

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

**REGULAR MEETING
MINUTES
December 20, 2023**

The Western Community College Area Board of Governors held a Regular Board meeting at 1:03 p.m. on Wednesday, December 20, 2023 in the Coral E. Richards Boardroom at Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald on Tuesday, December 12, 2023.

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

AREA BOARD

Karen S. Anderson, Vice Chairperson.....	Present
Margaret R. Crouse	Present
Misty L. Curtis.....	Present
Linda A. Guzman-Gonzales.....	Absent
F. Lynne Klemke, Chairperson	Present
Allan D. Kreman.....	Present
William M. Packard.....	Absent
Coral E. Richards	Present
R. J. Savely, Jr.....	Present
Marjorie A. Schmidt	Present
John P. Stinner	Present

Dr. Packard notified the Board secretary that he was unable to attend the meeting due to personal health. Ms. Guzman-Gonzales notified the Board secretary that she was unable to attend the meeting due to personal business.

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 was a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

Chair Klemke announced that the Board reserves the right to enter into closed session if deemed necessary for any item on the agenda per Section 84-1410 of the Nebraska Revised Statutes.

CONSENT CALENDAR

1. Review Contents of Consent Calendar
 - a. Agenda
 - b. Excuse Absent Board Member(s) – Guzman-Gonzales, Packard
 - c. Minutes
 1. November 15, 2023 Public Hearing
 2. December 20, 2023 Informal Meeting
 3. December 20, 2023 Regular Meeting
2. Claims: November 2023
 - a. WCCA Unrestricted Fund - \$2,550,635.50
 - b. WCCA Restricted Fund - \$21,661.40
 - c. WCCA Federal Fund - \$227.04
 - d. WCCA Agency Fund - \$3,804.41
 - e. WCCA Loan Fund - 0 -
 - f. WCCA Plant Fund - \$437,159.77
 - g. WCCA Auxiliary Fund - \$145,279.93
3. City Planning Commission Reports – City of Scottsbluff (tax increment financing)
4. Approval of Consent Calendar
5. Consideration of Items Extracted from Consent Calendar

Chair Klemke inquired if there were any items on the Consent Calendar which needed to be extracted for separate consideration. There were no items extracted from the Consent Calendar.

Ms. Richards MOVED to approve the Consent Calendar. SECONDED by Ms. Curtis. The vote was, Yes: Anderson, Crouse, Curtis, Kreman, Richards, Savely, Schmidt, Stinner, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Schmidt MOVED to approve the following travel expenses: Ms. Misty Curtis for \$79.91 and Ms. Lynne Klemke for \$103.49. SECONDED by Ms. Richards. The vote was, Yes: Crouse, Kreman, Richards, Savely, Schmidt, Stinner, Klemke. No: None. Abstain: Curtis, Klemke. Absent: Guzman-Gonzales, Packard. Motion carried.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Anderson MOVED to approve the following travel expenses: Mr. R. J. Savely for \$848.59 and Ms. Marjorie Schmidt for \$167.68. SECONDED by Mr. Stinner. The vote was, Yes: Curtis, Kreman, Richards, Stinner, Anderson, Crouse, Curtis. No: None. Abstain: Savely, Schmidt. Absent: Guzman-Gonzales, Packard. Motion carried.

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

Resignation(s):

1. There were no resignations.

Appointment(s):

1. Ms. Rebecca Martin, Temporary Vocal Music Instructor, Effective January 8, 2024, through May 15, 2024. The salary for this full-time appointment is \$26,498, based upon placement in the salary schedule of Track C. \$3,200 compensation for Choral Activities Director duties.
2. Ms. Danielle Dorshorst, Nursing Instructor, Effective January 8, 2024 through May 15, 2024. The salary for this full-time appointment is \$28,735 per annum, based upon placement in the salary schedule of Track C.

Approval of Personnel Consent Calendar

Consideration of Items Extracted from Personnel Consent Calendar

Ms. Schmidt MOVED to approve the Personnel Consent Calendar. SECONDED by Ms. Anderson. The vote was, Yes: Kreman, Richards, Savely, Schmidt, Stinner, Anderson, Crouse, Curtis, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. None. Motion carried.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Nebraska Public Power District (NPPD) Scholarship

Chair Klemke introduced Ms. Melody Baily, NPPD Account Manager. Ms. Baily reported that she had the privilege of presenting a check in the amount of \$15,000 for student scholarships. The funds are a result of the annual open golf tournament facilitated to raise funds for tuition assistance for community college students. A total of \$385,635 has been raised thus far for WNCC students. Ms. Baily expressed appreciation for WNCC, as some of the students become NPPD employees. Ms. Baily and NPPD board member Mr. Rusty Kemp presented the check to President Dart.

Reports and Recommendations from the Board Finance and Facilities Committee

Bid #24-FAC-05 Window Replacement

TABULATION:

Company	City/State	Total Amount
Superior Construction	Scottsbluff, NE	\$106,420.00
Anderson Shaw Construction, Inc.	Scottsbluff, NE	\$146,389.97

Ms. Koski, Vice President of Administrative Services reported that this bid was for replacement of windows on the Williams Building and the Child Development Center. Based on the selection committee’s review and in accordance with Nebraska State Statute §81-161, competitive bids shall be made to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to prices, other elements shall be given consideration, including:

- Ability, capacity, and skill of bidder to perform the contract required
- Character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Other information may be secured which would have a bearing on the decision to award the contract

Bid #24-FAC-05 Window Replacement (cont.)

- The selection committee completed a thorough review of the bids. Superior Construction did not meet the bid requirements; therefore, it was the recommendation of the Board Finance and Facilities committee to accept the lowest responsible bid from Anderson Shaw Construction in the amount of \$146,389.97.

In response to an inquiry, Ms. Koski explained that this recommendation was due to the fact that Anderson Shaw fulfilled all criteria contained in the RFP, including conducting a visit to the locations to be worked on before submitting their bid. Superior Construction did not conduct on site visits.

Ms. Anderson MOVED to approve awarding Bid #24-FAC-05, Window Replacement to Anderson Shaw Construction, Inc in the amount of \$146,389.97. SECONDED by Mr. Kreman. The vote was, Yes: Richards Savely, Schmidt, Stinner, Anderson, Crouse, Curtis, Kreman, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

Bid #24-SER-02 Learning Management System

TABULATION:

Company	City/State	Total Amount
Anthology (Blackboard)	Boca Raton, FL	\$90,903.00
Canvas	Salt Lake City, UT	\$102,300.00
D2L	Towson, MD	\$107,872.41

Ms. Koski reported that on August 10, 2023, proposals were accepted for the Learning Management System contract. This agreement would be a 3-year term with the option to extend years 4 and 5.

The Learning Management System (LMS) Committee, Online Learning Committee, and the IT Department spent the last few months evaluating Learning Management Systems. The LMS is used by faculty and students for managing the instruction, class content, assignments, and grading processes.

During the evaluation process, the committee used a scoring method to rate the features, usability, user experience, and effectiveness. Faculty and students were involved in the demos, test scenarios, and sandbox environment experiences. The LMS selection committee recommended accepting the bid submitted by Anthology.

It was the recommendation of the Board Finance and Facilities Committee to accept the bid from Anthology (Blackboard).

In response to inquiries, President Dart explained that a Learning Management System is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses. Blackboard is the current platform used by the College to facilitate communication between students and instructors and assists faculty assignment management, grades and attendance. During the summer of 2023, the College moved from Blackboard Learn to its newer product, Blackboard Ultra.

Bid #24-SER-02 Learning Management System (cont.)

Discussion was initiated by Board members and faculty members in attendance at the meeting regarding the process used for consideration of the bids from Anthology (Blackboard), Canvas, and D2L. President Dart reiterated that the three bids were evaluated based on features such as usability, user experience, and effectiveness. Anthology's bid was the lowest at approximately \$90,000 annually. The current annual contract with Anthology is approximately \$66,000.

Some faculty members voiced concerns related to the current provider and preference for an alternate provider. President Dart noted that the LMS recommendation process did have flaws that will be addressed and that faculty concerns were also acknowledged. While the process was not perfect, it did follow a defined path, as outlined in the scoring sheets (included in the official minutes book). The process included a significant number of those most closely impacted by the decision, and the committee was made up of members of the Online Learning Committee, a standing committee in the overall shared governance structure. In a shared governance structure, the president should honor the work done by individual committees.

President Dart added that a review has shown that those involved worked diligently to submit their recommendation. He commended those involved with the work, as well as faculty who brought forward questions that helped identify ways the process can improve.

At the conclusion of discussion, Chair Klemke stated that concerns were acknowledged, but at this point in time, the work of those involved with the evaluation process should be honored. Chair Klemke entertained a motion for approval of the bid from Anthology.

Ms. Anderson MOVED to approve awarding Bid #24-SER-02, Learning Management System contract to Anthology (Blackboard) for \$90,903.00. SECONDED by Dr. Crouse. The vote was, Yes: Savely, Schmidt, Stinner, Anderson, Crouse, Curtis, Kreman, Richards, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

Reports And Recommendations from the Audit Committee

June 30, 2023 and 2022 Audited Annual Report

F.T.E Audit

Mr. Kevin Sylvester with Dana F. Cole and Company, addressed the June 30, 2023 and 2022 Audited Annual Report for Full-Time Equivalent Student Enrollment (FTE) and Reimbursable Educational Units (REU).

Mr. Sylvester reported that Dana F. Cole and Company conducted their audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Mr. Sylvester noted that the auditor's opinion states that the enrollment statements referred to present fairly in all material respects, the reimbursable full-time equivalent student enrollment and reimbursable educational units consisting of only courses listed on the Master Course List of Western Community College Area, as of June 30, 2023 and 2022, in accordance with Nebraska Community College Annual State Aid Enrollment Audit Guidelines and Process.

F.T.E Audit (cont.)

In accordance with Government Auditing Standards, a report dated July 31, 2023 was issued on their consideration of Western Community College Area's internal control over enrollment reporting and on their tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of their testing, and not to provide an opinion on internal control over enrollment reporting or on compliance. There were no issues with the internal control report.

For the year ending June 30, 2023 and 2022, total FTE was 1,023.97 and total REU was 1,345.64. An FTE student is equivalent to thirty semester or forty-five quarter credit hours of classroom, laboratory, clinical, practicum, independent study course work or cooperative work experience applicable to a degree, diploma, or certificate in a program for which credit hours are offered or nine hundred contact hours of classroom laboratory course work for which credit hours are not offered or awarded. REUs are calculated by multiplying FTEs by the appropriate weighting factor as defined for each type of course offering as follows:

Type of Course	Factor
Academic Transfer	1.00
Academic Support	1.00
Class 1 Applied Tech/Occupational	1.50
Class 2 Applied Tech/Occupational	2.00

Mr. Savely MOVED to accept the June 30, 2023 and 2022 F.T.E. Audit. SECONDED by Ms. Anderson. The vote was, Yes: Schmidt, Stinner, Anderson, Crouse, Curtis, Kreman, Richards, Savely, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

**Reports And Recommendations from the Audit Committee
June 30, 2023 and 2022 Audited Annual Report
Financial Audit**

Mr. Sylvester, with Dana F. Cole and Company stated that it is their opinion that the financial statements referred to in the Financial Audit Report included in the meeting information packet, present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Western Community College Area, as of June 30, 2023 and 2022, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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

Financial Audit (cont.)

Mr. Sylvester stated that an important question asked about the College's finances is, "is Western Nebraska Community College better off as a whole, better off as a result of the year's activities?"

The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information on the College as a whole and on its activities help answer this question. When revenues and other support exceed expenses, the result is an increase in net position. When the reverse occurs, the result is a decrease in net position. The relationship between revenues and expenses may be thought of as the College's operating results.

Net Position of the College increased by 1% (\$604 thousands) for the fiscal year ending June 30, 2023. The increase in net position is primarily due to decreased liabilities and increased capital assets at the end of the year.

Another way to assess the financial health of the College is to look at the Statement of Cash Flows. The purpose of the Statement of Cash Flows is to provide relevant information about cash receipts and cash payments made by the College during a fiscal year. The Statement also helps users assess the College's ability to generate future net cash flows, meet its obligations when due and need for external financing.

The Auditors summary stated that the results of the tests disclosed no instances of noncompliance or other matters required to be reported under *Government Auditing Standards*. WNCC qualified as a low-risk auditee.

Chair Klemke congratulated Ms. Pauline Newman, Accounting Services Director and staff on an excellent audit report.

Mr. Savely MOVED for acceptance of the June 30, 2023 and 2022 Financial Audit. SECONDED by Ms. Curtis. The vote was, Yes: Stinner, Anderson, Crouse, Curtis, Kreman, Richards, Savely, Schmidt, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

Reports and Recommendations from the Board Policy Committee

Second and Final Read: BP-101 Duties, Powers, and Responsibilities of the Board

Ms. Reichert reported that this policy relates to Board operations. Three existing policies within the 800 series were consolidated into this policy. These three policies in BP-101 were related to retained rights, duties, powers, responsibilities and additional powers of the Board. Those policies are no longer relevant and many of the duties have been shifted to the president. Language has been changed to reference anything within the state statute related to powers and authorities. There were no revisions since the first read, so the policy was presented for approval by the Board

Ms. Richards MOVED to approve Board Policy BP-101 Duties, Powers, And Responsibilities of the Board. SECONDED by Ms. Anderson. The vote was, Yes: Anderson, Crouse, Curtis, Kreman, Richards, Savely, Schmidt, Stinner, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

Second and Final Read: BP-106 Board Meetings (formerly BP-101)

Ms. Reichert reported that approximately fourteen other policies were consolidated into this policy. Excused absences from Board meetings were added, so the policy was reformatted along with the addition of some information. There were no revisions since the first read, so the policy was presented for approval by the Board.

Ms. Curtis MOVED to approve Board Policy BP-106, Board Meetings (formerly BP-101). SECONDED by Ms. Richards. The vote was, Yes: Crouse, Curtis, Kreman, Richards, Savely, Schmidt, Stinner, Anderson, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. Motion carried.

RECESS

Chair Klemke declared a recess at 2:27 p.m.

OPEN MEETING

Ms. Klemke declared the Open Meeting in session at 2:34 p.m.

INSTITUTIONAL REPORTS

Phi Theta Kappa Student Presentation

WNCC student and PTK member, Ms. Emma Brownlow shared information about the PTK College Project. A PowerPoint presentation highlighted the benefits of attending a community college.

Benefits

- cost savings
- relationships
- small class size
- foundation for college career

Effects on Career

- more education=more pay
- able to work with professionals
- build a professional resume
- soft skills

College 101

- my WNCC and class link
- learning management system
- gen eds
- registration
- dropping vs. withdrawing
- advisors
- scholarships

Financial Aid

- grants
- loans
- employment
- scholarships

Opportunities for Students

- student clubs
- student worker
- resident assistants
- office workers
- student engagement workers

Personal Experiences

- good relationships
- soft skills development
- opportunities to get involved
- transfer readiness

Student testimonials were included in the presentation along with student support contact information for various departments: admissions, student life, TRIO, financial aid, etc.

Ms. Winters, PTK sponsor, shared an additional PowerPoint that highlighted the PTK College Honors in Action Project: the Art and Science of Play. Theme 6 of the project was regarding nostalgia as play. The research questions referenced how play might impact the emotional response to stress and how play evokes memories that challenge, inspire, traumatize, and heal. In addition to finals week de-stress activities, students completed surveys related to stress before and after finals week.

Phi Theta Kappa Student Presentation (cont.)

In recognition of her five years as a PTK sponsor, President Dart presented Ms. Patsy Yeager with a lapel pin from PTK.

Chair Klemke thanked Ms. Yeager and Ms. Winters for their service as PTK sponsors and for their commitment to our students.

Student Report

There was no student report.

Faculty Report

Ms. Howton shared faculty information provided by Mr. Patrick Newell, Vocal Music Instructor.

The Performing Arts area took forty-six WNCC students on their annual Fall Tour to Hyannis High School (and also performed for grades 1-5), Garden County High School and Elementary school, Scottsbluff High School, and Gering High School.

Theatre students performed scenes under the direction of Ms. Violette Briggs, Varsity Vocalise performed under the direction of Dr. Patrick Newell, and the Cougar Rock Combo was under the direction of Dr. Nathaniel Johnson. The highlight of the tour was at Hyannis when the elementary kids began to click their tongues like the second hand on a clock during the song "Time" sung by Varsity Vocalise.

Varsity Vocalise and the Cougar Rock Combo were invited to perform at the Nebraska Music Educators Association Fall Convention in Lincoln on November 17th. The invitation came through a juried process. Due to logistical constraints, the Rock Combo was unable to perform, so Varsity Vocalise took the entire performance time, singing for an audience of around 100 people. Con-nagher Stumpff was present for the entire convention, recruiting for WNCC.

Varsity Vocalise had numerous community performances this Holiday season, including the Very Merry Christmas Market in downtown Scottsbluff, a Kiwanis Club meeting, the Platte Valley Bank annual Christmas party, and a fundraiser for the Regional West Foundation.

Dr. Patrick Newell served as a judge for the Old West Choir Fest, an annual choir competition held at Scottsbluff High School.

Nebraska Community College Association

Ms. Anderson reported that the NCCA bylaws committee has been working on updates.

President Dart shared that Southeast Community College was considering pulling out of the NCCA, but recently shared that they would remain a member for at least another year and will move forward with plans to contract with an outside entity to assist with legislative lobbying.

Western Nebraska Community College Foundation

Ms. Reisig, Foundation Executive Director, reported that the Foundation and Alumni Annual Report has been mailed out to over 7,000 donors and alumni. All Board members were included in that mailing and additional copies of the publication will be available in the Foundation office or the Board secretary's office.

Western Nebraska Community College Foundation (cont.)

If a couple of pending invoices come in as expected, the Monument Marathon will make \$46,793.66 to help WNCC students this year. In the twelve years of the marathon, a total of \$557,078.83 has been raised to support our students.

President Comments

President Dart reported on the construction of the PIT and A Pod, which is slated to open by January 2nd.

Final's week finished last week and grades have been submitted.

The Legislative Session will commence on January 3rd.

Faculty return on January 8th and the Spring semester begins January 15th.

Board Member Comments

Chair Klemke commented that the Board appreciates how quickly President Dart has acquired knowledge of the legislative and budgetary workings. His insight has been helpful.

Recess

Chair Klemke declared a recess at 3:05 p.m.

OPEN MEETING

Chair Klemke declared the Open Meeting in session at 3:22 p.m.

Executive Session

2023-2024 Collective Bargaining

Ms. Anderson 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. Phil Kelly, Attorney, Mr. Greg Dart, College President, Ms. Susan Verbeck, Board Secretary, Ms. Lynne Koski, Vice President of Administrative Services, and Ms. Kathy Ault, Human Resources Executive Director for the purpose of discussion of the 2023-2024 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 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, Curtis, Kreman, Richards, Savely, Schmidt, Stinner, Klemke. No: None. Abstain: None. Absent: Guzman-Gonzales, Packard. None. Motion carried.

Chair Klemke stated the reason for the Executive Session is for the purpose of discussing the 2023-2024 Collective Bargaining. The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:38 p.m.

Open Meeting

Chair Klemke declared the Open meeting in session at 3:55 p.m.

Upcoming Meetings and Events

1. All Performing Arts Program – Faculty Recital
January 21, 2024
2:00 p.m.
Scottsbluff Campus
2. 2024 ACCT National Legislative Summit
February 4 – 7, 2024
Washington D.C.
3. 2024 NCCA Legislative Day
February 28, 2024 (all day)
State Capitol Building, Lincoln, NE
4. February 23 – 25, 2024 | Theatre Arts | *Dr. Faustus*
Judy Chaloupka Theater
7:30 p.m. Friday & Saturday | 2:00 p.m. Sunday
\$10 General Admission | \$5 Seniors, Students & Military | \$3 Groups of 10+
5. April 5 – 6, 2024 | Vocal Music | *Spring Gala*
Gering Civic Center
6:00 p.m. Social Time | 6:30 p.m. Performance Tickets: \$32
| Ticket sales close at noon on April 4
6. 2024 AACCC Annual (American Association of Community Colleges)
April 5-9, 2024
Louisville, Kentucky
7. 2024 Higher Learning Commission Conference
April 13 – 16, 2024
Chicago, IL

Next Regular Meeting: Wednesday, January 17, 2023, 1:00 p.m., Coral E. Richards Boardroom, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE

Adjournment

The meeting was adjourned by unanimous consent at 3:39 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary