

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Mr. Miller
- B. Roll Call
- C. Introduction of Visitors
 - 1) Community Comments
- 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, July 15, 2009
 - d) Claims (Enclosure)
 - 1) WCCA Unrestricted Fund - \$2,282,064.00
 - 2) WCCA Restricted Fund - \$28,795.42
 - 3) WCCA Federal Fund - \$18,217.99
 - 4) WCCA Agency Fund - \$6,184.72
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$ -0-
 - 7) WCCA Auxiliary Fund - \$59,738.68
 - 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

August 19, 2009

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

1:00 P.M. - REGULAR MEETING

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

(Pages 1 - 1s)

(Pages 1 - 18)

(Pages 18- 19)

(Pages 19 - 20)

(Page 21)

(Pages 21 - 24)

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-SE-16 – Request for Proposal for Beverage Services (Pages 2 – 2g)
- 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. Kathleen M. Potter, Nursing Instructor (Pages 3 – 3a)
 - 2) Mr. Todd R. Anderson, English Instructor (Pages 3b - 3c)
 - 3) Ms. Mary Alexis Jay-Anderson, Enrollment Management Director (Pages 3d – 3e)
 - 4) Mr. J. D. Deloney, Residence Life/Activities Coordinator (Pages 3f – 3g)
 - b) Appointment(s):
 - 1) Mr. Russell D. Beck, Physical Education Instructor/Men's Basketball Coach (Pages 3h – 3m)
 - 2) Ms. Pamela J. Leever, Cosmetology Instructor (Pages 3n – 3p)
 - 3) Dr. James I. Schmucker, K-14 Outreach Education Coordinator (Pages 3q – 3u)
 - 4) Ms. Judith F. Douglas, Interim English Instructor (Pages 3v – 3x)
 - 5) Ms. Molly A. Bonuchi, Residence Life/Activities Coordinator (Handout)
- 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) #410.0350.09 – Transfer of Employees (Page 4)

I. Monitoring Reports

- 1) Enrollment Report – Mr. Hovey (Handout)
 - a) Final 2008 – 2009
 - b) Preliminary, Fall Semester 2009
- 2) 2008 – 2009 Athletic Department Overview – Ms. Jen Pedersen (Page 5, Enclosure)
- 3) Higher Learning Commission – Mr. Alkire (Pages 6 – 6a)
 - a) Interim Progress Report Self-Study Project 2010
 - b) Accreditation Visit
 - 1) February 10, 2010
- 4) Nebraska Coordinating Commission for Postsecondary Education – Mr. Knapper (Page7)
 - a) LB 340 – Community College Cost Study
- 5) Nebraska Educational Telecommunications Commission – Mr. Miller
- 6) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) Third Quarter Meeting
 - 1) August 10, 2009
 - 2) Mid-Plains Community College, McCook, NE
- 7) Association of Community College Trustees – Dr. Perkins
 - a) Board of Director's Meeting
 - 1) July 30 – August 2, 2009

J. Western Nebraska Community College Facilities – Mr. Douglas

- 1) WNCC/ESU#13 Technology Center
 - a) Approval of Plat (Page 8)
 - b) Approval of Condominium Declaration
 - c) Authorization of Warranty Deed to ESU#13

K. Executive Session

- 1) Personnel Matters – Re: Early Retirement Application, Ms. Margaret E. Weekes

L. Consider Bi-Lateral Agreement to Waive Application Deadline for Voluntary Early Retirement Application as it pertains to Ms. Margaret E. Weekes

M. Consider Early Retirement Agreement

- 1) Ms. Margaret E. Weekes

N. Board Member Comments

O. President's Comments

P. Upcoming Meetings

- 1) Western Community College Area Board of Governors – Mr. Miller

- a) Informal Meetings

- 1) Budget Work Sessions

- A) 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) Annual Meeting

- 1) November 3 and 4, 2009

- 2) Embassy Suites, Lincoln

- 3) 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, September 9, 2009, immediately following the Public Hearings on the Proposed 2009 - 2010 WCCA Budgets (approx. 1:30 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 1:08 p.m., on Wednesday, August 19, 2009, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27 th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the <u>Star-Herald</u> , on Saturday, August 15, 2009, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Jack L. Nelson, Jecca R. Ostrander, M. Thomas Perkins, Darrell E. Roberts, Richard G. Stickney, Dennis W. Miller, Jr., Vice Chairperson. Absent: Jane Wisniewski. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Kathryn J. Shirley, Carla Stein, Melina L. Burbach, Paul G. Jacobsen, Garry R. Alkire, Dayle Wallien, Judith L. Amoo, James I. Schmucker, Roger S. Hovey, Jennifer L. Pedersen. 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	Mr. Miller declared a quorum was present for the transaction of business.
VISITORS	Visitors were: Rick Myers, Scottsbluff.
COMMUNITY COMMENTS	Mr. Miller asked for comments from the community. There were none.
BOARD CHAIRPERSON COMMENTS	Mr. Miller 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. Mr. Miller reported that Ms. Wisniewski notified the Secretary she would be unable to attend the meeting today because of Personal Business.
CONSENT CALENDAR Review Contents	Mr. Miller reviewed the contents of the Consent Calendar which include the following items: 1) Agenda, August 19, 2009

CONSENT CALENDAR
Review Contents
Cont

- 2) Excuse Absent Board Member(s) – Wisniewski
- 3) Minutes
 - a) Regular Meeting, July 15, 2009
- 4) Claims
 - a) WCCA Unrestricted Fund - \$2,282,064.00
 - b) WCCA Restricted Fund - \$28,795.42
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- 5) City Planning Commission Reports
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 - a) From the Students
 - b) From the Faculty
 - c) From the Administration
 - d) From the Board

Mr. Miller 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.

CONFLICT OF INTEREST

Mr. Daniels declared a Conflict of Interest and will abstain from voting on the Consent Calendar.

CONSENT CALENDAR
APPROVAL

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

CONSENT CALENDAR
Consider Items
Extracted

There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR
Review Contents

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

- 1) #09-SE-16 – Request for Proposal for Beverage Services Attachment A

Mr. Miller 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.

BID CONSENT CALENDAR
Approval

Mr. Nelson moved the Bid Consent Calendar be approved as submitted. Seconded by Mr. Roberts. The vote was, Yes:

BID CONSENT CALENDAR Approval Cont Daniels, Gramberg, Leseberg, Nelson, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Miller. No: None. Absent: Wisniewski. Motion carried.

BID CONSENT CALENDAR Consider Items Extracted There were no items extracted from the Bid Consent Calendar.

PERSONNEL CONSENT CALENDAR Review Contents Mr. Miller reviewed the contents of the Personnel Consent Calendar which contain the following resignation(s) and appointment(s):

1) Resignation(s):

- a) Ms. Kathleen M. Potter, Nursing Instructor, effective August 31, 2009.
- b) Mr. Todd R. Anderson, English Instructor, effective August 31, 2009.
- c) Ms. Mary Alexis Jay-Anderson, Enrollment Management Director, effective August 18, 2009.
- d) Mr. J. D. Deloney, Residence Life/Activities Coordinator, effective August 28, 2009.

2) Appointment(s):

- a) Mr. Russell D. Beck, Physical Education Instructor/ Men's Basketball Coach, effective August 14, 2009, through May 18, 2010, salary to be determined in accordance with the provisions in the WCCA Negotiated Agreement.
- b) Ms. Pamela J. Leever, Cosmetology Instructor, effective August 14, 2009, through May 18, 2010, salary to be determined in accordance with the provisions in the WCCA Negotiated Agreement.
- c) Dr. James I. Schmucker, K-14 Outreach Education Coordinator, effective August 18, 2009, through June 30, 2010, salary to be prorated from an annual salary of \$42,000.00.
- d) Ms. Judith F. Douglas, Interim English Instructor, effective August 18, 2009, through December 18, 2009, salary to be determined in accordance with the provisions in the WCCA Negotiated Agreement.
- e) Ms. Molly A. Bonuchi, Residence Life/Activities Coordinator, effective August 24, 2009, through June 30, 2010, salary to be prorated from an annual salary of \$33,649.00.

Mr. Miller 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 submitted. Seconded by Mr. Nelson. The vote was, Yes: Gramberg, Leseberg, Nelson, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Miller. No: None. Absent: Wisniewski. 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
Policy #410.0350.09
Transfer of Employees

Mr. Miller referred Board members to the mailed packet which contains a copy of proposed Board Policy #410.0350.09 – Transfer of Employees. He reported the Board Policy Committee presented this policy at the July Board meeting for review and comment. He reported neither the Board Policy Committee nor the administration have received any further comment regarding the policy; therefore, the Board Policy Committee is recommending the Board adopt proposed Policy #410.0350.09 – Transfer of Employees as presented.

Mr. Roberts moved the Board approve the recommendation of the Board Policy Committee to adopt Board Policy #410.0350.090 – Transfer of Employees, as presented. Seconded by Mr. Daniels. The vote was, Yes: Leseberg, Nelson, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller. No: None. Absent: Wisniewski. Motion carried.

MONITORING REPORTS
Enrollment Report
Final 2008 – 2009

Mr. Hovey referred Board members to the handout materials which include the Final 2008-2009 Enrollment Report and the Preliminary Fall Semester 2009 Enrollment information.

Mr. Hovey reported the Final 2008 – 2009 Full-Time Equivalent Enrollment is 1,949.91 which is slightly less (1.3 percent) than the previous year. He reviewed the headcount and Full-Time Equivalent enrollment for the Fall Semester 2008, the Spring Semester 2009 and the Summer Semester 2009. He remarked this report shows the audited enrollment information. Mr. Hovey reported full-time equivalent enrollment increased at each site, and also on-line; however, Business and Industry training reflected a decrease. This decrease may be attributed, in part, to the economy.

Mr. Hovey referred Board members to a graph showing the Annual Full-Time Equivalency Trend for the period ending June 30 for the years 2002 through 2009. The highest total

MONITORING REPORTS
Enrollment Report
Final 2008 – 2009
Cont

Full-time Equivalent enrollment was 2050.24 in the 2005 year. He also referred Board members to the Fall Headcount Trend for the years 2001 through 2008. The total full-time headcount increased steadily from 2001 through 2005. In 2006, there was a decline. In 2007 there was a large increase and in 2008 a slight increase over the previous year. The total headcount reflects the trend of the part-time enrollment for the same period of time.

Preliminary Fall
Semester 2009

Mr. Hovey referred Board members to the Preliminary Fall Semester 2009 Enrollment Report as of August 18, 2009. He reported the full-time enrollment was 1,014 and the part-time enrollment was 911. He reported that as of today, August 19, 2009, the full-time enrollment is 1,042 and the part-time enrollment is 934. The full-time enrollment is a record high exceeding the 1,011 in the Fall Semester 2003.

In response to a question from the Board, Mr. Hovey reported the growth is both traditional and non-traditional students as all age groups show an increase. Mr. Hovey reported he will present detailed enrollment information in the Fall 2009 Semester Ten-Day Report during the September Board of Governors meeting.

MONITORING REPORTS
2008 – 2009 Athletic
Department Overview

Ms. Jen Pedersen, Athletic Director, reported she just received notification that the Volleyball team has been ranked #2 in the nation by the National Junior College Athletic Association.

Ms. Pedersen commented this is the fourth year an Athletic Department Overview has been presented to the Board. She referred Board members to the 2008 – 2009 Athletic Department Overview enclosed with the mailed packet.

Ms. Pedersen reviewed the community services projects the Athletic Department participated in. She reported the Department completed over 1900 hours of community service projects in 2008 – 2009, and received positive feedback from the businesses.

Ms. Pedersen reviewed the Origin of Student Athletes. In 2008 – 2009, sixteen percent were from In State/In District, thirty-two percent were from In Region (Colorado, Wyoming, and South Dakota), thirty-three percent were from Out-of-Region, and seventeen percent were International Students. Ms. Pedersen reported there was a total of 147 student-athletes in all programs. She reported 118 student-athletes received a scholarship including nine of the

