with federal compliance in preparation for the accreditation review.

Mr. Marrin reported that the HLC Steering Committee is really trying to find their way. Currently, they have agreed that their main focus/purpose is review of each of the Criterion. He added that narratives have been written for all of the Criterion. We do have evidence for the entire Criterion but there is a need to find evidence that truly relates to what the narrative is. Then we need to review what is required for federal compliance. That is the purpose of the Steering Committee at this time.

Mr. Marrin reported that an additional detail on the Chadron State program is that a group from WNCC has traveled to Chadron to meet with them. The next meeting will include Student Services staff. They are talking about some very pragmatic things. Not just talking about articulation where our students can move to Chadron State at junior level status. We are talking about sharing faculty, talking about low enrollment classes, how we could combine our low enrollment courses with Chadron State and increase the numbers for both. How can we do things that will enhance both colleges in a good way? That could become a model for the state.

Regarding program development and growth, if we find an instructional need, we need to address that. That is how we find growth.

Mr. Marrin reported that he is excited about the Diesel Program proposal. In discussions with folks interested in hiring our graduates, we are talking about the need for 75-100 a year. We will be meeting with seven or eight large companies as well as smaller firms from the northern and southern panhandle to get a feel for what the need is, and what support can we get from the industry. This worked well with the Lineman Program in Alliance, so we should be able to do the same thing with this program.

We will also be looking at a CDL program, which the Department of Labor told us there is a huge need for and we will revisit the Ag Program.

Law Enforcement training is also moving forward. Doug Mader has been working with Police Chief Kevin Spencer to develop and offer active shooter training sessions.

Amy Winters, instructor and Phi Theta Kappa sponsor has been brainstorming to come up with ways to work with students in order to assist with our retention efforts.

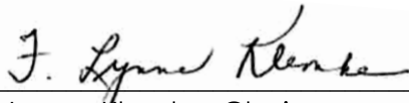
Ms. Klemke inquired about nominations for the NCCA Annual meeting. It was reported that the Foundation is responsible for the nomination for the Friend of the College award, and Mr. Marrin mentioned that he would ask Ms. Reichert to submit a written report for the Board regarding the faculty nomination. Dr. Perkins stated that he thought all other nominations are usually submitted by the Human Resources office.

#### **Upcoming Meetings and Events (date order)**


1. Informal Meeting  
Dr. Tom Bordenkircher, HLC Vice President for Accreditation Relations  
September 12, 2019, 9:00 a.m. – 1:00 p.m.  
Twin City Café, SWBC Building  
Western Nebraska Community College, Scottsbluff Campus
2. Association of Community College Trustees  
2019 ACCT Leadership Congress  
October 16-19, 2019  
San Francisco, CA
3. WNCC Home Sweet Homecoming  
October 18-25, 2019  
Schedule of Events will be Forthcoming
4. Nebraska Community College Association  
Fourth Quarter Meeting (Annual Meeting)  
November 3-4, 2019  
Southeast Community College, Lincoln, NE
5. **Next Regular Meeting:** Wednesday, October 23, 2019, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 4:10 p.m.



F. Lynne Klemke, Chairperson



Susan L. Verbeck, Secretary