

- WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

March 17, 2010

A. Call to Order, Ms. Wisniewski

12:00 NOON. – LUNCH

John C. Bishop Dining Hall

Pioneer Activity Center

Western Nebraska Community College

Scottsbluff Campus

1409 East 27th Street

Scottsbluff Nebraska

B. Roll Call

C. Introduction of Visitors

a) Community Comments

1:00 P.M. – REGULAR MEETING

Boardroom

Western Nebraska Community College

Scottsbluff Campus

2620 College Park

Scottsbluff, Nebraska

D. Board Chairperson Comments

a) Copy of Nebraska Open Meeting Act is
available at back of room

E. Consent Calendar

1) Review Contents of Consent Calendar

a) Agenda

b) Excuse Absent Board Member(s)

c) Minutes

1) Regular Meeting, February 17, 2010

(Pages 1 – 1x)

2) Special Meeting, March 4, 2010

(Pages 1y – 1bb)

d) Claims

1) WCCA Unrestricted Fund - \$3,360,312.29

(Pages 1 – 36)

2) WCCA Restricted Fund - \$17,357.66

(Page 36)

3) WCCA Federal Fund - \$ 4,601.03

(Page 37)

4) WCCA Agency Fund - \$15,415.90

(Pages 37 - 38)

5) WCCA Loan Fund - \$0.31

(Page 38)

6) WCCA Plant Fund - \$216.00

(Page 38)

7) WCCA Auxiliary Fund - \$104,923.04

(Pages 38– 44)

e) City Planning Commission Reports

None

f) Reports and Proposals

1) From the Students

(Page 2)

2) From the Faculty

(Page 3)

3) From the Administration

4) From the Board

E. Consent Calendar – Cont

- 2) Approval of Consent Calendar
- 3) Consideration of Items Extracted from Consent Calendar

F. Bid Consent Calendar

- 1) Review Contents of Bid Consent Calendar – None
- 2) Approval of Bid Consent Calendar
- 3) Consideration of Items Extracted From Bid Consent Calendar

G. Personnel Consent Calendar

- 1) Review Contents of Personnel Consent Calendar
 - a) Resignation(s):
 - 1) Ms. Melinda L. Burbach, College Relations Director (Pages 4 – 4a)
 - b) Appointment(s): - None
 - c) Agreement to Amend Contract:
 - 1) Mr. Robert Kraft, Information Technology Instructor (Handout)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Reports and Recommendations from Executive Council – Ms. Wisniewski

- 1) Guiding Principles for Strategic Planning

I. Monitoring Reports

- 1) Federal Stafford Student Loan Programs – Ms. Sheila Johns (Page 5)

I. Monitoring Reports – Cont

- 2) Summer Tuition Incentive – “Three 4 Free” – Dr. Holcomb (Pages 6 – 6a)
 - a) Report on 2009 Pilot Program
 - b) Proposal for 2010
- 3) Proposed 2010 -2011 WNCC Student Charges – Mr. Knapper (Pages 7 – 7b)
 - a) Tuition
 - b) Fees
 - c) Room and Board
- 4) 2010 Legislation – Mr. Groshans
 - a) Legislation Update
- 5) Nebraska Educational Telecommunications Commission – Mr. Miller
- 6) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) First Quarter Meeting
 - 1) February 22, 2010
 - 2) Southeast Community College – Lincoln Campus
- 7) Association of Community College Trustees – Dr. Perkins, Ms. Ostrander
 - a) 2010 National Legislative Summit
 - 1) March 10 – 12, 2010
 - 2) Marriott Wardman Park Hotel
 - 3) Washington, DC

J. Executive Session

- 1) Litigation – Re: Possible Settlement Metro Lawsuit

K. Consider Resolution – Re: Settlement of Metro Lawsuit

L. Board Member Comments

M. President’s Comments

N. Upcoming Meetings

1) Association of Community College Trustees

- a) 2010 Annual Leadership Congress
 - 1) October 20 – 23, 2010
 - 2) Toronto, Canada

2) Nebraska Community College Association

- a) Regular Meetings
 - 1) Second Quarter Meeting
 - A) May 24, 2010
 - B) Northeast Community College
 - 2) Third Quarter Meeting
 - A) August 9, 2010
 - B) Southeast Community College – Beatrice Campus
 - 3) Annual Meeting/Legislative Seminar
 - A) October 5 and 6, 2010
 - B) Host: Western Community College Area

O. Next Regular Meeting: Wednesday, April 21, 2010, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

P. Adjournment

MINUTES OF MEETING
BOARD OF GOVERNORS
WESTERN COMMUNITY COLLEGE AREA

TIME AND PLACE
ROLL CALL
NOTICE OF MEETING

A regular meeting of the Western Community College Area Board of Governors was held at 1:00 p.m., on Wednesday, March 17, 2010, in the Boardroom, 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 Saturday, March 13, 2010, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, Dennis W. Miller, Jr., Jack L. Nelson, Jecca R. Ostrander, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: L. Paul Leseberg, M. Thomas Perkins, Darrell E. Roberts. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Todd R. Holcomb, Kathryn J. Shirley, Paul G. Jacobsen, Dayle L Wallien, Judith L. Amoo, Garry R. Alkire, Joan Green, Sheila Johns. Attorney present: Philip M. Kelly. 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.

QUORUM

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

VISITORS

Visitors were: Maunette Loeks, Scottsbluff.

COMMUNITY COMMENTS

Ms. Wisniewski asked for comments from the community There were none.

BOARD CHAIRPERSON
COMMENTS

Ms. Wisniewski 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. Wisniewski referred Board members to the handout materials which include an article that appeared in February 2010 issue of the *Nebraska Lawyer*. The article entitled "Innovative Ways to Build: Public Facilities Construction" was written by Mr. Richard A. Douglas, College Attorney. The article describes the unique partnership between the College and Educational Service Unit #13 to finance the construction of the WNCC/ESU#13 Technology Center through the Public Facilities Construction and Finance Act. This

BOARD CHAIRPERSON
COMMENTS
Cont

project was the first time the Act had been used. On behalf of the Board, Ms. Wisniewski congratulated Mr. Douglas for the publication of this article.

Ms. Wisniewski reported there are a number of thank you letters from students who received scholarships provided by the College for the 2009 – 2010 academic year available on the table at the back of the room. The letters are for Board member review and information.

Ms. Wisniewski reported Mr. Roberts notified the Secretary that he would be unable to attend the meeting today because of Personal Business, and Mr. Leseberg notified the Secretary that he would be unable to attend the meeting today because of Personal Business. Ms. Wisniewski reported further that Dr. Perkins notified the Secretary he would be late arriving for the meeting.

CONSENT CALENDAR
Review Contents

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

- 1) Agenda, March 17, 2010
- 2) Excuse Absent Board Members – Leseberg, Roberts
- 3) Minutes
 - a) Regular Meeting, February 17, 2010
 - b) Special Meeting, March 4, 2010
- 4) Claims
 - a) WCCA Unrestricted Fund - \$3,360,312.29
 - b) WCCA Restricted Fund - \$17,357.66
 - c) WCCA Federal Fund - \$4,501.03
 - d) WCCA Agency Fund - \$15,415.90
 - e) WCCA Loan Fund - \$0.31
 - f) WCCA Plant Fund - \$216.00
 - g) WCCA Auxiliary Fund - \$104,923.04
- 5) City Planning Commission Reports – None
- 6) Reports and Proposals
 - a) From the Students – Attachment A
 - b) From the Faculty – Attachment B
 - c) From the Administration
 - d) From the Board

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

CONSENT CALENDAR
Approval

Mr. Daniels moved the Consent Calendar be approved as presented. Seconded by Mr. Stickney. The vote was, Yes:

CONSENT CALENDAR Approval Cont	Cervantes-Guzman, Daniels, Gramberg, Miller, Nelson, Ostrander, Stickney, Wisniewski. No: None. Absent: Leseberg, Perkins, Roberts. Motion carried,
CONSENT CALENDAR Consideration of Items Extracted	There were no items extracted from the Consent Calendar.
BID CONSENT CALENDAR	There were no items on the Bid Consent Calendar.
PERSONNEL CONSENT CALENDAR Review Contents	<p>Ms. Wisniewski reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s):</p> <ol style="list-style-type: none">1) Resignation(s):<ol style="list-style-type: none">a) Ms. Melinda L. Burbach, College Relations Director, effective March 12, 2010.2) Appointment(s): None3) Agreement to Amend Contract:<ol style="list-style-type: none">a) Mr. Robert Kraft, Information Technology Instructor, amend 2009 – 2010 faculty contract from 220 days to 175 days. <p>Ms. Wisniewski inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have removed for separate consideration. There were none.</p>
PERSONNEL CONSENT CALENDAR Approval	Ms. Ostrander moved the Personnel Consent Calendar be approved as submitted. Seconded by Dr. Gramberg. The vote was, Yes: Daniels, Gramberg, Miller, Nelson, Ostrander, Stickney, Cervantes-Guzman, Wisniewski. No: None. Absent: Leseberg, Perkins, Roberts.
PERSONNEL CONSENT CALENDAR Consider Items Extracted	There were no items extracted from the Personnel Consent Calendar.
REPORTS AND RECOM- MENDATIONS FROM EXECUTIVE COUNCIL Guiding Principles for Strategic Planning	Ms. Wisniewski commented the entire Board membership has heard reports from Mr. Dennis Jones, National Center for Higher Education Management Systems, and Dr. Kathi Swanson, CLARUS Corporation in preparation for the development of a Strategic Plan. She reported the Executive Council was assigned the task of synthesizing the information presented into over-riding principles as the first step in a process to develop a strategic plan. The over-riding principles will give direction to the College staff from the Board.

REPORTS AND RECOMMENDATIONS FROM EXECUTIVE COUNCIL
Guiding Principles for Strategic Planning
Cont

Ms. Wisniewski commented further that when the Board members met with the Higher Learning Commission Visitation Team, there was concern expressed that the College Mission and Vision Statements have not been reviewed and/or revised for several years. There was also concern that everyone, including Board members, faculty members, students, and staff should have the opportunity for input in the development of a Strategic Plan for the institution.

Ms. Wisniewski asked Mr. Miller to present the Executive Council report.

Mr. Miller referred Board members to the handout materials which include the Principles for Strategic Planning. Mr. Miller reported the Executive Council met earlier today for the second time. He reported after careful consideration and discussion, the Executive Council agreed the guiding principles could be summarized into three topics, fiscal, assessment, and client-centered. He commented that retention is a clear focus as a part of being a client-centered institution. Assessment of student learning has been set forth as a separate topic to ensure quality throughout all areas of the College including student learning. Fiscal responsibility, especially in frugal economic situations, is imperative; however, it is important for the institution not to lose the focus of being innovative and visionary in program offerings.

On behalf of the Executive Council, Mr. Miller presented the Principles for Strategic Planning as follows:

- 1) Fiscal responsibility and accountability is a primary consideration in all decision making with emphasis toward innovative, future, and global-oriented programs.
- 2) All areas of the College must be assessed to ensure quality student learning and delivery of services.
- 3) The College shall be a client-centered, open-access institution responsive to individual needs, focusing on improved student retention and completion.

Board members inquired whether or not the principles were presented in rank order, and whether or not they could be revised as situations change. Council members responded the order in which the principles are presented is not necessarily intended to be in rank order. Council members responded the over-riding principles could be revised in the future; however, they are intended to provide direction

REPORTS AND RECOM-
MENDATIONS FROM
EXECUTIVE COUNCIL
Guiding Principles for
Strategic Planning - Cont

from the Board to the College staff for planning purposes.

It was suggested that the principle regarding a client-centered institution should be listed first, and that the numerical sequence be removed.

BOARD MEMBER ENTERED

Dr. Perkins entered the meeting at 1:17 p.m.

REPORTS AND RECOM-
MENDATIONS FROM
EXECUTIVE COUNCIL
Guiding Principles for
Strategic Planning
Cont

Ms. Wisniewski reported the next step in the process will be to involve the Board, administration, faculty, staff and students to seek input in the revision of the College Mission Statement, the Vision Statement and the development of a Strategic Plan. Ms. Wisniewski reported the College has contacted Dr. Larry L. Dlugosh from the University of Nebraska to request a proposal to guide this process. Dr. Dlugosh has previously worked with the Scottsbluff Public Schools. Ms. Wisniewski reported there are different options that could be used. It could be a two to three day intensive planning session or a process that is spread over a period of time. Because the College is unique, the Executive Council is recommending more time should be devoted to the process, possibly four to six months. The Executive Council has requested Dr. Dlugosh submit a proposal to facilitate the revision of the Mission Statement, the Vision Statement, and the development of a strategic plan.

Mr. Daniels moved the Board accept the following Principles for Strategic Planning which incorporate the suggested revisions:

The College shall be a client-centered, open access institution responsive to individual needs, focusing on improved student retention and completion.

Fiscal responsibility and accountability is a primary consideration in all decision making with emphasis toward innovative, future, and global-oriented programs.

All areas of the College must be assessed to ensure quality student learning and delivery of services.

Seconded by Mr. Nelson. The vote was, Yes: Gramberg, Miller, Nelson, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Wisniewski. No: None. Absent: Leseberg, Roberts. Motion carried.

