

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES  
DECEMBER 15, 2021**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, December 15, 2021 in the Coral E. Richards Boardroom, at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27<sup>th</sup> Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Wednesday, December 8, 2021.

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

**AREA BOARD**

Karen S. Anderson, Vice Chair .....	Present
Margaret R. Crouse (via Zoom) .....	Present
Linda A. Guzman-Gonzales.....	Present
F. Lynne Klemke, Chair .....	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.

Ms. Marcy and Mr. Stickney notified the Board Secretary 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 includes the following items:

1. Review Contents of Consent Calendar
  - a. Agenda
  - b. Excuse Absent Board Member(s) Marcy and Stickney
  - c. Minutes, November 17, 2021
2. Claims
  - a. WCCA Unrestricted Fund - \$2,840,768.53
  - b. WCCA Restricted Fund - \$39,392.78

- c. WCCA Federal Fund - \$5,734.00
- d. WCCA Agency Fund - \$883.79
- e. WCCA Loan Fund - 0 -
- f. WCCA Plant Fund - \$24,212.17
- g. WCCA Auxiliary Fund - \$248,193.00
- h. City Planning Commission Reports

3. 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. Richards requested extraction of the November 17, 2021 minutes and Ms. Anderson requested extraction of the items payable to the Scottsbluff/Gering United Chamber of Commerce.

Ms. Guzman-Gonzales MOVED to approve the Amended Consent Calendar. SECONDED by Dr. Perkins. 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. Richards reported that information regarding the addendum to the Interim President's contract was not recorded in the minutes. Ms. Richards requested addition of this information along with the approval by Board members. The Secretary will amend the minutes.

Ms. Guzman-Gonzales MOVED to approve the amendment to the November 17, 2021 meeting minutes. SECONDED by Ms. Anderson. The vote was, Yes: Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Anderson, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

Ms. Anderson reported that the expenses payable to the Scottsbluff/Gering United Chamber of Commerce represents payment in the amount of \$225.00 for a WNCC newsletter insert, \$120.00 for WNCC staff attendance at the State of the Valley Luncheon and \$120.00 for WNCC staff attendance at the Sugar Factory Tour. Ms. Anderson explained that she is the Executive Director of the Scottsbluff/Gering United Chamber of Commerce.

Ms. Richards MOVED to approve the extracted items payable to the Scottsbluff/Gering United Chamber of Commerce. SECONDED by Mr. Savely. The vote was, Yes: Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Crouse, Klemke. No: None. Abstain: Anderson. Absent: Marcy, Stickney. Motion carried.

## **Board Member Mileage and/or Expense Reimbursement**

### **Approval of Board Member Mileage and/or Expense Reimbursement**

Ms. Anderson MOVED to approve the following travel expenses: Dr. Margaret Crouse for \$221.76 and Mr. R. J. Savely for \$1,607.91 (ACCT Leadership Congress). SECONDED by Ms. Guzman-Gonzales. The vote was, Yes: Kreman, Packard, Perkins, Richards, Anderson, Guzman-Gonzales, Klemke. No: None. Abstain: Crouse, Savely. Absent: Marcy, Stickney. Motion carried.

## **Bid Consent Calendar**

**Review of Bid Consent Calendar** - There were no bids.

## **Personnel Consent Calendar**

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

Resignation(s):

- a. Resignation(s):
  - i. Mr. Ryan Anderson, Senior Technical Support Specialist, Information Technology Department, Scottsbluff Campus  
Effective, December 21, 2021
- b. Appointment(s):
  - i. Ms. Jovana Cardiel Ramirez, Admissions Counselor, Scottsbluff Campus  
Effective January 2, 2022
  - ii. Ms. Alexandra Lutz, Admissions Counselor, Scottsbluff Campus  
Effective January 2, 2022

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

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

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

No items were extracted from the Personnel Consent Calendar.

## **Western Community College Area Board of Governors**

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

#### ***Resolution to adopt the most recent and FEMA approved version of the North Platte NRD Multi-Jurisdictional Hazard Mitigation Plan Update***

Ms. Koski reported that this plan is an update to the North Platte Natural Resources District (NPNRD) Hazard Mitigation Plan approved in 2016. The plan update was developed in compliance with the requirements of the Disaster Mitigation Act of 2000.

Hazard mitigation planning is a process in which hazards are identified and profiled; people and facilities at-risk are identified and assessed for threats and potential vulnerabilities; and strategies and mitigation measures are identified. Hazard mitigation planning increases the ability of communities to effectively function in the face of natural and human-caused disasters. The goal of the process is to reduce risk and vulnerability, in order to lessen impacts to life, the economy, and infrastructure.

Ms. Koski reported that Mr. Josh Vesper, Facilities Operations Assistant Director and Safety Coordinator, submitted the Western Nebraska Community College Hazard Mitigation Plan to be included in the North Platte District Mitigation Plan. For WNCC to be eligible for FEMA grant funding, to assist with funding the identified projects or recover from a natural disaster, approval from the WCCA Board of Governors and Board Chair signature is required. Mr. Kelly, college attorney reviewed the executive summary and recommends moving forward with approval.

In response to an inquiry, Ms. Koski stated that she would follow up on whether there is a similar plan for the northern and southern service areas.

Ms. Richards MOVED to approve the Resolution to adopt the most recent FEMA approved version of the North Platte NRD Multi-Jurisdictional Hazard Mitigation Plan update. SECONDED by Ms. Guzman-Gonzales. 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 Audit Committee  
2021 and 2022 Audited Annual Reports - F.T.E.**

Dr. Dustin Eicke, Institutional Research Director presented the Executive Summary of Reimbursable Full-time Equivalent Student Enrollment and Reimbursable Educational Units (F.T.E.) audit for Western Community College Area (WCCA). The audit was conducted by Dana F. Cole and Company, LLP. The purpose of the audit is to ensure that:

- FTE and REU statements are presented free from material misstatement, whether due to fraud or error.
- Encompass only courses listed on the Master Course List of Western Community College Area.
- Developed in conjunction with CCPE and peer institutions the year prior to the FTE/REU audit.
- Prepared in accordance with the Nebraska Community College Annual State Aid Enrollment Guidelines and Processes.

**WNCC audit findings:**

- WNCC prepared a fair presentation of the enrollment statements.
- WNCC's internal enrollment control is relevant to the preparation and presentation of enrollment statements that are free from material misstatement, whether due to fraud or error.
- Western Nebraska Community College's basic enrollment statements, to include the reimbursable full-time equivalent (FTE) student enrollment and the reimbursable educational units (REU), are free from material misstatement, whether due to fraud or error.
- The enrollment statements referred to above present fairly, in all material respects, the FTE and REU consisting of only courses listed on the Master Course List of Western Community College Area in accordance with Nebraska Community College Annual State Aid Enrollment Audit Guidelines and Process.

Mr. Savely MOVED for acceptance of the audited Western Community College Area Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units, June 30, 2021 and 2020 as presented. SECONDED by Ms. Richards. The vote was, Yes: Richards, Savely, Anderson, Crouse, Guzman-Gonzales, Kreman, Packard, Perkins, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

**Reports and Recommendations from the Audit Committee  
2021 and 2022 Audited Annual Reports - FINANCIAL**

Mr. David Koehler, Accounting Services Director referred Board members to the Independent Auditors' report included with the meeting information and commented the College received a clean opinion.

The report states audits were conducted in accordance with auditing standards and management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. They believe that audit evidence obtained is sufficient and appropriate to provide a basis for their audit opinion. The Auditor's Report states further that in their opinion, the financial statements referred to present fairly, in all material respects, the financial positions of the business-type activities and the discretely presented component unit of Western Community College Area as of June 30, 2021 and 2020, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The interpretation of Financial Statements includes three components: Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Positions; and Statement of Cash Flows, which provide information on the College as a whole and present a long-term view of the College's finances.

Mr. Koehler addressed the Statement of Net Position. Last year was different due to COVID, but still comparable to the prior year. Accounts receivable is up about \$800,000 that relates to the HERF funds; part of the CARES Act funds. Accounts payable is up because maintenance and construction projects are scheduled in the summer so the bulk of that \$800,000 difference is related to work that was done, but not paid until July. Operating revenues were down, but operating expenditures were down as well. Last year, almost \$3 million in insurance proceeds was received. At the end of the year, there was an increase in net position of \$774,000 due to the insurance proceeds that were received; however, this was down from the previous year

Mr. Koehler referenced the Schedule of Expenditures of Federal Awards (CFDA). This reflects the federal awards that were spent. During the past year, \$5.7 million of the funds received was spent. This impacts the community, the school and significantly assists the students.

In conclusion, Mr. Koehler referenced the Schedule of Findings and Questioned Costs. This is a summary/checklist for the office of Management and Budget. The summary of the Auditors stated that the results of the tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. WNCC qualified as a low-risk auditee.

Chair Klemke congratulated Mr. Koehler on a clean audit and thanked those involved for their time and good work.

Mr. Savely MOVED the Board accept the audited Western Community College Area Financial Statements, June 30, 2021 and 2020 as presented. SECONDED by Dr. Perkins. The vote was, Yes: Savely, Anderson, Crouse, Guzman-Gonzales, Kremman, Packard, Perkins, Richards, Klemke. No: None. Abstain: None. Absent: Marcy, Stickney. Motion carried.

## **Institutional Reports**

### **CollegeNow!**

Ms. Mai Lee Olsen, CollegeNow! Director

Ms. Olsen shared that the program has grown significantly this past fall with around 385 high school students enrolled in dual credit courses. A wide variety of Career Tech Education (CTE) courses are offered at the college and at the high schools (Automotive Technology, Collision Repair and Refinish Technology, Diesel Technology, Emergency Medical Technician/Emergency Medical Responder, Phlebotomy, Welding Technology). Some welding classes are offered at the local high schools and WNCC instructor, Mr. Pontarolo works with high school instructors to ensure their welds meet standards. When working with the schools, especially the larger schools, students know they are on track to complete a certificate program or diploma program with WNCC. Currently, a couple of high school juniors are close to acquiring a degree in Diesel Technology.

Work continues with ESU on work-based learning opportunities and expanding options. There is a consortium with our Title V Perkins funds, with the exception of Scottsbluff, Gering and Alliance, so work continues on leveraging those learning opportunities and accessing those funds to provide training opportunities for students at the smaller schools. A meeting has been scheduled with ESU to discuss next steps such as implementation and how to use those funds properly and ideas for encouraging additional partnerships.

Ms. Olsen introduced Mr. Mario Chavez, Gering High School Interim Principal. Mr. Chavez expressed gratitude for the Gering High School partnership with WNCC. This partnership provides Dual Credit opportunities on campus and at their high school and they appreciate WNCC for providing higher level courses for their students. Monthly meetings with WNCC staff are scheduled to discuss issues, ideas and expanding offerings. Currently, about 139 students from Gering High School are enrolled in dual credit courses. Their goal is for all junior and senior Gering High School students to take at least one dual credit course. Mr. Chavez reiterated that the partnership between the two schools has been successful and they look forward to additional opportunities for their students.

In conclusion, Ms. Olsen stated that the program is doing well and she looks forward to continued partnerships with the high schools.

### **PTK Report and Presentation**

Ms. Winters introduced WNCC student Mr. Jose Polivany, Lambda Pi President and Kansas-Nebraska PTK Regional Vice President of Scholarships.

Mr. Polivany joined the meeting to share highlights from his trip to Jackson, Mississippi for training and to visit the PTK Regional Institute. Mr. Polivany reported that the trip was a great experience and he appreciates the opportunity to interact with students from other colleges. Students also visited the international headquarters and it was interesting to learn about the history of PTK.

Ms. Winters shared that this is their third year of having a regional officer and they are usually expected to go to regional officer training, but due to COVID they have not been able to attend the last couple of years. This was a great opportunity for the students to attend the Institute and learn more about PTK.

President Marrin presented Ms. Amy Winters with a service pin for ten years of service as advisor of the Lambda Phi Chapter. Ms. Winters was thanked by PTK for her dedicated service and time given to further the ideals of PTK at WNCC.

### **Student Report – Ms. Shelby Cordes**

Ms. Cordes reported that WNCC students are saddened by the loss of student, Sydney Brester due to a recent accident.

Student Engagement hosted the Stress Fest this past week and provided various stress relief activities. Cougar Council made up finals packs for distribution to students during finals week. Additionally, Cougar Council sponsored a late night breakfast and President Marrin and the Executive Planning Team members were thanked for their assistance at the event. The week of finals activities concluded with a fun marshmallow fight in the pit.

Ms. Cordes shared this has been a good semester and she looks forward to graduating in December. Ms. Cordes thanked the Board, faculty, and staff for their support during her time as a student at WNCC.

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

Mr. Croft shared that Doug Jones was recently recertified by the Athletic Trainers Association.

Regarding COVID, discussion continues concerning protocol for the next semester.

Mr. Croft referenced surveys regarding Shared Governance and Dr. Geri Anderson's presence at the spring in-service. Mr. Croft stated that surveys are good, and keep up with data points and how things are going at the College over time, but with the impact of past experience, some of the survey questions were challenging.

At a recent faculty meeting, discussion was initiated regarding what the Board expects from the faculty and what the faculty expects from the Board. Faculty would like to hear from Board members as communication is appreciated.

Registration for spring is ongoing and discussion continues about balancing the schedule. Even though online offerings are popular, perhaps that is not always the best option. Discussion continues with faculty, deans, and division chairs regarding how to deal with delivery expectations and trends.

Ms. Winters reported that earlier this month, Ms. Violette Briggs and Dr. Patrick Newell attended the Colorado Thespians Convention where they spoke directly with over forty prospective students. Ms. Briggs presented two workshops for high school students in her area of specialty, the Alba Emoting Method of Instruction. This spring, the Theater Department is working on bringing a Commedia dell'arte specialist to work with the Acting II students and will lead two free workshops, one will be campus wide and one community wide. They also plan to bring a head shot photographer for students and have spaces available for the campus and the community. Those plans are slated for March.

In response to an inquiry, Ms. Winters commented that she will follow up on whether these opportunities will be available in Sidney and Alliance.

Chair Klemke spoke to Mr. Croft's remarks regarding Board communication with faculty. As a Board, they are finding their way along a path. The Board was taught that their communication channel is through the college president. As we look at the shared governance model and begin to put some things in motion, we will clarify how do we communicate with faculty. Hopefully, we will improve our lanes, our channels of communication. Ms. Klemke thanked the faculty for sharing that they want improved communication with the Board. Perhaps in time there will be parallels between what the Board identifies as the direction for the college and what the faculty and staff

think. Are we working in the same vein, are we seeing many of the same issues? Ms. Klemke reiterated that good communication is important.

Ms. Anderson thanked the faculty representatives for their input at the Board meetings. Reports are informative and the Board appreciates their presence.

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

Dr. Perkins and Dr. Crouse stated that they had no report at this time.

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

Dr. Perkins reported that according to a letter from ACCT, they are seeking rural community college participation in a study. President Marrin shared that an application from WNCC was submitted and the college was chosen to participate and has been receiving correspondence from ACCT.

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

Ms. Jennifer Reisig reported that the Foundation has funds available for the Faculty and Staff Opportunity Grant and the application deadline is January 3. The grant can assist with implementation of something that was not budgeted or might be new or innovative, but should be tied to student success. The grant is available every quarter and the typical award amount is usually between \$1500 and \$3000.

The Foundation is in the middle of year-end fundraising efforts. Donations will go into the greatest need fund or the designation of the donors choosing.

A recent press release referenced a non-profit safety grant in the amount of \$369,000 received through the National Emergency Management Association (NEMA) and Federal Emergency Management Agency (FEMA) to provide safety upgrades on all three campuses.

An additional press release referenced the Diesel Tech Program and the combined gift from Nebraska Machinery and Caterpillar. Ms. Reisig commented that the contact from Nebraska Machinery in Gering and their desire to support our program assisted us in receiving support from the two entities.

WNCC is one of three beneficiaries of the Don Loos estate and the first disbursement in the amount of \$25,000 was recently received. That fund was set up with the Foundation in 1995 and disbursements will continue over the next three years until the estate is settled.

#### **Board Member Comments**

Mr. Kreman commented that this was a delightful day. The meeting with Dr. Geri Anderson was good and he appreciates the time she spent with the Board.

#### **President Comments**

President Marrin thanked the Executive Planning Team and his assistant for their work and for exceeding his expectations.

Mr. Marrin stated that reports from the students have been great. We are fortunate to have students willing to provide information at the Board meetings.

The Very Valley Christmas event was very nice. Our talented students and community members are amazing and we appreciate opportunities to observe that talent.



The Strategic Planning process has begun and is in a good place. Listening Sessions will be scheduled in our service area and Board members will be invited to participate. It is important to remember that when we hear we need to improve or we missed something, that does not mean it is a mistake, it proves we need to make things better. The support of our region and community is much appreciated.

### **Executive Session-2022 – 2023 Collective Bargaining**

Ms. Guzman-Gonzales MOVED, Pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law that the Board hold a closed session with Mr. John Marrin, Ms. Susan Verbeck, Ms. Lynne Koski, Ms. Kathy Ault, and Mr. Phil Kelly, attorney, for the purpose of discussion of the 2022-2023 Collective Bargaining.

She further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to Collective Bargaining are specifically authorized by the Nebraska Public Meetings Law. Ms. Richards SECONDED the motion.

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

Chair Klemke stated the reason for the Executive Session is for the purpose of discussing the 2022-2023 Collective Bargaining. The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:21 p.m.

The Executive Session ended at 2:30 p.m.

### **Open Meeting**

Chair Klemke declared the Open meeting in session at 2:30 p.m.

### **Upcoming Meetings and Events**

1. 2022 National Legislative Summit  
February 6-9, 2022, Washington, DC
2. 2022 HLC Annual Conference  
April 1-5, 2022, Chicago, IL
3. AACC Annual Conference  
April 30 – May 3, 2022, New York, NY

**Next Regular Meeting:** Wednesday, January 19, 2022, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, NE

### **Adjournment**

The meeting was adjourned by unanimous consent at 2:35 p.m.

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F. Lynne Klemke, Chairperson

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Susan L. Verbeck, Secretary