

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, June 15, 2011
    - d) Claims
      - 1) WCCA Unrestricted Fund - \$2,569,529.92
      - 2) WCCA Restricted Fund - \$36,855.59
      - 3) WCCA Federal Fund - \$10,502.67
      - 4) WCCA Agency Fund - \$13,135.73
      - 5) WCCA Loan Fund - \$440.78
      - 6) WCCA Plant Fund - \$203,326.86
      - 7) WCCA Auxiliary Fund - \$53,898.54
    - 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

REGULAR MEETING

July 20, 2011

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

1:00 P.M. – REGULAR MEETING  
Boardroom  
Western Nebraska Community College  
Scottsbluff Campus  
1601 East 27<sup>th</sup> Street  
Scottsbluff, Nebraska

(Pages 1 – 1s)

(Pages 1 – 22)

(Pages 22 – 24)

(Pages 24 – 25)

(Page 25)

(Page 25)

(Pages 25 - 26)

(Pages 26 - 30)

(Attachment)

(Page 2)

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) #11-SE-19 - Athletic Broadcasting Request for Proposal (Pages 3 - 3g)
  - b) #12-EQ-01 - Copier Service (Pages 3h - 3u)
- 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. Jeremy D. Delgado, Information Technology Specialist (Handout)
  - b) Appointment(s):
    - 1) Mr. Curtis T. Brundy, Library Director (Pages 4 - 4b)
    - 2) Dr. James R. MacArthur, Chemistry Instructor (Pages 4c - 4f)
    - 3) Dr. Hieu X. Phan, Jr., Criminal Justice Instructor (Pages 4g - 4o)
    - 4) Mr. Lorin R. King, General Science Instructor (Handout)
    - 5) Ms. Erica J. Muhr, Practical Nursing Instructor (Handout)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Report/Recommendations from ad hoc Committee to Plan Presidential Inauguration - Dr. Gramberg

- a) Presidential Inauguration

I. Monitoring Reports

- 1) Memorandums of Understanding with Chadron State College – Mr. Terry Gaalswyk (Page 5)
- 2) Refund and Reissue of College Debt – Mr. Knapper (Handout)
- 3) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
- 4) Association of Community College Trustees – Dr. Perkins

J. 2011 – 2012 Adjunct Faculty Salary – Mr. Groshans

K. Western Nebraska Community College Facilities Corporation Annual Meeting

- 1) Call to Order – Ms. Wisniewski
- 2) Roll Call
- 3) Election of Officers
  - a) President
  - b) Vice President
  - c) Secretary/Treasurer
- 4) Refund and Reissue of Corporation Debt – Mr. Knapper (Handout)
- 5) Adjourn

L. Board Member Comments

M. President's Comments

N. Upcoming Meetings

- 1) Western Community College Area Board of Governors
  - a) Informal Meetings
    - 1) Budget Work Sessions
      - A) August 17, 2011, 11:00 a.m. – Capital Construction Fund
      - B) September 14, 2011, 10:30 a.m. – Final Review of All Budgets

N. Upcoming Meetings - Cont

- 1) Western Community College Area Board of Governors - Cont
  - b) Public Hearings on Proposed 2011 – 2012 WCCA Budgets
    - 1) September 14, 2011, 1:00 p.m.
  - c) Regular September 2011 Board Meeting
    - 1) September 14, 2011, immediately following the Public Hearings on the Proposed 2011 – 2012 WCCA Budgets
  
- 2) Association of Community College Trustees
  - a) 2011 Annual Leadership Congress
    - 1) October 12 – 15, 2011
    - 2) Dallas, Texas
  
- 3) Nebraska Community College Association
  - a) Regular Meetings
    - 1) Third Quarter Meeting
      - A) August 8, 2011
      - B) Central Community College – Hastings Campus
    - 2) Annual Meeting/Legislative Seminar
      - A) November 1 & 2, 2011
      - B) Central Community College – Grand Island Campus

O. Next Regular Meeting: Wednesday, August 17, 2011, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> 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 1:03 p.m. on Wednesday, July 20, 2011, 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, July 16, 2011, with the following members present: Timothy H. Daniels, F. Lynne Klemke, L. Paul Leseberg, Jecca R. Ostrander, M. Thomas Perkins, Richard G. Stickney, Julienne K. Walworth, Jane N. Wisniewski, Merlyn L. Gramberg, Chairperson. Absent: Jack L. Nelson, 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, Susan K. Yowell, Paula J. Abbott, Garry R. Alkire, Carla M. Stein, Erin E. Stinner, Jason L. Stratman. 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

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

VISITORS

Visitors were: Maunette J. Loeks, Scottsbluff.

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 reported Mr. Nelson notified the Secretary that he would be unable to attend the meeting because of Personal Business. Dr. Gramberg reported Dr. Pavlista notified the Secretary he would arrive late for the meeting.

CONSENT CALENDAR  
Review Contents

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

1) Agenda, July 20, 2011

CONSENT CALENDAR  
Review Contents  
Cont

- 2) Excuse Absent Board Members – Nelson, Pavlista
- 3) Minutes
  - a) Regular Meeting, June 20, 2011
- 4) Claims
  - a) WCCA Unrestricted Fund - \$2,569,529.92
  - b) WCCA Restricted Fund - \$36,855.59
  - c) WCCA Federal Fund - \$10, 502.67
  - d) WCCA Agency Fund - \$13,135.73
  - e) WCCA Loan Fund - \$440.78
  - f) WCCA Plant Fund - \$203,326.86
  - g) WCCA Auxiliary Fund - \$53,898.54
- 5) City Planning Commission Reports – Attachment A
- 6) Reports and Proposals
  - a) From the Students
  - b) From the Faculty
  - c) From the Administration – Attachment B
  - 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

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

CONSENT CALENDAR  
Consider Items Removed

There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR  
Review Contents

Dr. Gramberg reviewed the contents of the Bid Consent Calendar which include the following bid(s):

- 1) #11-SE-19 – Athletic Broadcasting Request for Proposal
- 2) #12-EQ-01 – Copier Service

Dr. Gramberg inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have removed for separate consideration.

Mr. Daniels requested Bid #11-SE-19 – Athletic Broadcasting Request for Proposal and Bid#12-EQ-01 – Copier Service be extracted for separate consideration.

BID CONSENT CALENDAR  
Approval

All items were extracted from the Bid Consent Calendar.

BID CONSENT CALENDAR  
Consider Items Extracted  
Bid #11-SE-19

Mr. Daniels reported the Budget and Finance Committee met earlier today and reviewed two proposals received for Athletic Broadcasting of College athletic events for a two year period beginning with the 2011-2012 season and ending with 2012-2013 season. Mr. Daniels reported two proposals were received. KAAQ/Double Q Country submitted a proposal to broadcast a partial regular-season schedule of Men's and Women's Basketball games and a partial regular-season schedule of Volleyball matches. Big Time Small Time Media submitted a proposal to provide both audio and video coverage of College athletic events in an internet only format for the 2011-2012 year. Mr. Daniels reported, since neither of the proposals submitted fully met the requirements of the Request for Proposal, the College administration has conferred with both vendors about the possibility of them working together to provide broader coverage of athletic events. Mr. Daniels reported the vendors are willing to work cooperatively. Such a cooperative effort would provide broader coverage.

Mr. Daniels reported the Budget and Finance Committee is recommending the Board authorize Mr. Douglas, College Attorney, to prepare broadcast agreements with the vendors for cooperative broadcasting of College athletic events. He reported the Budget and Finance Committee is further recommending the contracts be submitted to the Board of Governors for ratification.

Mr. Daniels moved the Board approve the recommendation of the Budget and Finance Committee to authorize Mr. Douglas, College Attorney, to prepare cooperative broadcast agreements with KAAQ/Double Q Country and Big Time Small Time Media for College athletic events. He further moved the contracts be submitted to the Board of Governors for ratification. Seconded by Ms. Wisniewski. The vote was, Yes: Klemke, Leseberg, Ostrander, Perkins, Stickney, Walworth, Wisniewski, Daniels, Gramberg. No: None. Absent: Nelson, Pavlista. Motion carried.

Consider Items Extracted  
Bid #12-EQ-01

Mr. Daniels reported the Budget and Finance Committee also reviewed proposals to supply copier service for the College. The proposal requested a total of twenty copiers to be placed under a 60 month term agreement with the Vendor holding title to the equipment. Mr. Daniels reported proposals were received from the following firms:

Capital Business Systems, Cheyenne, WY  
Xerox Corporation, Rochester, NY

BID CONSENT CALENDAR  
Consider Items Extracted  
Bid #12-EQ-01  
Cont

IKON, Cheyenne, WY  
Broadway Office Supply, Scottsbluff, NE  
Western Plains Business Solutions, Scottsbluff, NE

Mr. Daniels reported the Budget and Finance Committee is recommending the action on Bid #12-EQ-01 be tabled to allow for further review of the proposals.

Mr. Daniels moved the Board accept the recommendation of the Budget and Finance Committee to table action on Bid #12-EQ-01 – Photo Copier Service to allow for further review. Seconded by Dr. Perkins. The vote was, Yes: Leseberg, Ostrander, Perkins, Stickney, Walworth, Wisniewski, Daniels, Klemke, Gramberg. No: None. Absent: Nelson, Pavlista. Motion carried.

PERSONNEL CONSENT  
CALENDAR  
Review Contents

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

- 1) Resignation(s):
  - a) Mr. Jeremy D. Delgado, Information Technology Specialist, effective August 22, 2011.
- 2) Appointment(s):
  - a) Mr. Curtis T. Brundy, Library Director, effective August 15, 2011, through August 14, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - b) Dr. James R. MacArthur, Chemistry Instructor, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - c) Dr. Hieu X. Phan, Jr., Criminal Justice Instructor, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - d) Mr. Lorin R. King, General Science Instructor, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - e) Ms. Erica J. Muhr, Practical Nursing Instructor, Practical Nursing Instructor, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provision of the WCCA Negotiated Agreement.

Dr. Gramberg inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished



PERSONNEL CONSENT  
CALENDAR  
Review Contents  
Cont

to have removed for separate consideration.

Mr. Leseberg requested the appointment of Ms. Erica J. Muhr be extracted for separate consideration.

PERSONNEL CONSENT  
CALENDAR  
Approval

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

PERSONNEL CONSENT  
CALENDAR  
Consider Items Extracted

Mr. Leseberg reported he requested the appointment of Ms. Erica J. Muhr be extracted from the Personnel Consent Calendar to allow him to declare a Conflict of Interest. Ms. Muhr is his daughter-in-law

CONFLICT OF INTEREST

Mr. Leseberg declared a Conflict of Interest and will abstain from voting on the appointment of Ms. Muhr.

PERSONNEL CONSENT  
CALENDAR  
Consider Items Extracted

Mr. Daniels moved the Board approve the appointment of Ms. Erica J. Muhr as a Practical Nursing Instructor. Seconded by Mr. Stickney. The vote was, Yes: Perkins, Stickney, Walworth, Wisniewski, Daniels, Klemke, Ostrander, Gramberg. No: None. Abstain: Leseberg. Absent: Nelson, Pavlista. Motion carried.

REPORTS/RECOMMEND-  
ATIONS FROM ad hoc  
COMMITTEE TO PLAN  
PRESIDENTIAL  
INAUGURATION

Dr. Gramberg reported the ad hoc Committee to Plan a Presidential Inauguration met earlier today. He reported the Committee considered changes in both the date and the format for this occasion. The recommended date has been changed from October 1 to October 15, 2011. The suggested change in format for the day will focus more on an alumni event that will conclude with an Inauguration Ceremony and a reception to recognize Dr. Holcomb.

Dr. Gramberg asked for discussion from the Board members about the change of date and format.

Board members expressed concern that the October 15, 2011, date coincides with the Association of Community College Trustees 2011 Annual Leadership Congress. Board members also discussed the fact that the early focus of the event was to introduce Dr. Holcomb to the entire Western Area, and begin a tradition of a Presidential Inauguration. There was concern expressed that changing the focus to an alumni event would detract from the opportunity to raise awareness of the College President, Dr. Holcomb, to the greater area.

REPORTS/RECOMMENDATIONS FROM ad hoc COMMITTEE TO PLAN PRESIDENTIAL INAUGURATION  
Cont

Board members expressed support for an alumni event to re-connect them the College. The importance of alumni to the institution was pointed out. There are several activities taking place at the College on October 15, including a Volleyball Game, and the Foundation Fall Frolic. Other events could include campus tours and classroom demonstrations.

The Presidential Inauguration Ceremony is tentatively scheduled to begin at 3:30 p.m., and would be followed by a reception to conclude the day's activities. There was further discussion some individuals may not be able to participate in a daylong event, different audiences may participate in the Inauguration Ceremony and the alumni events, as well as the possibility of losing momentum thru the day.

Board members agreed to move forward with plans for an event on October 15, 2011, if Dr. Holcomb is "OK" with combining a Presidential Inauguration with activities for alumni. Dr. Holcomb supports of having an alumni event in conjunction with an Inauguration Ceremony.

In response to a question from the Board, Dr. Perkins reported the Alumni Committee is working diligently to contact and update contact information on all alumni. He reported the list is growing.

MONITORING REPORTS  
Memorandums of Understanding with Chadron State College

Mr. Gaalswyk referred Board members to the mailed packet of information which includes an update on the Memorandums of Understanding the College has with Chadron State College.

Mr. Gaalswyk reported during the 2011 Spring Semester members of the College administration began to expand service to residents of the Northern Panhandle as identified in the Strategic Plan. Mr. Gaalswyk reported on May 5, 2011, Dr. Holcomb and Dr. Janie Park, President of Chadron State College signed two Memorandums of Understanding to leverage both institutions legislated missions and roles in co-branded service to the Northern Panhandle. He reported these updated arrangements allow the College and Chadron State College to build upon a strong foundation of cooperation and collaboration. Under the terms of the agreements, Chadron State College will provide instructional and office space (free-of-charge) for additional College offerings. He reported the space currently being used is located in the Burkhiser Technology Building.

Mr. Gaalswyk reported during the 2011 Summer Session, the

MONITORING REPORTS  
Memorandums of  
Understanding with  
Chadron State College  
Cont

College began offering Basic Nursing Assistant courses to residents of the Northern Panhandle on the Chadron State College campus. Six students were served by this expansion. He reported Mr. Jason Stratman, Dean of Workforce Development, Ms. Deb Sergeant, Allied Health Director, and Ms. Paula Weimer, Basic Nursing Assistant faculty member, are arranging additional Basic Nursing Assistant courses specifically targeting students in Chadron State College's Rural Health Opportunities Program. The team is also looking to expand programming related to Med Aide and Phlebotomy, as well as surveying Business and Industry partners for other workforce training needs such as Welding, OSHA Regulations and Tax Preparer preparation.

Mr. Gaalswyk reported further Ms. Judy Amoo, Dean of Economic and Community Development and Ms. Lori Stromberg, Business and Individual Training Director are charged with identifying and providing community education and personal development training. Ms. Amoo and Ms. Stromberg are in the process of hiring a part-time community coordinator to advance this training. Ms. Amoo is also working with Dr. Lois Veath, Vice President for Academic Affairs, at Chadron State College, to solicit the assistance and interest of Chadron State College faculty to help identify and provide such offerings.

Mr. Gaalswyk further reported the College is also seeking to add academic vocational programs which are in alignment with the community colleges' role and mission. Mr. Garry Alkire, Dean of Instruction, and Ms. Melaney Thomas, Director Nursing, will perform a needs analysis specifically to identify if a Licensed Practical Nursing program is needed in the Northern Panhandle. This needs analysis will be conducted about one year from this fall, and is mandated by the Nebraska Board of Nursing prior to the expansion of the College's academic nursing program.

Additionally, Mr. Alkire and his team will also be identifying other credit-bearing vocational programs. In this innovative model the College would provide the vocational content training and Chadron State College would provide the General Education courses. Because of recent changes in Chadron State College personnel and administrative structure, conversations regarding this innovative model will begin during the spring of 2012.

Mr. Gaalswyk remarked these updated agreements build upon a strong foundation of formal cooperation between

