

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, March 18, 2020
1:23 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:23 p.m. on Wednesday, March 18, 2020, 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 Wednesday, March 11, 2020. Due to the COVID-19 Social Distancing restriction issued by the Office of the Governor limiting the public gathering number to ten people, some of the Board Members and Staff Members attended the meeting electronically through Zoom video conference.

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

OTHERS PRESENT

Kathy Ault, Human Resources Executive Director
Marcus Carrillo, Scottsbluff Campus Student Representative
Brian Croft, Faculty Representative
Cindy Dickinson, Assistant Board Secretary
Nina Grant, Vice President of Student Services
Bill Knapper, Vice President of Administrative Services
Lynne Koski, Vice President of Finance
John Marrin, Interim Executive Vice President
Jason Ossian, College Attorney
Jennifer Reising, Foundation Executive Director
Carmen Simone, College President
Susan Verbeck, Executive Administrative Assistant to the President and Board Secretary

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 830.1000.79, 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 front of the room.

CONSENT CALENDAR

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

- 1) Agenda
- 2) Excuse Absent Board Member - Dr. Margaret Crouse
- 3) Minutes
 - i. Regular Meeting, February 19, 2020
- 4) Claims:
 - i. WCCA Unrestricted Fund - \$3,172,150.94
 - ii. WCCA Restricted Fund - \$22,541.46
 - iii. WCCA Federal Fund - \$5,938.62
 - iv. WCCA Agency Fund - \$8,634.27
 - v. WCCA Loan Fund - \$-0-
 - vi. WCCA Plant Fund - \$750.00
 - vii. WCCA Auxiliary Fund - \$129,351.07
- 5) City Planning Commission Report(s)
 - i. City of Sidney
 - ii. City of Gering

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 none.

Dr. Perkins inquired about the loss of revenue as a result of the current coronavirus crisis. It was determined this item would be further discussed later in the meeting.

CONSENT CALENDAR

Approval

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

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

Voting No: None

Abstain: None

Absent: Crouse

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Karen S. Anderson and Dr. Margaret R. Crouse

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Ms. Karen S. Anderson for \$648.91; Dr. Margaret Crouse \$228.62. SECONDED by Dr. Tom Perkins.

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

Voting No: None

Abstain: Anderson

Absent: Crouse

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. F. Lynne Klemke and Mr. Alan D. Kreman

Dr. Perkins MOVED to approve the following travel expenses: Ms. F. Lynne Klemke for \$269.10; Mr. Allan D. Kreman \$44.86. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: Klemke, Kreman

Absent: Crouse

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Kimberly A. Marcy, Mr. R.J. Savely, Jr., and Mr. Richard G. Stickney

Mr. Kreman MOVED to approve the following travel expenses: Ms. Kimberly A. Marcy for \$225.17; Mr. R. J. Savely, Jr. \$103.39; Mr. Richard G. Stickney \$121.90. SECONDED by Dr. Packard.

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

Voting No: None

Abstain: Marcy, Savely, Stickney

Absent: Crouse

MOTION CARRIED

BID CONSENT CALENDAR

Review Contents of Bid Consent Calendar

1. Review of Bid Consent Calendar
 - a) Bid Number 20-SE-16 Dining Services Point of Sale Equipment
 - b) Bid Number 20-SE-29 Business Package Printing
 - c) Bid Number 20-FAC-25 Fire Protection Improvements

BID CONSENT CALENDAR

Approval

Ms. Richards MOVED to approve the Bid Consent Calendar. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: None

Absent: Crouse

MOTION CARRIED

Mr. Savely asked for clarification regarding the Dining Services Point of Sale Equipment Bid. Mr. Knapper explained that the bid from Atrium was not the lowest or the highest bid. Atrium was recommended based on prior experience, references, and the ability to meet the scope of work and deliverables. The total cost of \$155,887 will be paid over a five-year period, with an initial payment of \$42,943 for the first year, and \$28,236 for the subsequent four years.

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

1. Resignation(s)
 - a. There were no resignations.
2. Appointment(s)
 - a. There were no appointments.

PERSONNEL CONSENT CALENDAR

Approval of Personnel Consent Calendar

No action required.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

April 15, 2020 Regular Meeting Location Change

Chair Klemke explained that the Board of Governors was scheduled to meet at the Sidney campus on April 15, 2020. At this point, the format of future meetings is uncertain, so it is in the best interest of those attending that the meeting be moved to Scottsbluff. Fewer people will need to travel during these uncertain times, and there is the possibility the meeting will be conducted electronically at that time.

Ms. Richards MOVED to change the location of the April 15, 2020 meeting from the Sidney Campus to the Scottsbluff Campus as a result of the uncertainty of travel restrictions we may be experiencing on April 15, 2020 due to COVID-19. SECONDED by Dr. Packard.

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

Voting No: None

Abstain: None

Absent: Crouse

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

WCCA Board of Governors Informal Meeting

Chair Klemke explained that the Higher Learning Commission Review Team has requested an Informal meeting with the Board on April 27, 2020 from 12:00 to 1:30 p.m. at the Scottsbluff Campus.

Dr. Simone commented that the Higher Learning Commission was reluctant to cancel the annual conference in April; however, the conference has been cancelled. At this time, the cancellation has no impact on the site visit. The visiting team chair asked for this informal meeting to be held prior to the site visit. Dr. Simone stated that the intention is to carry forward, if the Higher Learning Commission is prepared to continue with the site visit. It is understood that there may be an adjustment down the line, but for now, we will be ready for the site visit.

Ms. Richards MOVED that an Informal meeting of the Western Community College Area Board of Governors be set for April 27, 2020 at 12:00 p.m. at the Scottsbluff Campus to meet with the Higher Learning Commission Review Team. SECONDED by Dr. Perkins.

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

Voting No: None

Abstain: None

Absent: Crouse

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE AUDIT COMMITTEE – Mr. Savely

Federal Student Aid - Enforcement of Cybersecurity Requirements under the Gramm-Leach-Bliley Act (GLBA)

Chair Klemke asked Mr. Savely to present the item. Mr. Savely deferred his comments to Ms. Koski, Vice President of Finance. Ms. Koski explained that the College falls under the Gramm-Leach Bliley Act (GLBA) which is a division of student loan requirements associated with compliance that are to be reviewed through the audit process. Auditors are required to evaluate the following three specific items:

1. The institution must designate an individual to coordinate its information security program.
2. The institution must perform a risk assessment that addresses three required areas described in 16 C.F.R. 314.4(b):
 - a. Employee training and management;
 - b. Information systems, including network and software design as well as information processing, storage transmission and disposal; and
 - c. Detecting, preventing and responding to attacks, intrusions, or other system failures.
3. The institution must document a safeguard for each risk identified in Step 2, above.

This will require the College to bring in a third party to complete the risk assessment, which needs to be completed by June 30, 2020, or before the audit. It is anticipated that these bid documents will be out soon for Board approval. If the institution fails to comply with these GLBA requirements, the finding will be included in the institution's audit report.

This is for informational purposes; no action is required at this time.

REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE – Ms. Anderson

Ms. Anderson deferred comments to Ms. Koski. Ms. Koski explained that the following items regarding Purchasing Approval were repealed last month; however, she wanted to point out that the purchasing approval policy does not go into effect until July 1, 2020.

Repealed Policies: Purchasing Approval

- a. 330.0100.04 Requisition and Purchasing
- b. 330.0200.79 Purchase Contracts
- c. 330.0400.79 Economy of Purchasing
- d. 330.0500.79 Guidelines to Bids and Quotations

REPORTS AND RECOMMENDATIONS FROM THE FINANCE AND FACILITIES COMMITTEE (Cont.)

First Read: Budget Planning Board Policy

Information Only: Budget Planning President's Procedure

This policy is new language, which will replace existing policies 310.0100.79 and 310.0200.79.

Approval of Policies to Repeal: Fiscal Management

- a. 320.0100.79 Bid Solicitation
- b. 320.0200.79 Board Action
- c. 340.0100.79 System of Accounts
- d. 340.0200.79 Monthly Financial Report
- e. 340.0300.00 Inventory System
- f. 340.0400.79 Fiscal Year Audit
- g. 350.0100.79 Deposit of Receipts

These policies were all incorporated into the new Fiscal Management policy, which was approved, by the Board in January and go into effect immediately.

Ms. Richards MOVED to repeal the following policies. SECONDED by Ms. Guzman-Gonzales.

- a. 320.0100.79 Bid Solicitation
- b. 320.0200.79 Board Action
- c. 340.0100.79 System of Accounts
- d. 340.0200.79 Monthly Financial Report
- e. 340.0300.00 Inventory System
- f. 340.0400.79 Fiscal Year Audit
- g. 350.0100.79 Deposit of Receipts

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

Voting No: None

Abstain: None

Absent: Crouse

MOTION CARRIED

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE – Ms. Guzman-Gonzales

First Read: Board Evaluation Board Policy

Dr. Perkins explained that this policy came forward as a result of not having had an evaluation for ten years. Dr. Perkins explained that the policy proposes using an outside source that will look at the policy and bring a report back to the Board. He suggested using the College legal counsel so that there will be an arm's length between the Board and the College. Dr. Perkins suggested starting the evaluation process immediately after the first election of a Board member; following that, completing an evaluation two to three months after every election, which is every two years.

Dr. Perkins added that the Association of Community College Trustees, the Association of Governing Boards of Universities and Colleges, Washington, D.C., and the WNCC Board of Governors was used as resources in developing this policy.

Chair Klemke clarified that this evaluation is in two parts: (1) the Board Self Evaluation, which members will complete, then submit to legal counsel to compile; and (2) Board Training, which includes in-service and professional growth training, which should be provided every two years following an election.

REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE (Cont.)

First Read: Records Management and Retention Board Policy

Ms. Koski explained that this is a new policy that brings the College into compliance with the State of Nebraska laws requiring that political subdivisions, particularly post-secondary institutions, have on file a Record Retention Schedule. This is a written documentation of the

procedure that has been used in coordination with other community colleges. The College is under the State of Nebraska Local Agency Schedule 24 Retention and Disposition Schedule. As a member of the Nebraska Community College Association, the College is mandated to follow the Retention and Disposition Schedule included in the NCCA Schedule 155. Ms. Koski stated that this would combine five policies into one.

REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE – Ms. Richards

First Read: Recruitment and Selection of Employees Board Policy

Ms. Richards deferred to Ms. Ault, Human Resources Executive Director, who explained that these policies are all first read and are collapsing five policies into one policy as it relates to recruitment, advertising for new positions, criteria for selection, and background checks.

Dr. Feil, Dean of Instruction, explained that hiring new faculty members requires a different policy. There is a differentiation in terms of faculty who teach general education or transfer courses as opposed to those who teach career and technical education courses. This policy is based on Higher Learning Commission guideline recommendations. The College guidelines are conservative in nature, ensuring that all faculty are properly qualified.

Chair Klemke congratulated the staff on preparing a policy that delivers more than what the State mandates for compliance. Mr. Brian Croft, English Instructor, added that based on the recent Higher Learning Commission Mock Review visit, the recommendation is that the faculty needs to participate in the faculty qualification process.

REPORTS AND RECOMMENDATIONS FROM THE HUMAN RESOURCES COMMITTEE (Cont.)

First Read: Employee Voluntary Separation Board Policy

Ms. Ault, Human Resources Executive Director explained that the current Separation Policy includes a policy for resignation for support staff; a separation pay policy for support staff, and an early release from employment contract for administrative and professional staff. The Presidential Procedure includes a checklist to ensure that all of the steps of the exit interview meeting are completed. One of the important steps includes an explanation of how the employee's benefits will end.

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE – Dr. Crouse

First Read: Admission, Continued Enrollment, and Re-Enrollment of Students Board Policy

Ms. Grant, Vice President of Student Services, explained that this policy was reviewed by the Student Services Leadership Team, and also sent to the GED Director and College NOW Director, for their review.

The proposal is to collapse the following older policies: Admission of Students; Admission to High Demand Programs; and Right to Deny Admission, which will all be covered with the new policy and procedure.

Ms. Grant highlighted a new policy requirement that each student receive the meningococcal vaccination and those students who live in the residence halls will be required to show proof that they have received it.

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

First Read: Residency Board Policy

Ms. Grant explained that this policy would update a previous student residency policy, removing some items in the policy and turning it into a procedure. The College shall establish residency guidelines and procedures for determining a student's residency status. These guidelines and the procedures shall be established as an administrative procedure and made available in the *College Catalog*. The Student Services Leadership Team also reviewed this policy.

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

First Read: Housing and Food Service Board Policy

Ms. Grant explained that this policy is updating a policy from 1979. The policy explains that the Board authorizes the College to operate housing and food service facilities to accommodate student needs. The College shall follow all local, state, and federal rules and regulations. Students who reside in College-operated housing facilities and their guests are subject to the jurisdiction of the College during the student's period of residency. The College reserves the right to take disciplinary action against those students who violate established resident housing regulations. The Student Services Leadership Team and Ms. Bornschlegl, Food Services Director reviewed this policy.

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

First Read: Curricular and Co-Curricular Program Review Board Policy

Dr. Feil presented the policy and procedure regarding program review. The College has been conducting program reviews as required by the Nebraska Coordinating Commission for Postsecondary Education, but have not had an internal process. This is the provision of a policy to conduct periodic program reviews of curricular and co-curricular programs in order to reflect on its programs; review its internal methods for assessment and program improvement; review trends in enrollment, graduation and resources; and outline plans for the upcoming years. Each department will be required to submit a periodic review every five years rather than the previous seven-year requirement.

All curricular programs shall use the "Program Review Template" to periodically assess educational programs. A rubric approved by the College's Assessment Committee, shall be utilized to assess the program's strengths and weaknesses to inform continuous improvement and alignment with the College's mission and strategic plan.

Division Chairs and faculty who primarily teach the program, or teach courses in the program, will work collaboratively to complete the program review. When complete, the program review will be forwarded to the standing Program Review Committee for consideration and evaluation to make recommendations to the Executive Vice President.

REPORTS AND RECOMMENDATIONS FROM THE STUDENT SUCCESS COMMITTEE (Cont.)

Institutional Guideline

Dr. Feil explained that programs might be recommended for Program Support as a part of the Program Review process, or when a need becomes apparent out of the program review cycles (declining enrollments, program obsolescence, loss/reduction of infrastructure available to support the program, etc.) New programs may be put on Program Support if they do not meet the goals established when the program was first initiated.

In August of each calendar year, the President will advise the Board of Governors of his/her intent to request a review of any academic programs meeting criteria. Whenever Program Support is necessary, a Program Support Advisory Committee shall be appointed by the Dean of Instruction to provide recommendations to the President. The advisory committee shall study the problem and provide recommendations to the President on the area affected by the proposed action, within time limits established by the President. This is a good process to show that we have done our due diligence before making a recommendation to eliminate any programs.

INSTITUTIONAL REPORTS

Higher Learning Commission Update – Mr. Marrin

Mr. Marrin reported that all of the Higher Learning Commission teams have been working very hard, asking many questions and tracking evidence. The Mock Review in February was very constructive and helpful. About 85% of the issues found during that review have been addressed. The other 15%, either did not have the evidence, or were accurate and can be defended. The review brought about some needed discussion and needed evidence. According to Ms. Reichert, Educational Services Senior Coordinator, Federal Compliance Criterion 1, 2 and 3 are all complete and ready to be loaded, which is currently taking place.

Criterion 4 and 5 are currently being reviewed and tweaked in terms of length, as there is a limit on the number of words allowed. Wording is being reviewed and final changes are being made. Information will be ready to submit by March 30, 2020.

Mr. Marrin commented that information about when the site visit will take place has not been received, but we will be ready. Mr. Marrin added that the Board would have copies of everything that is submitted. The Institutional Effectiveness Group just completed the annual update, which was submitted today.

Chair Klemke asked Mr. Marrin to explain how the College is dealing with the COVID-19 issues. Mr. Marrin explained that we have received all of the necessary approval for on-line programs and studies. There is more forgiveness and flexibility right now to accommodate all students during this uncertain time.

Faculty Report – Mr. Croft and Ms. Dickinson

Mr. Croft reported that the faculty has been pleased to see how quickly administration has responded to the changes regarding COVID-19. It has been very helpful to move everything on-line, hoping some instructors are given some latitude getting this accomplished. Many instructors already had on-line classes and Blackboard elements, however, some instructors do not have those tools in place, so they have been putting in many hours to get this up and going. Faculty and staff have all been available to help each other use our many resources. We have Blackboard and Zoom, so there are many ways to stay in touch with the students. Some of the students are still confused as to how this will all work out, so instructors have been sending emails and communicating in many ways to give directions. This all may be very beneficial in years to come. It is important to let our students know that the faculty and staff can provide many resources beyond educational, including dealing with anxiety, food insecurity, etc. The faculty is anxious to get their classes back to a point where objectives are being met.

Chair Klemke voiced her appreciation to the faculty who have worked so hard to make this transition, especially those who have not previously taught classes on-line.

Student Report – Mr. Carrillo

Mr. Carrillo, Scottsbluff Campus Student Representative, explained that an Open Forum was held on March 3. Officer Broderick participated with students to promote Alcohol Awareness Week.

Chair Klemke asked how student government is engaged with so few students on campus. Mr. Carrillo stated that they are only meeting every other week. They are staying connected with a group chat, however, he is unsure how that will continue, staying in contact is a concern. Ms. Grant stated that they are working to keep all students engaged in the campus life while they are away. She added that it is hard to tell how the International students will continue, however, many of them have said they plan to return.

2020 Community College Legislative Day Report – Dr. Perkins

Dr. Perkins reported that Dr. Simone and he attended the Legislative Day in Lincoln, and Senators Brewer, Erdman and Stinner appreciated their visit. He stated that the highlight of the visit was Dr. Simone's well-prepared presentation to the Senators. He recommended that more Board members attend the Legislative Day to give the Senators a positive image of who WNCC is and what we are doing.

Nebraska Community College Association – Dr. Perkins

Dr. Perkins reported that the April 6 meeting will be a teleconference, and at this time, there is uncertainty about the May meeting.

Association of Community College Trustees – Dr. Perkins

Dr. Perkins had no report on ACCT at this time.

Chair Klemke commented that she is pleased that the Governor lifted restrictions regarding teleconference meetings, so the Board can continue to meet as normal as possible.

Western Nebraska Community College Foundation – Ms. Reisig

Ms. Reisig reported on the Guided Pathways Luncheon held on March 11. About 45 people were in attendance, with a student at every table. The students who have been served by Guided Pathways were recognized.

Ms. Nina Grant, Vice President of Student Services, spoke about Guided Pathways, and Ms. Tanya Hergenrader, Career Pathways and Advising Director, gave specifics about the program.

Two students talked about the impact that Guided Pathways had on them. The first student pointed out the infographic and stated that he is one of those numbers, but never felt like a number. Guided Pathways helped him stay in school and succeed.

It was a very successful event; it provided good connections with donors and those who may be interested in donating.

Higher Learning Commission Report – Dr. Perkins

Dr. Perkins deferred his comments to John Marrin's earlier report. He added how grateful he is to the HLC Committee and the wonderful work they have done. The Higher Learning Commission will be meeting later when the COVID-19 crisis is over.

Board Member Comments

Mr. Savely commented that he participated in the Western Region Coordinators call last week. Mr. Savely reported that other states were surprised to hear that our Legislature is considering eliminating the property tax and going strictly to a sales tax basis. This was a great concern to our surrounding neighbors.

Karen Anderson commented that she was sorry she missed the March Informal meeting with Pamela Fisher, as she was quarantined after her trip. Susan Verbeck will get her the packet of information.

Dr. Perkins voiced his concern regarding students who may not return to WNCC, and if we will experience a loss of revenue due to the loss of students. If there is a loss of revenue, to what extent will it affect our operations? These are issues we need to start thinking about. Many colleges are already starting to feel the pinch, especially those colleges on the quarter system. Dr. Simone commented that there is an immediate impact - the students who have moved out of the residence halls, will be receiving a 50% reimbursement of their housing cost. This is through no fault of their own and we want to make sure we take care of our students. We are hoping to retain as many students as possible through the online classes. Faculty have been engaging with the students this week, as the students need to hear one on one from the faculty.

Dr. Simone has been talking with Mr. Marrin about doing some training with the people who are at home during this crisis. There are opportunities to help our community through this situation by offering online training. Next fall, we will strive to retain as many students as possible, and are hoping to graduate students this May, then recruit a new set of freshmen this fall.

Ms. Grant added that the Admissions Office is already working to strategize on ways to offer traditional open houses for recruitment purposes. She also explained that originally, they instructed students in residence halls to move their belongings by March 20 to receive the 50% reimbursement, however, with many students returning from spring break travels, they encouraged them to email housing to discuss their plans rather than come back to campus to get their belongings. For those who left items in their dorm rooms, they are dealing with that on a case-by-case basis.

Chair Klemke extended a sincere thank you to Dr. Simone and the entire WNCC team with addressing all of the issues surrounding this crisis. Their commitment is greatly appreciated.

PRESIDENT'S COMMENTS

Dr. Simone commented that much of her time these last few weeks has been surrounded by the Coronavirus pandemic. Prior to that, her travels took her to Sidney, Alliance and Lincoln. She participated in Legislative Day with Dr. Perkins, which was a great opportunity to be recognized and so all of the Senators see the community college personnel and are mindful of the work being done at our campus. They had an opportunity to meet with Senators Brewer, Erdman and Stinner; they do pay attention to what is happening at WNCC.

Dr. Simone was able to listen to the meeting with the Chair of the Higher Learning Commission Site Visit Team, Jackie Freeze. She talked about the upcoming site visit and set up the meeting with the Board.

Dr. Simone attended the ESU 13 Administrator's meeting with Ellen Dillon and Paula Abbott, discussing the dual credit offerings with the superintendents.

Dr. Simone shared information about the new partnership with Chadron State College, focusing in on teaching teachers, and business administration opportunities.

Staff hosted a two-day visit with Jim Black, working on the Strategic Enrollment Management Initiative.

The Criminal Justice Club and Phi Theta Kappa students teamed up for a fund-raising breakfast at Applebee's.

The Phi Theta Kappa chapter has received multiple awards, the list of which will be sent out to everyone to see all of the great accomplishments of the students and the advisors.

Dr. Simone gave some words of welcome at the Polar Plunge this year. She was pleased to see that some of the Powerline students formed a team for this great event. She also toured Gering High School this month, attended a Regional Governance Meeting and visited the Guadalupe Center.

Dr. Simone met with Dr. Julie Sabastian, Dean of the College of Nursing, UNMC, to discuss the Nursing Program and opportunities to recruit students from the Front Range. She also met with Father Jonathan Sorenson from Our Lady Guadalupe Church, visiting about the history of the area.

Dr. Simone and Dr. Andrew Dick, ESU-13, made a presentation at the Sidney City Council meeting requesting a re-zoning for the garage project. She also met with Patricia Comfort at the Nebraska Department of Labor along with John Marrin.

Dr. Simone attended the Guided Pathways Luncheon, commenting that the student speakers did a great job and were the highlight of the program.

Dr. Simone thanked the Board for bringing Pamila Fisher from ACCT back. She is grateful for the Board's dedication to WNCC.

This week, Dr. Simone hosted an open forum focusing on the Coronavirus pandemic. With the restriction of only ten people gathering in one place, future open forums may be conducted using Zoom.

Dr. Simone thanked Josh Vesper, Environmental Health and Safety Coordinator, for his work these past weeks. We are very thankful for Panhandle Public Health and their guidance regarding our emergency operations plan.

Ms. Guzman-Gonzales thanked Ms. Grant for organizing the gathering at the Guadalupe Center.

Mr. Savely thanked Dr. Simone and staff for keeping the Board informed of situations concerning the COVID-19 crisis.

UPCOMING MEETINGS AND EVENTS

1. PTK New Member Induction
March 24, 2020
Scottsbluff Campus
CANCELLED

2. PTK New Member Induction
March 26, 2020
Sidney Campus
CANCELLED
3. AACC Annual Convention
March 28 – 30, 2020
National Harbor, MD
CANCELLED
4. Scottsbluff Campus Awards Ceremony
April 9, 2020, 3:30 p.m.
Harms Center - Plex
Scottsbluff Campus
CANCELLED
5. ACCT Governance Leadership Institutes
April 15 - 17, 2020
Tucson, AZ
CANCELLED
6. 2020 HLC Annual Conference
April 17 - 21, 2020
Chicago, IL
CANCELLED
7. Alliance Campus Awards Ceremony
April 21, 2020, 4:00 p.m.
Alliance Campus - Room 17
CANCELLED
8. Phi Theta Kappa Nebraska All-State Academic Team Ceremony
April 22, 2020
Lincoln, NE
CANCELLED
9. Sidney Campus Awards Ceremony
April 23, 2020, 2:00 p.m.
Sidney Campus I & E Center
CANCELLED
10. NCCA Board of Directors Second Quarter Meeting
May 4, 2020
Lincoln, NE

11. GED Graduation
May 9, 2020 11:00 a.m.
Judy Chaloupka Theatre
Scottsbluff Campus

12. Nursing Pinning Ceremony
May 9, 2020 – 2:00 p.m.
Judy Chaloupka Theatre
Scottsbluff Campus

13. Commencement
May 9, 2020 – 4:00 p.m.
Cougar Palace
Scottsbluff Campus

14. NCCA Board of Directors Third Quarter Meeting
August 3, 2020
Lincoln, NE

15. ACCT Leadership Congress
September 30 - October 3, 2020
Chicago, IL

16. NCCA Board of Directors Fourth Quarter Meeting and Annual Conference
October 11 - 12, 2020
Scottsbluff, NE

Next Regular Meeting: Wednesday, April 15, 2020, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:01 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary