

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Dr. Gramberg
- B. Roll Call
- C. Introduction of Visitors
 - 1) Community Comments
- D. Board Chairperson Comments
 - 1) Copy of Nebraska Open Meetings Act 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 16, 2011
 - d) Claims
 - 1) WCCA Unrestricted Fund - \$3,526,350.42
 - 2) WCCA Restricted Fund - \$6,560.61
 - 3) WCCA Federal Fund - \$2,283.03
 - 4) WCCA Agency Fund - \$15,524.28
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$28,459.10
 - 7) WCCA Auxiliary Fund - \$128,662.62
 - e) City Planning Commission Reports
 - f) Acknowledge Receipt of Letter from NWCEA
 - g) Reports and Proposals
 - 1) From the Students
 - 2) From the Faculty
 - 3) From the Administration
 - 4) From the Board

REGULAR MEETING

March 16, 2011

12:00 P.M. - LUNCH

John C. Bishop Dining Hall
Pioneer Activity Center
Western Nebraska Community College
Scottsbluff Campus
1409 East 27th Street
Scottsbluff Nebraska

1:00 P.M. - REGULAR MEETING

Boardroom
Western Nebraska Community College
Scottsbluff Campus
1601 East 27th Street
Scottsbluff, Nebraska

(Pages 1 - 1ii)

(Pages 1 - 31)

(Page 32)

(Pages 32 - 33)

(Pages 33 - 34)

(Page 34)

(Pages 34- 38)

(Attachment)

(Page 2)

(Page 3)

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) Mr. Randall K. Sonnemaker, Accounting Services Director (Pages 4 - 4a)
 - b) Appointment(s):
 - 1) Ms. Erin E. Stinner, College Relations Director (Pages 4b - 4e)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Reports and Recommendations from Board Policy Committee - Committee Chair pro tem,
Mr. Groshans

- 1) #240.0100.11 - College Vehicle Use and Safe Driving (Page 5)
- 2) #240.0200.11 - Commercial Driver's License Testing/Requirements (Page 5a)
 - a) Series 2000 - Appendix D-2-11 - Controlled Substances and Alcohol Use and Testing (Pages 5b - 5u)
- 3) #240.0300.11 - Approved Driver of College Vehicles (Page 5v)
- 4) #500.4400.11 - Grade Appeal (Pages 5w - 5x)

I. Reports and Recommendations from Budget and Finance Committee – Mr. Daniels

- 1) Temporarily Suspend Board Policy #330.0501.04 (Page 6)
- 2) Purchase Agreement between WNCC and Aulick Industries (Page 6a)

J. Western Community College Area Board of Governors – Dr. Gramberg

- 1) Appointment to Standing Committees (Page 7)
- 2) Appoint ex-officio WCCA Board Representatives to Western Community College Foundation Board of Directors

K. Monitoring Reports

- 1) Proposed 2011 – 2012 Student Charges - Mr. Knapper (Pages 8 – 8b)
 - a) Tuition
 - b) Fees
 - c) Room and Board
- 2) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) Regular Meeting, March 7, 2011, Southeast Community College – Beatrice Campus
- 3) Association of Community College Trustees – Dr. Perkins
 - a) 2011 National Legislative Summit
 - 1) February 13 – 16, 2011
 - 2) Marriott Wardman Park Hotel
 - 3) Washington, DC

L. Executive Session

- 1) 2011 – 2012 Collective Bargaining
- 2) Possible Litigation – Re: Sidney Endowment Association

M. 2011 – 2012 Collective Bargaining

- 1) Appoint WCCA Board Negotiator
- 2) Appoint Board Member Observers

N. Board Member Comments

O. President's Comments

P. Upcoming Meetings

- 1) Association of Community College Trustees
 - a) 2011 Annual Leadership Congress
 - 1) October 12 – 15, 2011
 - 2) Dallas, Texas
- 2) Nebraska Community College Association
 - a) Regular Meetings
 - 1) Second Quarter Meeting
 - A) May 2, 2011
 - B) Metropolitan Community College
 - 2) Third Quarter Meeting
 - A) August 8, 2011
 - B) Central Community College – Hastings Campus
 - 3) Annual Meeting/Legislative Seminar
 - A) November 1 & 2, 2011
 - B) Central Community College – Grand Island Campus

Q. Next Regular Meeting: Wednesday, April 20, 2011, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

R. 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 16, 2011, 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 12, 2011, with the following members present: Timothy H. Daniels, L. Paul Leseberg, Jack L. Nelson, Jecca R. Ostrander, M. Thomas Perkins, Richard G. Stickney, Jane Wisniewski, and Merlyn L. Gramberg, Chairperson. Absent: Alexander D. Pavlista. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, David E. Groshans, Terry B. Gaalswyk, Paul G. Jacobsen, Dayle L. Wallien, Garry R. Alkire, Judith L. Ammo, Holly Sterkel, Jason Stratman. College Attorney present after 1:20 p.m.: Richard A. Douglas. 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

Dr. Gramberg declared a quorum was present for the transaction of business.

VISITORS

Visitors were: There were no visitors present.

COMMUNITY COMMENTS

Dr. Gramberg asked for comments from the community. There were none.

BOARD CHAIRPERSON
COMMENTS

Dr. Gramberg 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.

Dr. Gramberg thanked Ms. Wisniewski for her service to the Board as Chairperson and remarked that Ms. Wisniewski is a hard act to follow. Dr. Gramberg presented Ms. Wisniewski with a plaque in appreciation and recognition of her eight years (2003 – 2010) of service as Board Chairperson.

Ms. Wisniewski thanked the Board members for their support over the past eight years, and remarked the plaque means a lot. She remarked the Board is in good hands with Dr. Gramberg as Chairperson.

BOARD CHAIRPERSON
COMMENTS
Cont

Dr. Gramberg reported Dr. Pavlista notified the Secretary that he would be unable to attend the meeting today because of Personal Business.

CONSENT CALENDAR
Review Contents

Dr. Gramberg reviewed the contents of the Consent Calendar which contain the following items:

- 1) Agenda, March 16, 2011
- 2) Excuse Absent Board Member(s) – Pavlista
- 3) Minutes
 - a) Regular Meeting, February 16, 2011
- 4) Claims
 - a) WCCA Unrestricted Fund - \$3,526,350.42
 - b) WCCA Restricted Fund - \$6,560.61
 - c) WCCA Federal Fund - \$2,283.03
 - d) WCCA Agency Fund - \$15,524.28
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant Fund - \$28,459.10
 - g) WCCA Auxiliary Fund \$128,662.62
- 5) City Planning commission Reports – Attachment A
- 6) Acknowledge Receipt of Letter from NWCEA – Attachment B
- 7) Reports and Proposals
 - a) From the Students
 - b) From the Faculty – Attachment C
 - c) From the Administration
 - d) From the Board

Dr. Gramberg 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

Dr. Perkins moved the Consent Calendar be approved as submitted. Seconded by Ms. Wisniewski. The vote was, Yes: Daniels, Leseberg, Nelson, Ostrander, Perkins, Stickney, Wisniewski, Gramberg. No: None. Absent: Pavlista. Motion carried.

CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR
Review Contents

There were no items on the Bid Consent Calendar.

PERSONNEL CONSENT
CALENDAR
Review Contents

Dr. Gramberg reviewed the contents of the Personnel Consent Calendar which include the following resignation(s) and appointment(s):

PERSONNEL CONSENT
CALENDAR
Review Contents
Cont

- 1) Resignation(s):
 - a) Mr. Randall K. Sonnemaker, Accounting Services Director, effective June 30, 2011.
- 2) Appointment(s):
 - a) Ms. Erin E. Stinner, College Relations Director, effective March 1, 2011, through June 30, 2011, salary to be prorated from an annual salary of \$55,000.00.

Dr. Gramberg inquired if there were any items(s) on the Personnel Consent Calendar which any Board member wished to have removed for separate consideration. There were none.

PERSONNEL CONSENT
CALENDAR
Approval

Mr. Daniels moved the Personnel Consent Calendar be approved as presented. Seconded by Ms. Ostrander. The vote was, Yes: Leseberg, Nelson, Ostrander, Perkins, Stickney, Wisniewski, Gramberg. No: None. Absent: Pavlista. Motion carried.

PERSONNEL CONSENT
CALENDAR
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE

Dr. Gramberg asked Mr. Groshans to present the proposed Board Policies.

Mr. Groshans reported at the February meeting of the Board of Governors, the Board Policy Committee presented four proposed policies for Board member review. Mr. Groshans reported neither the Board Policy Committee nor the administration received any comment on the policies as presented. Therefore, the Board Policy Committee is recommending the policies be approved as presented.

Policy #240.0100.11 -
College Vehicle Use and
Safe Driving

Mr. Groshans reported proposed Board Policy #240.0100.11 – College Vehicle Use and Safe Driving is to assure that persons driving College owned/leased vehicles follow safe and responsible driving practices. The policy also makes the President or his/her designee responsible for establishing vehicle usage procedures and safe driving practices for all individuals using College owned or leased vehicles.

Dr. Perkins moved the Board adopt Board Policy #240.0100.11 – College Vehicle Use and Safe Driving, as presented. Seconded by Mr. Stickney. The vote was, Yes:

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE

Policy #240.0100.11 -
College Vehicle Use and
Safe Driving - Cont

Nelson, Ostrander, Perkins, Stickney, Wisniewski, Daniels, Leseberg, Gramberg. No: None. Absent: Pavlista. Motion carried. (A copy of the adopted policy is attached in the official minute book.)

Policy #240.0200.11 –
Commercial Driver's
License Testing/Re-
quirements, and Series
2000 – Appendix D-2-11-
Controlled Substances
and Alcohol Use and
Testing

Mr. Groshans reported proposed Board Policy #240.0200.11 Commercial Driver's License Testing/Requirements stipulates that the College will test, in accordance with Federal regulations, employees required to have a Commercial Driver's License for the use of controlled substances that violate law or Federal regulation and the misuse of alcohol. Mr. Groshans reported further Series 2000 – Appendix D-2-11 – Controlled Substances and Alcohol Use and Testing is the U.S. Department of Transportation Regulations that apply to workplace Drug and Alcohol Testing Programs which the College will follow in testing of employees.

Ms. Wisniewski moved the Board adopt Board Policy #240.0200.11 – Commercial Driver's License Testing/Requirements and the accompanying Appendix D-2-11 Controlled Substances and Alcohol Use and Testing as presented. Seconded by Mr. Nelson. The vote was, Yes: Ostrander, Perkins, Stickney, Wisniewski, Daniels, Leseberg, Gramberg. No: None. Absent: Pavlista. Motion carried. (A copy of the adopted policy and accompanying appendix is attached in the official minute book.)

Policy #240.0300.11
Approved Driver of
College Vehicles

Mr. Groshans reported proposed Board Policy #240.0300.11 – Approved Driver of College Vehicles authorizes the College President or his/her designee to determine and approve drivers for all College vehicles. Only College approved drivers will be authorized to operate College vehicles. The policy further stipulates all approved drivers shall hold a valid operator's license of the type required for the vehicle used.

Mr. Daniels moved the Board adopt Board Policy #240.0300.11 – Approved Driver of College Vehicles as presented. Seconded by Ms. Ostrander. The vote was, Yes: Perkins, Stickney, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Gramberg. No: None. Absent: Pavlista. Motion carried. (A copy of the adopted policy is attached in the official minute book.)

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE
Policy #500.4400.11
Grade Appeal

Mr. Groshans reported proposed Board Policy #500.4400.11 – Grade Appeal is a revision that will allow the College administration to make adjustments to the procedures, as might be needed while ensuring compliance with the Board Policy. The revision specifies the procedures be set forth in the WNCC Student Handbook and also made accessible to students through the College's Student Services offices and the institutional website.

Mr. Stickney moved the Board adopt Board Policy 500.4400.11 – Grade Appeal as presented. Seconded by Ms. Wisniewski. The vote was, Yes: Stickney, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Perkins, Gramberg. No: None. Absent: Pavlista. Motion carried. (A copy of the adopted policy is attached in the official minute book.)

REPORTS AND RECOM-
MENDATIONS FROM
BUDGET AND FINANCE
COMMITTEE
Temporarily Suspend
Board Policy #330.0501.04

Mr. Nelson reported the Budget and Finance Committee met earlier today to consider a Purchase Agreement between the College and Aulick Leasing Corporation. The agreement specifies that the College will purchase three semi tractors in the amount of \$45,000 and Aulick Leasing will make a cash pledge in the amount of \$15,000 to Western Nebraska Community College Foundation, payable prior to June 30, 2011. Mr. Nelson reported in order for the College to enter into this agreement it would be necessary to suspend Board Policy #330.0501.04 – Bid Solicitation. He reported the return of the purchase price of one tractor will benefit the College. Mr. Nelson reported the Budget and Finance Committee is recommending, the Board temporarily suspend Board Policy #330.0501.04 – Bid Solicitation, as such policy pertains to the purchase of three semi tractors from Aulick Leasing Corporation. Such recommendation is made for the benefit of the College and is made pursuant to Board Policy #830.1600.79

Dr. Perkins moved the Board accept the recommendation of the Budget and Finance Committee to temporarily suspend Board Policy #330.0501.04 – Bid Solicitation as the policy pertains to the purchase of three semi tractors from Aulick Leasing Corporation. Seconded by Mr. Nelson. The vote was, Yes: Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Perkins, Stickney, Gramberg. No: None. Absent: Pavlista. Motion carried.

Purchase Agreement
Between WNCC and
Aulick Industries

Mr. Daniels moved the Board approve the purchase agreement between Western Nebraska Community College and Aulick Leasing Corporation whereby the College will purchase three 2000 IHC 9400 semi tractors in the

