

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

Wednesday, June 17, 2020
1:02 p.m.

The Western Community College Area Board of Governors held a Regular Board meeting at 1:02 p.m. on Wednesday, June 17, 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, June 10, 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 via 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
Margaret R. Crouse	Present – via Zoom
Linda A. Guzman-Gonzales	Present
F. Lynne Klemke, Chair.....	Present
Allan D. Kreman	Absent
Kimberly A. Marcy	Present - via Zoom
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr	Present – via Zoom
Richard G. Stickney, Vice-Chair	Present – via Zoom

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.

APPROVAL OF APPOINTMENT OF BOARD TREASURER

Chair Klemke informed the Board that Mr. Bill Knapper has been serving as the Board Treasurer. With the implementation of changes beginning the new Fiscal Year, the Board needs to approve the appointment of Ms. Lynne Koski as the new Board Treasurer.

Dr. Perkins MOVED to appoint Ms. Lynne Koski as the Board Treasurer beginning the new Fiscal Year. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

CONSENT CALENDAR

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

- 1) Agenda
- 2) Excuse Absent Board Member: Mr. Allan Kreman
- 3) Minutes
 - a. Regular Meeting, May 20, 2020
- 4) Claims:
 - a. WCCA Unrestricted Fund - \$2,282,976.49
 - b. WCCA Restricted Fund - \$15,310.00
 - c. WCCA Federal Fund - \$-0-
 - d. WCCA Agency Fund - \$239.97
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$400,000.00
 - g. WCCA Auxiliary Fund - \$59,514.11
- 5) City Planning Commission Reports
 - a. City of Gering
- 6) TIF Redevelopment Projects Report
 - a. Village of Potter

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 no extractions.

CONSENT CALENDAR

Approval

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

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

CONSENT CALENDAR

Consider Item(s) Extracted

There were no extractions.

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Guzman-Gonzales MOVED to approve the following travel expense: Ms. F. Lynne Klemke for \$179.40. SECONDED BY Dr. Perkins.

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

Voting No: None

Abstain: Klemke

Absent: Kreman

MOTION CARRIED

BID CONSENT CALENDAR

Chair Klemke reviewed the contents of the Bid Consent Calendar which include the following bid:

Bid Number 20-EQ-42 Laparoscopic Training Modules

Chair Klemke asked Ms. Koski to present information about Bid Number 20-EQ-42 Laparoscopic Training Modules. Ms. Koski explained that this is a sole source purchase from the surgery simulator manufacturer, Surgical Science of Minneapolis, MN. The Surgical Technology Department desires to obtain additional training modules to work with the simulator the College currently owns. Three additional modules are proposed for purchase in the amount of \$37,500.00. Funding for the purchase comes from a \$35,000.00 Ak-Sar-Ben Workforce Development Grant and \$2,500.00 of WNCC funds. Ms. Klemke entertained a motion for approval of the Bid Consent Calendar.

Approval of Bid Consent Calendar

Ms. Richards MOVED to approve the Bid Consent Calendar as presented. SECONDED by Ms. Anderson.

Consideration of Items Extracted from Bid Consent Calendar

No items were extracted from the Bid Consent Calendar.

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Review Contents of Personnel Consent Calendar

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

1. Resignation(s):
Ms. Debra K. Kildow, General Services Librarian, Scottsbluff Campus, effective August 31, 2020.
2. Appointments
Ms. Jacilyn S. Jacobsen, Information Technology Guest Instructor, Scottsbluff Campus, contract period August 10, 2020 through August 8, 2021. This full-time appointment for the contract year of 175 days is \$54,250.00 based upon placement in the salary schedule of Track C.

APPROVAL OF PERSONNEL CONSENT CALENDAR

Dr. Perkins MOVED to approve the Personnel Consent Calendar as presented. SECONDED by Dr. Packard.

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Consider Items Extracted

No items were extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Strategic Enrollment Management (SEM) Report – Dr. Jim Black

Dr. Simone commented that we have had a group working with Dr. Jim Black, President and CEO of SEM Works, on the Strategic Enrollment Planning for a little less than a year. Mr. Bill Knapper will be taking over this project after working with Dr. Black, who has provided great information and service and continues to work with us.

The overview started in October 2019, which included the following project tasks:

- Pre-visit Situational Analysis (October 2019)
- Enrollment Opportunities Analysis (October 2019)

- Survey Design and Approval (November 2019)
- Admissions Audit (November 2019)
- Focus Groups (November 2019)
- Survey Field Administration (November 2019 – January 2020)
- Admissions Audit Webinar Report (November 2019)
Strategies for Admissions and Recruitment, Organizational Structure
- Retention Audit and Enrollment Leadership Retreat (December 2019)
- Survey Draft Report (January 2020)
- Survey Final Report (February 2020)
- Strategy Development Sessions (January – February 2020)
Developed Strategic Opportunities with Staff
- Draft Enrollment Plan (March 2020)
- Final Enrollment Plan (March 2020)
- Implementation Remote Consulting (April – September 2020)

Dr. Black reported that the COVID-19 Action Plan was instituted in April 2020. COVID-19 hit during a decline in the community college sector in Nebraska. This decline is not uncommon; the peak for community colleges hit in 2010, and now the decline affects the entire sector, with the exception of for-profits and career colleges.

Dr. Black addressed some of the enrollment trends and challenges, which includes some potential students attending the University of Nebraska and there are fewer first time freshmen. WCCO does have the advantage of drawing students from two local high schools, a resource that needs to be considered.

The populations for Targeted Strategies include High School Students (in-district); Latino Students; Adult Learners; and Stop-Outs (previously enrolled students who have stopped taking classes).

Dr. Black presented the following main Strategic Opportunity Prioritization points:

CRM (Customer Relationship Management) Communications

1. A robust prospective student communications plan that ensures adequate frequency to prompt decisions to visit, inquire, apply and enroll.
2. The nature of communications includes a balance between process, event, marketing, and relational messages.
3. Audience tailored messages for high school students, adult learners, Latino students, and stop-outs.

Integrated Marketing and Recruitment

- a. Strategic messaging to prospective students.
- b. Multichannel marketing promoting the College and its programs.
- c. Targeted recruitment of adult learners and Latino students.
- d. Integrate marketing and recruitment initiatives with critical CRM communications.
- e. Marketing academic programs using four marketing tiers.

Student Success

1. Engage students in goal setting (educational, career, and life goals) and use goals in communications as well as advising and mentoring sessions.
2. Create and disseminate current student communications designed to improve student success and retention.
3. Fully leverage a retention management system to support interactions and interventions with students.
4. Develop and implement prescribed solutions for student risk factors.
5. Design and manage student success transitions.

Strategic enrollment intelligence

1. Use enrollment indicators to monitor enrollment progress and predict enrollment outcomes early enough to plan for a semester start and make strategy adjustments, if warranted.
2. Design a role-based enrollment dashboard for decision making and planning.
3. Measure the performance of strategic opportunities in the SEM Plan.

Dr. Black closed his presentation by commenting that people are the key to implementing strategies effectively, and WNCC has some very good people. He senses an appetite for change among the staff, which is very positive. Dr. Simone expressed her appreciation to Dr. Black and the team for preparing an excellent Strategic Enrollment Plan.

RECESS

Chair Klemke declared a recess at 2:09 p.m.

OPEN MEETING

Chair Klemke declared the Open Meeting in session at 2:21 p.m.

Chair Klemke announced that item L.3. Institutional Reports – Nebraska Community College Association (Dr. Perkins) will be presented at this time, as Dr. Perkins needs to leave the meeting early.

INSTITUTIONAL REPORTS

Nebraska Community College Association – Dr. Perkins

Dr. Perkins reported that the NCCA office was recently vandalized during the protest in Lincoln. Windows were broken, a computer was stolen, and the entire office was damaged. Some data was lost, however Greg Adams, NCCA Director, reported that he feels it can be replaced. Insurance will cover much of the loss, but it will take some time to make the repairs.

Dr. Perkins continued with a presentation of the NCCA proposed 2021 budget. NCCA has a proposed 4.15% cut in Community College dues. Mr. Adams is aware that we are facing difficult times in the coming year and he is concerned as to what may happen when the legislature convenes in July. The budget does not have any frills in it; Mr. Adams has volunteered to not ask for an increase in salary. Additionally, Mr. Adams and his

assistant, Melanie have agreed to take care of janitorial duties. Dr. Perkins is recommending approval of the 2021 NCCA Budget.

Nebraska Community College Association Budget Approval

Ms. Richards MOVED to approve the Nebraska Community College Association Budget for 2021. SECONDED by Dr. Packard.

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

Association of Community College Trustees – Dr. Perkins

Dr. Perkins stated that he has no ACCT report at this time.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)

Presentation of Board Goals – Ms. Klemke

Chair Klemke commented that the Board of Governors goals focus on Policy, Planning and Board Effectiveness. Chair Klemke presented the Board Goals as identified at the March 6, 2020 Board of Governors Workshop:

Western Nebraska Community College Area Board of Governors Goals – June 2020

1. Increase visibility and presence of WNCC throughout the Panhandle.
2. Review the Higher Learning Commission Final Report and monitor progress made toward needed changes.
3. Ensure fiscal stability through increased understanding of data and long-range implications.
4. Support the new President as transition occurs.
5. Increase knowledge and awareness of community changes through data and trend statistics.

Board of Governors Annual Goals

Policy:

1. Complete the review and development of Board policies to align with Higher Learning Commission directives.
2. Begin new, continuous five-year cycle of Board Policy review as directed in policy *BP-115, Board Policies, President's Procedures, and Institutional Guidelines*.
3. Review, discuss, approve and monitor annual college budget to ensure fiscal responsibility.

Planning:

1. Strategic Planning
 - Monitor completion of 2017-2022 Strategic Plan.
 - Participate in and monitor development of 2022-2027 Strategic Plan.
2. Accreditation Process
 - Review the HLC Final Report.
 - Monitor progress on recommendations made in the Final Report.
3. Provide support to the President as organizational changes are implemented.
 - Ask impactful questions.
 - Provide information and guidance.
 - Provide positive, trustworthy and transparent communication.
4. Data Analysis
 - Ask pertinent and analytical questions to ensure accountability.
 - Increase Board knowledge of collected data and ability to analyze such data in all critical areas (enrollment, retention, completion, finance, cultural diversity, workforce needs, etc.)

Board Trustee Effectiveness

1. Provide orientation and mentorship for new Trustees.
2. Engage in professional development.
3. Conduct regular self-evaluations and evaluation of Board Goals.
4. Devote the time and interest needed to be an effective member of the Board of Governors.
5. Conduct a mid-year review of the progress

Dr. Perkins commented on the importance of learning what our responsibilities are as a Board member. We need to work on a more in-depth relationship with the President, faculty, staff and other community colleges through the Association. Chair Klemke added that we are trying to provide a tool for training new Board Members on the day-to-day functions of serving as a Board Member.

BOARD OF GOVERNORS 2020-2021 GOALS

Approval

Ms. Anderson MOVED to approve the Board of Governors 2020-2021 Goals as presented. SECONDED by Dr. Packard.

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

Voting No: None

Abstain: None

Absent: Kreman

MOTION CARRIED

Dr. Perkins left the meeting at 2:36 p.m.

REPORTS AND RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE

Approval of Suspension of Board Policy

BP-532 On-Campus Residency Requirements for Student Athletes

Dr. Simone addressed the Board regarding the Residency Policy adopted by the Board last December, which required student athletes to live in the residence halls. No one predicted that something as severe as COVID-19 would hit as it did in March. Now we are contemplating the residence hall policy and whether it makes good sense to continue to require student athletes to live on campus under the current conditions. Dr. Simone stated that she has a concern about that requirement, and prefers that student living conditions be voluntary on the part of the student and not a requirement. At this time, Dr. Simone is recommending suspending the policy then re-evaluating in the spring of 2021.

Ms. Richards MOVED pursuant to Policy Number 830.1600.79, *Policy Revision and Suspension*, that Policy Number BP-532, *On Campus Residency Requirements for Student Athletes* be suspended for the 20-21 Academic Year, at which time the policy will be reviewed for determination of future action. SECONDED by Ms. Anderson.

Voting Yes: Savely, Stickney, Anderson, Crouse, Guzman-Gonzales, Marcy, Packard, Richards, Klemke
Voting No: None
Abstain: None
Absent: Kreman, Perkins
MOTION CARRIED

Presentation of Board Policies

1. First Read: Sexual Misconduct Board Policy
2. First Read: Equal Opportunity Employer/Non-Discrimination Board Policy

Ms. Ault reported that on May 6, 2020, the Department of Education brought forth some new Title IX regulations. In November 2018, one policy and three procedures were designed, but were put on hold waiting for the Trump administration to send out their interpretation of the act. On May 6, they changed the regulations, so to comply, we are moving forward with two policies; one is Sexual Misconduct and the other one is Harassment, Discrimination and Retaliation. These policies need to be in place, as they will go into effect on August 14, 2020. Ms. Ault stated that there are many changes to be made to the procedure to make sure everything is compliant.

Ms. Ault reported that the Sexual Misconduct Board Policy deals with sexual harassment, sexual assault, dating violence, domestic violence and stalking, which are against the law and are prohibited conduct under WNCC policy. All reported incidents will be thoroughly investigated and those found responsible dealt with as necessary, whether

criminally charged or handled through the College's sexual misconduct procedure. Consistent with state and federal laws, this policy prohibits retaliation against a person for reporting discrimination and sexual harassment; or participating in the investigation or adjudication of such a complaint.

Western Nebraska Community College does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation in its policies, practices and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid; as expressly prescribed by institutional policy, state and federal laws, regulations, and executive orders.

No college student, employee, volunteer or visitor shall engage in discrimination, harassment, or retaliation toward a college student, employee, volunteer or visitor. Persons violating this policy will face strict discipline up to and including suspension, expulsion, termination or be subject to legal proceedings.

INSTITUTIONAL REPORTS (Cont.)

Faculty Report – Mr. Croft and Ms. Dickinson

Mr. Brian Croft reported that their focus is on returning to classes in the fall. They are gathering data on the possibilities for plans A and B to begin classes in the fall. There are many changes right now with restricted class sizes, and it is important that we do what is best for the safety of students and staff. Many of these decisions will be reflected in reporting to the Higher Learning Commission regarding our COVID-19 response.

Classes are going forward; the College is open. Mr. Croft has received a lot of input from students and faculty regarding what is needed for a fall opening. The IT department has been very helpful getting everyone set and ready.

Ms. Susan Dickinson reported that the faculty she has visited with are concerned about how to open classes effectively this fall. Thanks to the IT Department, there will be TV hooks ups available to allow students to be in two different classrooms to keep the number of students in each classroom down. Dr. Simone added that the Dean group working with Mr. John Marrin have been thoughtful regarding possibilities for the fall and how we will move forward.

Mr. Marrin expressed his appreciation to the Deans and faculty who have been willing to work on ways to provide the best education possible in a safe environment, which is incredibly important. In addition, the residence hall cleaning staff have done a fantastic job making sure everything is clean and safe for the students' return.

Student Report – Mr. Carrillo

There was no student report.

Western Nebraska Community College Foundation - Ms. Anderson

Ms. Anderson reported on the Foundation. She reminded meeting participants that the Monument Marathon would be held in September this year. Currently, sponsorships are at \$71,125.00 and they are on track to meet or exceed last year's sponsorships of \$74,000.00. They have been meeting with the Panhandle Public Health Department regarding the COVID-19 Safety Plan for the Expo and race day, which is September 26. The press release highlighted our own "star", Board member Linda Guzman-Gonzales who has competed in the event the last four years.

Runner registrations are at 70%, and have more than quadrupled since late April. The Foundation is very encouraged, with 163 participants registered so far, which they hope to double by September.

The Peter Kiewit Foundation summer visit is still on schedule for June 25, at which time meetings with Kiewit representatives have been scheduled to discuss the grants received and their progress. Included in the meetings is an introduction and discussion of goals with Dr. Simone regarding Guided Pathways, Math Readiness, Kiewit Scholars, Workforce Development as well as an update on the Scottsbluff campus renovation.

President's Comments

Dr. Simone reported that this last week all three campuses opened to the public. Staff will begin to return to the campus in phases over the next few weeks. July 13 is the targeted date for "all hands on deck". While this plan is subject to change, we are committed to serving our public within the guidelines we receive from Panhandle Public Health.

Last month, 123 students received at least one E-grade; there were 231 total E-grades assigned for the courses that were disrupted this spring. Several departments have worked with students and currently we only have 81 E-grades left on the books, so we have made tremendous progress. The faculty has been very thoughtful and have done a good job serving our students. There are 54 impacted students remaining. Some students will return a few weeks before the fall term to complete their courses. Aviation Maintenance is a good example of this process.

Our Summer Free program continues to grow. Last year we served 192 students with \$102,147.00 in scholarships. As of yesterday, we are supporting 229 students compared to 192 last year, and we have given out \$115,198.00 in scholarships. Continuing students and former students are eligible for the funding, so it is a great retention tool.

Dr. Simone expressed her appreciation of the Board's approval to suspend the request to require student athletes to live on campus. Our original policy last year could not have contemplated where we are today. We may take a financial hit with this approach, but we believe it is in the best interest of our students. We are doing everything possible to make sure we have the best learning environment for our students. We are watching our housing applications very closely right now; monitoring the directed health measures and

strongly considering single occupancy, which could also be another financial hit. Time will tell us the impact of these decisions.

The Higher Learning Commission (HLC) verification visit is set for September 14 and 15, 2020. Dr. Jackie Freeze from Wyoming and team member Dr. Wade Derden from Arkansas will join us in person to verify and clarify what they have observed during the virtual visit. This is a normal part of the process, mandated by Federal Regulations. The HLC think tank has been working to craft the institutional update to include the pandemic response, institutional restructuring, and our continued efforts with assessment.

Dr. Simone reported that recently, she was asked to serve on the Box Butte Development Corporation Board.

Ms. Richards asked about fall enrollment, which Dr. Simone responded is currently down for the dual credit students since we could not get into the schools. We are hoping to be up by fall, as other registration numbers are higher.

Board Member Comments

Chair Klemke commented about the iPads the Board was previously issued. She reported that an October refresher training has been discussed. Individual meetings with IT will be scheduled with Board members so the WNCC secure email can be used, and in time, the iPads can be better utilized.

Ms. Guzman-Gonzales reminded Board Members to volunteer to help with the Monument Marathon if they are able, or to participate in the marathon. It is important for the Board to support the Foundation.

Ms. Anderson thanked Mr. Bill Knapper for all of his years of dedication serving as the Board Treasurer and congratulated Ms. Lynne Koski on her appointment as Board Treasurer.

Upcoming Meetings and Events

1. Budget Work Session/Designated Fund, Restricted Fund
July 15, 2020
10:30 a.m.
Scottsbluff Campus
Scottsbluff, NE
2. NCCA Board of Directors Third Quarter Meeting
August 3, 2020
Lincoln, NE
3. Budget Work Session/Capital Construction Fund
August 19, 2020
10:30 a.m.
Scottsbluff Campus

4. Budget Work Session/Final Review of All Budgets
September 9, 2020
10:30 a.m.
Scottsbluff Campus
5. Public Hearings on Proposed WCCA Budgets 2020-2021
September 9, 2020
1:00 p.m.
Scottsbluff Campus
6. WNCC Monument Marathon
September 26, 2020
Scottsbluff, NE
7. ACCT Leadership Congress
September 30 - October 3, 2020
Chicago, IL
8. NCCA Board of Directors Fourth Quarter Meeting and Annual Conference
October 11 - 12, 2020
Scottsbluff, NE
9. WNCC Homecoming Week
October 17-24, 2020
Scottsbluff Campus
10. WNCC Alumni Banquet
October 23, 2020
Scottsbluff Campus

Next Regular Meeting: Wednesday, July 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 3:18 p.m.

F. Lynne Klemke, Chairperson

Susan L. Verbeck, Secretary