

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

July 15, 2009

A. Call to Order, Ms. Wisniewski

12:00 P.M. – LUNCH

The Plex (Room A-108)

Harms Advanced Technology Center

Western Nebraska Community College

Scottsbluff Campus

2620 College Park

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 27th 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, June 17, 2009

(Pages 1 – 1aa)

d) Claims (Enclosure)

1) WCCA Unrestricted Fund - \$1,919,630.63

(Pages 1 – 19)

2) WCCA Restricted Fund - \$69,453.30

(Pages 19– 23)

3) WCCA Federal Fund - \$13,476.13

(Page 23)

4) WCCA Agency Fund - \$24,925.90

(Pages 23 – 24)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$163,472.36

(Pages 24 – 25)

7) WCCA Auxiliary Fund - \$75,752.94

(Pages 25 – 29)

e) City Planning Commission Reports

f) Reports and Proposals

1) From the Students

2) From the Faculty

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): None
 - b) Appointment(s):
 - 1) Ms. Denée A. Janda, Speech Instructor/ Forensics Coach (Pages 2 – 2h)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Reports and Recommendations from Board Policy Committee – Mr. Miller
Mr. Groshans

- 1) Policies presented for Board Action
 - a) #235.0200.09 – Designated Smoking Areas on College Property (Page 3)
 - b) #235.0225.09 – Certified Service Dog (Page 3a)
 - c) #410.0350.09 – Transfer of Employees (Page 3b)
 - d) #415.2500.09 – Family and Medical Leave (Pages 3c – 3g)
 - e) #420.1400.09 – Bereavement Leave (Support Staff) (Page 3h)
 - f) #450.1400.09 – Bereavement Leave (Administrative Staff) (Page 3i)
- 2) Consider Temporary Suspension of Board Policy Pursuant to Policy #830.1600.79 (Page 3j)
 - a) #360.0100.09 – Identity Theft (Pages 3k – 3s)

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

- 1) Acquisition of Digger Truck for Powerline Program (Pages 4 – 4b)
- 2) Authorize Change in Service – Re: Wide Area Network Connectivity (Pages 4c – 4d)
- 3) Bid #09-EQ-24 – WAN and Internet Upgrade Project (Pages 4e – 4k)
 - a) Motion to Remove from Table
 - b) Action on Bid

J. Monitoring Reports

- 1) Nebraska Educational Telecommunications Commission – Mr. Miller
- 2) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) Amended Bylaws
 - b) Nebraska Coordinating Commission for Postsecondary Education Public Hearing
 - 1) June 18, 2009
- 3) Association of Community College Trustees – Dr. Perkins

K. Western Nebraska Community College Facilities Corporation Annual Meeting

- 1) Call to Order
- 2) Roll Call
- 3) Election of Officers
 - a) President
 - b) Vice President
 - c) Secretary/Treasurer
- 4) Adjourn

L. Board Member Comments

M. President's Comments

N. Upcoming Meetings

- 1) Western Community College Area Board of Governors - Ms. Wisniewski
 - a) Informal Meetings
 - 1) Budget Work Sessions
 - A) August 19, 2009, 10:30 a.m. - Capital Construction Fund
 - B) 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

O. Next Regular Meeting: Wednesday, August 19, 2009, 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, July 15, 2009, 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, July 11, 2009, with the following members present: Jacqueline M. Cervantes-Guzman, Merlyn L. Gramberg, Dennis W. Miller, Jr., Jecca R. Ostrander, M. Thomas Perkins, Darrell E. Roberts, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: Timothy H. Daniels, L. Paul Leseberg, Jack L. Nelson. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus; Rich Cecava, Sidney Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, David E. Groshans, Kathryn J. Shirley, Garry R. Alkire, Paul G. Jacobsen, Melinda L. Burbach, Dayle Wallien, Carla Stein, Judith L. Amoo, Joan Green. 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; Philip D. Covington, Waldo, AZ.

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 Mr. Daniels notified the Secretary he would be unable to attend the meeting today because of Personal Business. Ms. Wisniewski reported that Mr. Leseberg notified the Secretary he would be unable to attend the meeting today because of Personal Business. Ms. Wisniewski reported that Mr. Nelson notified the Secretary he would be unable to attend the meeting today because of Personal Business.

BOARD CHAIRPERSON
COMMENTS
Cont

On behalf of the Board, Ms. Wisniewski extended condolences to Dr. Ely on the loss of her father and to Mr. Stickney on the loss of his mother.

Ms. Wisniewski acknowledged receipt of a thank you from Dr. Ely for the support and encouragement Board members extended to her during her father's illness and at the time of his death.

CONSENT CALENDAR
Review Contents

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

- 1) Agenda, July 15, 2009
- 2) Excuse Absent Board Member(s) – Daniels, Leseberg, Nelson
- 3) Minutes
 - a) Regular Meeting, June 17, 2009
- 4) Claims
 - a) WCCA Unrestricted Fund - \$1,919,630.63
 - b) WCCA Restricted Fund - \$69,453.30
 - c) WCCA Federal Fund - \$13,476.13
 - d) WCCA Agency Fund - \$24,925.90
 - e) WCCA Loan Fund - \$-0-
 - f) WCCA Plant Fund - \$163,472.36
 - g) WCCA Auxiliary Fund - \$75,752.94
- 5) City Planning Commission Reports – Attachment A
- 6) Reports and Proposals
 - a) From the Students
 - b) From the Faculty
 - 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

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

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

1) Resignation(s): None

2) Appointment(s):

- a) Ms. Denée A. Janda, Speech Instructor/ Forensics Coach, 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

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

Mr. Miller reported the Board Policy Committee met earlier today to consider comments received on the proposed Board Policies which were presented at the June 2009 Meeting.

Policy #235.0200.09
Smoking in Designated
Smoking Areas

Mr. Miller reported the Board Policy Committee is recommending the Board adopt Board Policy #235.0200.09 - Designated Smoking Areas on College Property as presented. He reported this revision to the existing policy will prohibit smoking on all property owned or operated by the College including but not limited to all College buildings and vehicles, with the following exceptions: 1) Areas designated as smoking areas; 2) Private vehicles; and 3) Areas at least 25 feet from all College buildings.

Mr. Miller moved the Board approve the recommendation of the Board Policy Committee to adopt Board Policy

REPORTS AND RECOM-
MENDATIONS FROM
BOARD POLICY
COMMITTEE

Policy #235.0200.09
Smoking in Designated
Smoking Areas - Cont

#235.0200.09 – Smoking in Designated Smoking Areas as presented. Seconded by Dr. Perkins. The vote was, Yes: Miller, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Gramberg, Wisniewski. No: None. Absent: Daniels, Leseberg, Nelson. Motion carried.

Policy #235.0225.09
Certified Service Dog

Mr. Miller reported the Board Policy Committee is recommending the Board adopt Board Policy #235.0225.09 – Certified Service Dog as presented. He reported this is a new policy that will allow a certified service dog to accompany an employee, student, and/or visitor to all College activities and locations.

Mr. Miller moved the Board approve the recommendation of the Board Policy Committee to adopt Board Policy #235.0225.09 – Certified Service Dog as presented. Seconded by Ms. Ostrander. The vote was, Yes: Ostrander, Perkins Roberts, Stickney, Cervantes-Guzman, Gramberg, Miller, Wisniewski. No: None. Absent: Daniels, Leseberg, Nelson. Motion carried.

Policy #410.0350.09
Transfer of Employees

Mr. Miller referred Board members to the handout materials which include a copy of Board Policy #410.0350.09 - Transfer of Employees. Mr. Miller reported that based on comments the Committee received, and further discussion by the Committee, the policy has been changed from what was presented at the June 2009 meeting. Mr. Miller remarked that pursuant to Board Policy #830.1600.79, this revised policy is being presented for Board member review and further comment. Action on this policy will occur at the Regular August 2009 Board of Governors meeting.

Policy #415.2500.09
Family and Medical
Leave

Mr. Miller reported the Board Policy Committee is recommending the Board adopt Board Policy #415.2500.09 - Family and Medical Leave as presented. Mr. Miller reported this is a revision to the policy to include provisions for Military Family Leave Entitlement. He commented that legal requirements make the revised policy detailed and lengthy.

Mr. Miller moved the Board approve the recommendation of the Board Policy Committee to adopt Board Policy #415.2500.09 – Family and Medical Leave as presented. Seconded by Ms. Ostrander. The vote was, Yes: Perkins, Roberts, Stickney, Cervantes-Guzman, Gramberg, Miller, Ostrander, Wisniewski. No: None. Absent: Daniels, Leseberg, Nelson. Motion carried.

REPORTS AND RECOMMENDATIONS FROM BOARD POLICY COMMITTEE

Cont

Policy #420.1400.09
Bereavement Leave
(Full-Time Support Staff Only)

Mr. Miller reported the Board Policy Committee is recommending the Board adopt Board Policy #420.1400.09 - Bereavement Leave as presented. Mr. Miller reported this is a revised policy which extends Bereavement Leave to family members of the employee's spouse and applies only to Full-Time Support Staff. The policy also specifies that the number of days of leave will be determined for each request by the employee working in conjunction with the immediate supervisor based on the unique circumstances of each situation.

Mr. Miller moved the Board accept the recommendation of the Board Policy Committee to adopt Board Policy #420.1400.09 - Bereavement Leave (Full-Time Support Staff Only) as presented. Seconded by Mr. Stickney. The vote was, Yes: Roberts, Stickney, Cervantes-Guzman, Gramberg, Miller, Ostrander, Perkins, Wisniewski. No. None. Absent: Daniels, Leseberg, Nelson. Motion carried.

Policy #450.1400.09
Bereavement Leave
(Full-Time Employees Only)

Mr. Miller reported the Board Policy Committee is recommending the Board adopt Board Policy #450.1400.09 - Bereavement Leave (Full-Time Employees Only). Mr. Miller reported this is a revised policy which extends Bereavement Leave to family members of the employee's spouse and applies only to Full-Time administrative and professional staff members. The policy also specifies that the number of days of leave will be determined for each request by the employee working in conjunction with the immediate supervisor based on the unique circumstances of each situation.

Mr. Miller moved the Board accept the recommendation of the Board Policy Committee to adopt Board Policy #450.1400.09 - Bereavement Leave (Full-Time Employees Only) as presented. Seconded by Dr. Gramberg. The vote was, Yes: Stickney, Cervantes-Guzman, Gramberg, Miller, Ostrander, Perkins, Roberts, Wisniewski. No: None. Absent: Daniels, Leseberg, Nelson. Motion carried.

Temporary Suspension of Board Policy Pursuant to Policy #830.1600.79

Mr. Miller reported that during the Board Policy Committee meeting earlier today, the Committee also considered a new Board Policy #360.0100.09 - Identity Theft and the accompanying Appendix - Series 3000, Appendix F-1-09 - Identity Theft Procedures - "Red Flag Rules". Mr. Miller reported this policy is to comply with the Federal Trade Commission's Red Flag Rules, and applies to all full and part-time faculty and staff working with records at the College. Although the risk of identity theft is low at the

