

WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

June 17, 2009

A. Call to Order, Ms. Wisniewski

12:00 P.M. – 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, May 20, 2009

(Pages 1 – 1v)

d) Claims (Enclosure)

1) WCCA Unrestricted Fund - \$1,927,678.99

(Pages 1 – 15)

2) WCCA Restricted Fund - \$28,989.75

(Pages 15– 18)

3) WCCA Federal Fund - \$11,806.15

(Page 18)

4) WCCA Agency Fund - \$15,222.88

(Pages 18 – 19)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$158,613.30

(Pages 19 – 20)

7) WCCA Auxiliary Fund - \$95,372.25

(Pages 20 – 22)

e) City Planning Commission Reports

(Attachment)

f) Reports and Proposals

1) From the Students

(Page 2)

2) From the Faculty

(Pages 3 – 3b)

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

- a) #09-FAC-18 – HATC Irrigation System (Page 4)
- b) #09-EQ-19A – Upgrade for ITV Room D-7 (Page4a)
- c) #09-PC-20 – PC Desktop (Handout)
- c) #09-EQ-21 – Upgrade Existing ITV Video Display System (Handout)
- e) #09-PC-22 – Laptops (Handout)
- f) #09-SE-23 – Floor Covering Replacement (Pages 4b – 4k)
- g) #09-EQ-23 – Promethean Smartboards (Pages 4L – 4p)
- h) #09-EQ-24 – WAN and Internet Upgrade Project (Handout)
- i) Ratify Administrative Action – Re: #09-FAC-26 - Building Modification (for Vertical Lift) (Page 4q)

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. Brian C. Joyce, Social Science Instructor/Men’s Basketball Coach (Pages 5 – 5a)
- b) Appointment(s):
  - 1) Ms. Jacqueline Mohlman, Developmental Education/English Composition Instructor (Pages 5b – 5e)
  - 2) Mr. William Loring, Interim Information Technology Instructor (Pages 5f – 5j)
  - 3) Ms. Sue Ellen Kandel, Developmental Education/English Composition (Handout)

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

H. Reports and Recommendations from Budget and Finance Committee – Mr. Nelson,  
Mr. Knapper

- 1) CLARUS Corporation Market Assessment Proposal (Pages 6 – 6b)

I. Reports and Recommendations from Board Policy Committee– Committee Chair,  
Mr. Groshans

- 1) #235.0200.09 – Smoking Policy (Handout)
- 2) #235.0225.09 – Certified Service Dog (Page 7)
- 3) #360.0100.09 – Identity Theft (Pages 7a – 7h)
- 4) #410.0350.09 – Transfer of Employees (Page 7i)
- 5) #415.2500.09 – Family and Medical Leave (Pages 7j – 7n)
- 6) #420.1400.09 – Bereavement Leave (Support Staff) (Page 7o)
- 7) #450.1400.09 – Bereavement Leave (Administrative Staff) (Page 7p)

J. Monitoring Reports

- 1) 2009 Legislation – Mr. Groshans
  - a) LB 103 – Change Provisions Relating to postsecondary Educational Institutions' Capital and Facility Expenditures
  - b) LB 232 - Permit Sales of Alcoholic Liquor by Community College Culinary Programs
- 2) Nebraska Educational Telecommunications Commission – Mr. Miller
- 3) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
  - a) Amended Bylaws (Enclosure)
  - b) 2009 Special Assessment (Pages 8 – 8a)
- 4) Association of Community College Trustees – Dr. Perkins

K. Executive Session

- 1) 2009 – 2010 Collective Bargaining
- 2) 2009 – 2010 Non-Faculty Salaries

L. Resolution – Re: 2009 – 2010 and 2010 – 2011 WCCA Negotiated Agreement – Mr. Douglas

M. 2009 – 2010 Non-Faculty Salaries

N. Board Member Comments

O. President's Comments

P. Upcoming Meetings

1) Western Community College Area Board of Governors – Ms. Wisniewski

a) Informal Meetings

1) Budget Work Sessions

A) July 15, 2009, 10:00 a.m. – Designated Fund, Restricted Fund

B) August 19, 2009, 10:30 a.m. – Capital Construction Fund

C) September 9, 2009, 10:30 a.m. – Final Review of All Budgets

b) Public Hearings on Proposed 2009 – 2010 WCCA Budgets

1) September 9, 2009, 1:00 p.m.

c) Regular September 2009 Board Meeting

1) September 9, 2009, immediately following the Public Hearings on the Proposed 2009 – 2010 WCCA Budgets

2) Nebraska Community College Association Board of Directors

a) Regular Meetings

1) Third Quarter Meeting

A) August 10, 2009

B) Mid-Plains Community College - McCook

2) Annual Meeting

A) November 3 and 4, 2009

B) Embassy Suites, Lincoln

C) Host: Southeast Community College

3) Association of Community College Trustees

a) 2009 Leadership Congress

1) October 7 – 10, 2009

2) San Francisco, CA

4) Nebraska Coordinating Commission for Postsecondary Education

a) Regular Meeting

1) August 20, 2009

Q. Next Regular Meeting: Wednesday, July 15, 2009, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> 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 1:01 p.m., on Wednesday, June 17, 2009, 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, June 13, 2009, with the following members present: Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Dennis W. Miller, Jr., Jack L. Nelson, Jecca R. Ostrander, M. Thomas Perkins, Darrell E. Roberts, Jane Wisniewski, Chairperson. Absent: Jacqueline M. Cervantes-Guzman, Richard G. Stickney. Student Representatives present: None. Faculty Representatives: Guy Wylie, Scottsbluff Campus; Richard Cecava, Sidney Center. College staff present: William D. Knapper, Coral E. Richards, David E. Groshans, Garry R. Alkire, Kathryn J. Shirley, Melinda L. Burbach, Paul G. Jacobsen, Dayle L. Wallien, Joan Green, Carla Stein, David Kugler. 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: Rick Myers, 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 reported that Ms. Cervantes-Guzman notified the Secretary she would be unable to attend the meeting today because of a Family Concern. Ms. Wisniewski reported that Mr. Stickney notified the Secretary he would be unable to attend the meeting today because of a Family Concern.

Ms. Wisniewski introduced and welcomed Ms. Dayle Wallien who was recently appointed as the Executive

BOARD CHAIRPERSON  
COMMENTS  
Cont

Director for the Western Nebraska Community College Foundation. Ms. Wisniewski also introduced Mr. David Kugler who is pursuing a degree in higher education administration. Mr. Kugler is serving as a Marketing Intern during the summer.

Ms. Wisniewski acknowledged receipt of a thank you letter from Ms. Erin Knicely. Ms. Knicely was chosen to receive the WNCC Outstanding Leadership and Board of Governors scholarships.

Ms. Wisniewski announced an upcoming workshop on sustainability and leadership which will be held in Alliance, on July 16 and 17 at the Box Butte County Extension Office. This Nebraska Sustainability Leadership Workshop is the fifteenth in a series of transformative workshops to take place across the State of Nebraska.

CONSENT CALENDAR  
Review Contents

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

- 1) Agenda
- 2) Excuse Absent Board Members – Cervantes-Guzman, Stickney
- 3) Minutes
  - a) Regular Meeting, May 20, 2009
- 4) Claims
  - a) WCCA Unrestricted Fund - \$1,927,678.29
  - b) WCCA Restricted Fund - \$ 28,989.75
  - c) WCCA Federal Fund - \$11,806.15
  - d) WCCA Agency Fund - \$15,222.88
  - e) WCCA Loan Fund - \$-0-
  - f) WCCA Plant Fund - \$158,613.30
  - g) WCCA Auxiliary Fund - \$95,372.25
- 5) City Planning Commission Reports – Attachment A
- 6) Reports and Proposals
  - a) From the Students – Attachment B
  - b) From the Faculty – Attachment C – C-2
  - 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.

Dr. Perkins requested Reports and Proposals from the Board be extracted for separate consideration.

CONFLICT OF INTEREST	Mr. Daniels declared a Conflict of Interest and will abstain from voting on the Consent Calendar.
CONSENT CALENDAR Approval	Mr. Leseberg moved the Consent Calendar be approved as amended. Seconded by Mr. Miller. The vote was, Yes: Gramberg, Leseberg, Miller, Nelson, Ostrander, Perkins, Roberts, Wisniewski. No: None. Abstain: Daniels. Absent: Cervantes-Guzman, Stickney. Motion carried.
CONSENT CALENDAR Consider Items Extracted	<p>Dr. Perkins reported that he requested Reports and Proposals from the Board be extracted for separate consideration to allow him to comment on a letter he sent to Mr. Jack Anderson.</p> <p>Dr. Perkins referred Board members to the handout materials which contain a letter and packet of information he sent to Mr. Jack Anderson in response to a concern Mr. Anderson had received regarding non-resident tuition policies. Dr. Perkins commented that he had done some research regarding non-resident tuition policies at other colleges and universities and in other states which he included in his response. Dr. Perkins reported that his research revealed that the College has not set a precedent by offering resident tuition rates to non-resident students residing in South Dakota, Wyoming and Colorado.</p> <p>Dr. Perkins remarked that as a part of the testimony he will present tomorrow at the Coordinating Commission's Public Hearing he will compare the property tax burden of the ten highest and ten lowest Nebraska counties by per capita income.</p> <p>Mr. Miller moved the Board approve Dr. Perkins report to the Board. Seconded by Mr. Nelson. The vote was, Yes; Gramberg, Leseberg, Miller, Nelson, Ostrander, Perkins, Roberts, Daniels, Wisniewski. No: None. Absent: Cervantes-Guzman, Stickney. Motion carried.</p>
BID CONSENT CALENDAR Review Contents	<p>Ms. Wisniewski reviewed the contents of the Bid Consent Calendar which include the following item(s):</p> <ol style="list-style-type: none"><li>1) #09-FAC-18 – HATC Irrigation System – Attachment D</li><li>2) #09-EQ-19A – Upgrade for ITV Room D-7</li><li>3) #09-PC-20 – PC Desktop – Attachment E</li><li>4) #09-EQ-21 – Upgrade Existing ITV Video Display System – Attachment F</li><li>5) #09-PC-22 – Laptops – Attachment G</li><li>6) #09-SE-23 – Floor Covering Replacement – Attachment H</li></ol>



BID CONSENT CALENDAR  
Review Contents  
Cont

- 7) #09-EQ-23 – Promethean Smartboards – Attachment I
- 8) #09-EQ-24 – WAN and Internet Upgrade Project – Attachment J
- 9) Ratify Administrative Action - Re: #09-FAC-26 – Building Modification – Attachment K

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.

Mr. Nelson requested Bid #09-EQ-19A – Upgrade for ITV Room D-7 be extracted for separate consideration.

Mr. Daniels requested Bid #09-EQ-24 – WAN and Internet Upgrade Project be extracted.

BID CONSENT CALENDAR  
Approval

Dr. Perkins moved the Bid Consent Calendar be approved as amended. Seconded by Ms. Ostrander. The vote was, Yes: Leseberg, Miller, Nelson, Ostrander, Perkins, Roberts, Daniels, Gramberg, Wisniewski. No: None. Absent: Cervantes-Guzman, Stickney. Motion carried.

BID CONSENT CALENDAR  
Consider Items Extracted

Mr. Nelson reported the Budget and Finance Committee met earlier today to consider bids. Mr. Nelson reported he requested Bid #09-EQ-19A – Upgrade for ITV Room D-7 be extracted to allow the Board to suspend the rules for acceptance of this bid.

Mr. Nelson reported telephone quotations were received on June 2, 2009, for equipment and software to Upgrade ITV Room D-7 necessary to coincide with the West Nebraska Distance Learning Consortium upgrade. Quotations were received from the following firms:

CDW-G, Vernon Hills, IL	\$8,426.00
VSA, Lincoln, NE	\$9,044.41
AVI Systems, Omaha, NE	\$9,768.00

Mr. Nelson reported the telephone quotations exceed the \$7,500 threshold for requesting competitive formal sealed bids as required by Board Policy #330.0501.98 – Bid Solicitation. Mr. Nelson reported it is essential to have the requested equipment and software installed and operational when the Fall Semester begins. Mr. Nelson reported the Budget and Finance Committee is recommending the Board temporarily suspend Board Policy #330.0501.98, which would then allow the Board to accept the low telephone quotation submitted by CDW-G, Vernon Hills, IL in

BID CONSENT CALENDAR  
Consider Items Extracted  
Cont

the amount of \$8,426.00.

Mr. Nelson moved, pursuant to Board Policy #830.1600.79 – Policy Revision and Suspension, the Board temporarily suspend Board Policy #330.0501.98 – Bid Solicitation as it pertains to Bid #09-EQ-19A – Upgrade for ITV Room D-7, to allow acceptance of telephone quotations necessary because of time constraints. Seconded by Mr. Miller. The vote was, Yes: Miller, Nelson, Ostrander, Perkins, Roberts, Daniels, Gramberg, Leseberg, Wisniewski. No: None. Absent: Cervantes-Guzman, Stickney. Motion carried.

Mr. Nelson moved the Board approve the recommendation of the Budget and Finance Committee to approve the low telephone quotation submitted by CDW-G, Vernon Hills, IL, in the amount of \$8,426.00. Seconded by Mr. Daniels. The vote was, Yes: Nelson, Ostrander, Perkins, Roberts, Daniels, Gramberg, Leseberg, Miller, Wisniewski. No: None. Absent: Cervantes-Guzman, Stickney. Motion carried.

Mr. Daniels reported that he requested Bid #09-EQ-24, WAN and Internet Upgrade Project, be extracted so the Board could receive additional information regarding the equipment that is included in the specifications. He remarked that it may be possible to obtain some of this equipment through the State of Nebraska Contract that would reduce the cost for the College, and there may be some equipment that is not necessary to complete the upgrade. Mr. Daniels commented the WAN (Wide Area Network) project is terrific and will provide the College with "big pipes" between the College sites.

Mr. Knapper commented that he concurs with the suggestion to look at alternate equipment to connect the network, and that he would look into the possibility of obtaining the equipment through the state bid.

In response to a question from the Board, Mr. Daniels indicated that he would be willing to meet with College staff regarding the specifications.

Dr. Perkins moved the Board table action on Bid #09-EQ-24, WAN and Internet Upgrade Project. Seconded by Mr. Roberts. The vote was, Yes: Ostrander, Perkins, Roberts, Daniels, Gramberg, Leseberg, Miller, Nelson, Wisniewski. No: None. Absent: Cervantes-Guzman, Stickney. Motion carried.

PERSONNEL CONSENT  
CALENDAR  
Review Contents

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

1) Resignation(s):

a) Mr. Brian C. Joyce, Social Science Instructor/Men's Basketball Coach, effective August 31, 2009.

2) Appointment(s)

a) Ms. Jacqueline Mohlman, Developmental Education/English Composition Instructor, effective August 14, 2009 through May 18, 2010, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.

b) Mr. William Loring, Interim Information Technology Instructor, effective August 14, 2009 through May 18, 2010, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.

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.

PERSONNEL CONSENT  
CALENDAR  
Approval

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

On behalf of Mr. Joyce, Dr. Wylie thanked the Board, the College family and the community for their support. This support and the relationships that Mr. Joyce and his family have developed made Mr. Joyce's decision very difficult.

PERSONNEL CONSENT  
CALENDAR  
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

REPORTS AND RECOM-  
MENDATIONS FROM  
BUDGET AND FINANCE  
COMMITTEE  
CLARUS Corporation  
Market Assessment  
Proposal

Mr. Nelson requested that Mr. Knapper present Budget and Finance Committee Report regarding the CLARUS Corporation Market Assessment Proposal.

Mr. Knapper referred Board members to the mailed packet which includes a copy of the Contract for Services that CLARUS Corporation has proposed for completion of a Market Assessment for the College. Mr. Knapper reported

