

WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

May 19, 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 27<sup>th</sup> Street

Scottsbluff Nebraska

B. Roll Call

C. Introduction of Visitors

1) Community Comments

1:00 P.M. – REGULAR MEETING

Boardroom

Western Nebraska Community College

Scottsbluff Campus

1601 East 27<sup>th</sup> Street

Scottsbluff, Nebraska

D. Board Chairperson Comments

1) Copy of Nebraska Open Meetings 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, April 21, 2010

(Pages 1 - 1y)

d) Claims

1) WCCA Unrestricted Fund - \$1,780,288.49

(Pages 1 - 14)

2) WCCA Restricted Fund - \$314,011.30

(Pages 14 - 16)

3) WCCA Federal Fund - \$8,911.53

(Pages 16 - 17)

4) WCCA Agency Fund - \$32,530.43

(Pages 17 - 18)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$176,698.60

(Page 18)

7) WCCA Auxiliary Fund - \$68,458.64

(Pages 18 - 21)

e) City Planning Commission Reports

(Attachment)

f) Reports and Proposals

1) From the Students

(Page 2)

2) From the Faculty

(Page 3)

3) From the Administration

(Pages 4 - 4b, Handout)

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
  - a) #10-PC-11 - Desktop Computers (Pages 5 - 5d)
  - b) #10-PC-12 - Laptop Computers (Pages 5e - 5j)
- 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. Joan Green, Accounting Services Director (Pages 6 - 6a)
    - 2) Mr. Aldo R. Hall, Electronics Instructor (Pages 6b - 6c)
    - 3) Ms. Rebecca K. Jorgenson, Student Services Coordinator (Pages 6d - 6e)
  - b) Appointment(s):
    - 1) Mr. Jeffrey "Scott" Wallace, Powerline Technology Fellow (Page 6f)
    - 2) Ms. Michelle A. Moore, Admissions Counselor (Handout)
    - 3) Ms. Bambi J. Sell, Admissions Counselor (Handout)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Western Community College Area Board of Governors - Ms. Wisniewski

- 1) Authorize Secretary to Execute Bank Account Resolution (Pages 7 - 7b)

H. Western Community College Area Board of Governors – Ms. Wisniewski – Cont

- 2) Informal Meetings
  - a) Budget Work Sessions
    - 1) June 16, 2010, 10:00 a.m. – General Fund
    - 2) July 21, 2010, 10:00 a.m. – Designated Fund, Restricted Fund
    - 3) August 18, 2010, 11:00 a.m. – Capital Construction Fund
    - 4) September 15, 2010, 10:30 a.m. – Final Review of All Budgets
- 3) Public Hearings on Proposed 2010 – 2011 WCCA Budgets
  - a) September 15, 2010, 1:00 p.m.
- 4) Regular September 2010 Board Meeting
  - a) September 15, 2010, immediately following the Public Hearings on the Proposed 2010 – 2011 WCCA Budgets

I. Monitoring Reports

- 1) Nebraska Coordinating Commission for Postsecondary Education – Mr. Daniels, Mr. Gaalswyk, Ms. Barkeloo
  - a) Program Review
    - 1) Information Technology Program – Mr. Gaalswyk, Ms. Barkeloo (Pages 8 – 8d)
- 2) Update, Development of Funding Formula– Dr. Ely, Mr. Groshans
- 3) Strategic Planning Update – Ms. Wisniewski
- 4) Nebraska Educational Telecommunications Commission – Mr. Miller
- 5) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins, Mr. Daniels
- 6) Association of Community College Trustees – Dr. Perkins

J. Executive Session

- 1) Collective Bargaining
- 2) Personnel Matters – Re: Early Retirement Applications for Ms. Alice E. Hemingway

K. Approve 2010-2011 Collective Bargaining Agreement

L. Consider Early Retirement Agreement

- 1) Ms. Alice E. Hemingway

M. Board Member Comments

N. President's Comments

O. 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

P. Next Regular Meeting: Wednesday, June 16, 2010, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff, Nebraska.

Q. 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, May 19, 2010, in the Boardroom, 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 Saturday, May 15, 2010, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, Dennis W. Miller, Jr., Jack L. Nelson, M. Thomas Perkins, Darrell E. Roberts, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: L. Paul Leseberg, Jecca R. Ostrander. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus; Mike Hausmann, Sidney Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, David E. Groshans, Terry B. Gaalswyk, Todd R. Holcomb, Kathryn J. Shirley, Paul G. Jacobsen, Dayle L. Wallien, Garry R. Alkire, Judith L. Amoo, John D. Corum, Andrew Lenzen, Mary Barkeloo. College Attorney present: 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

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 asked Dr. Corum to stand. On behalf of the Board, she extended congratulations to him for the successful completion of his doctoral program.

Ms. Wisniewski commended Coach Mello for establishing the Scholar Baller program for the Volleyball team. This program recognizes the athlete's work in the classroom and reinforces the connection between academics and sports.

BOARD CHAIRPERSON  
COMMENTS  
Cont

Ms. Wisniewski reported to be eligible to receive the Scholar Baller award an athlete must have a 3.6 grade point average.

Ms. Wisniewski congratulated the four volleyball players that received the Scholar Baller Award. Ms. Wisniewski also extended congratulations to all members of the volleyball team. The team had a combined grade point average of 3.28, which is the highest grade point average among any of the College's athletic teams. Ms. Wisniewski also congratulated the volleyball team for completing the season ranking Number Three in the nations. Ms. Wisniewski commented the Volleyball Team has raised the bar for excellence in both academics and athletics.

Mr. Daniels remarked there was a very nice article in the Star-Herald about the Scholar Baller program.

Ms. Wisniewski reported Mr. Leseberg notified the Secretary that he would be unable to attend the meeting today because of Personal Business. Ms. Wisniewski reported Ms. Ostrander notified the Secretary that she would be unable to attend the meeting today because of a Family Concern.

CONSENT CALENDAR  
Review Contents

Ms. Wisniewski reviewed the contents of the Consent Calendar which include the following items:

- 1) Agenda, May 19, 2010
- 2) Excuse Absent Board Member(s) – Leseberg, Ostrander
- 3) Minutes
  - a) Regular Meeting, April 21, 2010
- 4) Claims
  - a) WCCA Unrestricted Fund - \$1,780,288.49
  - b) WCCA Restricted Fund - \$314,011.30
  - c) WCCA Federal Fund - \$8,911.53
  - d) WCCA Agency fund - \$32,530.43
  - e) WCCA Loan Fund - \$ -0-
  - f) WCCA Plant Fund - \$176,698.60
  - g) WCCA Auxiliary Fund - \$68,458.64
- 5) City Planning Commission Reports – Attachment A
- 6) Reports and proposals
  - a) From the Students – Attachment B
  - b) From the Faculty – Attachment C
  - c) From the Administration – Attachment D – D-4
  - d) From the Board

Ms. Wisniewski inquired if there were any item(s) on the

CONSENT CALENDAR Review Contents Cont	Consent Calendar which any Board member wished to have removed for separate consideration. There were none.
CONSENT CALENDAR Approval	Mr. Stickney moved the Consent Calendar be approved as submitted. Seconded by Mr. Miller. The vote was, Yes: Cervantes-Guzman, Daniels, Gramberg, Miller, Nelson, Perkins, Roberts, Stickney, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.
CONSENT CALENDAR Consider Items Extracted	There were no items extracted from the Consent Calendar.
BID CONSENT CALENDAR Review Contents	<p>Ms. Wisniewski reviewed the contents of the Bid Consent Calendar which include the following bid(s):</p> <ol style="list-style-type: none"><li>1) #10-PC-11 – Desktop Computers – Attachment E</li><li>2) #10-PC-12 – Laptop Computers – Attachment F</li></ol> <p>Ms. Wisniewski inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have removed for separate consideration. There were none.</p>
BID CONSENT CALENDAR Approval	Mr. Miller moved the Bid Consent Calendar be approved as presented. Seconded by Mr. Nelson. The vote was, Yes: Daniels, Gramberg, Miller, Nelson, Perkins, Roberts, Stickney, Cervantes-Guzman, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.
BID CONSENT CALENDAR Consider Items Extracted	There were no items extracted from the Bid Consent Calendar.
PERSONNEL CONSENT CALENDAR Review Contents	<p>Ms. Wisniewski reviewed the contents of the Personnel Consent Calendar which contain the following resignation(s) and appointment(s):</p> <ol style="list-style-type: none"><li>1) Resignation(s):<ol style="list-style-type: none"><li>a) Ms. Joan Green, Accounting Services Director, effective May 28, 2010.</li><li>b) Mr. Aldo r. Hall, Electronics Instructor, effective May 18, 2010.</li><li>c) Ms. Rebecca K. Jorgenson, Student Services Coordinator, effective June 4, 2010.</li></ol></li><li>2) Appointment(s):<ol style="list-style-type: none"><li>a) Mr. Jeffrey "Scott" Wallace, Powerline Technology Fellow, effective June 1, 2010, through May 19, 2011.</li></ol></li></ol>

PERSONNEL CONSENT  
CALENDAR  
Review Contents  
Cont

Ms. Wisniewski inquired if there were any items 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 Mr. Gramberg. The vote was, Yes: Gramberg, Miller, Nelson, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.

PERSONNEL CONSENT  
CALENDAR  
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY  
COLLEGE AREA BOARD  
OF GOVERNORS  
Authorize Secretary to  
Execute Bank Account  
Resolution

Mr. Knapper reported the Student Aid and Fiscal Responsibility Act of 2009, which includes a change to a 100 percent Direct Student Loan Program, was enacted by Congress as a part of health-care reform legislation. Effective July 1, 2010, funds for this program will come directly from the U.S. Department of Education via the U.S. Treasury. As was reported by Ms. Johns, Financial Aid Director, at the March meeting of the Board of Governors, the College is in the process of transitioning to the Direct Student Loan Program effective with the Fall Semester 2010. Mr. Knapper reported funds for the Direct Student Loan Program must be maintained separately from all other funds. Mr. Knapper reported a new account has been established at Platte Valley Bank for the Direct Student Loan program funds. He recommended that Ms. Patricia Siegfried, Assistant Accounting Services Director and himself, as Treasurer, be named as authorized signatories for this account.

Dr. Perkins moved the Board authorize the Secretary to execute the appropriate resolution for the WNCC Federal Direct Loan account as follows:

Platte Valley Bank, Scottsbluff, NE, WNCC Federal Direct Loan, Account #0130389: William D. Knapper, Patricia Siegfried.

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

Informal Meetings

Ms. Wisniewski remarked that preparation of the 2010 - 2011 WCCA Budgets is underway. She commented that it is



WESTERN COMMUNITY  
COLLEGE AREA BOARD  
OF GOVERNORS  
Informal Meetings  
Cont

customary for the Board to hold work sessions on the budgets prior to the Regular meetings during the summer months. She suggested that the Board hold Informal meetings for the purpose of work sessions on the budgets as follows: June 16, 2010, 10:00 a.m. – General Fund; July 21, 2010, 10:00 a.m. – Designated Fund, restricted Fund; August 18, 2010, 11:00 a.m. – Capital Construction Fund; September 15, 2010, 10:30 a.m. – Final Review of All Budgets.

Mr. Miller moved the Board hold Informal meetings for the purpose of work sessions on the proposed 2010 – 2011 WCCA Budgets on the following dates and times: June 16, 2010, 10:00 a.m. – General Fund; July 21, 2010, 10:00 a.m. – Designated Fund, restricted Fund; August 18, 2010, 11:00 a.m. – Capital Construction Fund; September 15, 2010, 10:30 a.m. – Final Review of All Budgets. He further moved the Informal meetings be held in the Boardroom on the Scottsbluff Campus. Seconded by Dr. Gramberg. The vote was, Yes: Nelson, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.

Public Hearing on  
Proposed 2010 – 2011  
WCCA Budgets

Ms. Wisniewski reported the approved 2010 – 2011 Budgets must be filed with the State Auditor and the County Clerk of each county within the Western Area by September 20, 2010. She suggested the Public Hearings on the Proposed 2010 – 2011 WCCA Budgets be held at 1:00 p.m., on Wednesday, September 15, 2010, in the Boardroom on the Scottsbluff Campus. She commented, pursuant to Board Policy, this is the established date and time for the Regular Board of Governors meetings.

Mr. Daniels moved the Board hold the Public Hearings on the Proposed 2010 – 2011 WCCA Budgets at 1:00 p.m., on Wednesday, September 15, 2010, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus. Seconded by Ms. Cervantes-Guzman. The vote was, Yes: Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller, Nelson, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.

Regular Meeting  
September 2010

Ms. Wisniewski reported since pursuant to Board Policy the established time for the Regular meetings of the Board is 1:00 p.m., she suggested the Regular September 2010 Board meeting be held immediately following the Public Hearings on the Proposed 2010 – 2011 Budgets.

Mr. Nelson moved the Board hold the Regular September

WESTERN COMMUNITY  
COLLEGE AREA BOARD  
OF GOVERNORS  
Regular Meeting  
September 2010

2010 Board meeting immediately following the Public Hearings on the Proposed 2010 – 2011 Budgets on Wednesday, September 15, 2010, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus. Seconded by Mr. Daniels. The vote was, Yes: Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller, Nelson, Perkins, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.

MONITORING REPORTS  
Nebraska Coordinating  
Commission for  
Postsecondary Education  
Program Review  
Information Technology  
Program

Mr. Daniels reported the Educational and Student Services Committee met earlier today to consider the Program Review for the Information Technology Program. Mr. Daniels referred Board members to the handout material which contains a revision to page one of the Information Technology Program Review report. Mr. Daniels asked Mr. Gaalswyk and Ms. Barkeloo to present the program review report.

Ms. Barkeloo reported page one of the report was initially revised to correct a mathematical error. At the time the error was discovered information for the 2009- 2010 year was available and could be included in the report. She remarked the corrections are highlighted. Ms. Barkeloo reported the Five-Year average of Student Credit Hours is 2,470.6 and the Student Credit Hour per Faculty Full Time Equivalency is 292.90, which is above the established threshold of 275. Ms. Barkeloo remarked the student credit hours considered for the report were the Information Technology INFO alpha courses.

Ms. Barkeloo reported the established threshold for the number of graduates is ten. The number of graduates is below the threshold. She reported based on several employment resources, there is a need for training in the information technology program. Ms. Barkeloo reported the information technology program prepares students for a number of employment options. Awards offered in the field of Information Technology include an Associate of Arts program, an Associate of Science program, an Associate of Applied Science program and the Associate of Occupational Studies. Additionally, with the Associate of Occupational Studies program is an option for a diploma and a certificate.

Ms. Barkeloo reported the Information Technology Program was reviewed in the "Final Recommendation of the WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2010 – 2011 Academic Year." She

MONITORING REPORTS  
Nebraska Coordinating  
Commission for  
Postsecondary Education  
Program Review  
Information Technology  
Program  
Cont

reported the internal review committee recommendations to enhance and develop the program will be submitted to the Commission. She reported that, although the program has not met the established threshold for graduates, it is recommended that the College continue to offer this program and have the opportunity to increase the number of graduates through the implementation of the internal review committee's recommendations.

Mr. Gaalswyk reported a strong internal team of College staff members is working to implement recommendations made by the internal review committee. He reported two program Advisory Committees have been established which are independent of business advisory committees. He reported the internal team has considered the efficiency and access of the Information Technology Program and have implemented a four-year rotation of Information Technology Offerings. Changes to the delivery format will allow students to complete an Associate of Arts, Associate of Applied Science or an Associate of Occupational Studies program through online courses. Ms. Amoo has been working with the Business, Office, Information Technology Division to identify and eliminate duplication of course offering and combine class offerings with those offered through Business and Individual training at the Harms Advanced Technology Center. He reported further the College staff is working to enhance the marketing and recruitment plan.

Mr. Daniels reported the Educational and Student Services Committee is recommending the Board accept the Information Technology Program Review report as presented and approve submission of the report to the Nebraska Coordinating Commission for Postsecondary Education.

Mr. Daniels moved the Board accept the recommendation of the Educational and Student Services Committee to approve the Information Technology Program Review as presented. He further moved the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. Seconded by Dr. Perkins. The vote was, Yes: Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller, Nelson, Perkins, Roberts, Wisniewski. No: None. Absent: Leseberg, Ostrander. Motion carried.

