

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Ms. Wisniewski
- 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, October 21, 2009
 - d) Claims (Enclosed)
 - 1) WCCA Unrestricted Fund - \$1,989,836.66
 - 2) WCCA Restricted Fund - \$36,471.64
 - 3) WCCA Federal Fund - \$22,553.00
 - 4) WCCA Agency Fund - \$27,802.13
 - 5) WCCA Loan Fund - \$0-
 - 6) WCCA Plant Fund - \$470,950.60
 - 7) WCCA Auxiliary Fund - \$216,228.32
 - e) City Planning Commission
 - f) Reports and Proposals
 - 1) From the Students
 - 2) From the Faculty
 - 3) From the Administration
 - 4) From the Board

REGULAR MEETING

November 18, 2009

12:00 NOON - 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 - 1v)

(Pages 1 - 21)

(Pages 21 - 24)

(Page 24)

(Pages 24 - 26)

(Pages 26)

(Pages 26- 30)

(Page 2)

(Page 3)

(Page 4)

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):
 - 1) Ms. Deanna Volkmer, Associate Dean Southern Panhandle (Pages 5 – 5a)
 - 2) Mr. Andrew J. Hunzeker, Admissions Counselor (Pages 5b – 5c)
 - 3) Ms. Melissa A. Vasconcelos, AOS Recruiting/Marketing Director (Pages 5d – 5e)
 - b) Appointment(s): - None
- 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) 2010 Election – WCCA Board Members (Pages 6 – 6a)
- 2) Informal Meetings
 - a) Work Session - Report on Review/Analysis Institutional Statistics – Mr. Dennis Jones
 - 1) December 16, 2009
 - 2) Change starting time to 9:00 a.m.
 - b) Work Session – Report on Results of Marketing Assessment Survey – Dr. Kathi Swanson, CLARUS Corporation
 - 1) Date
 - A) December 7, 2009
 - B) December 11, 2009, (a.m. only)
 - 2) Time -???

I. Monitoring Reports

- 1) Presentation: NPPD Scholarship – Ms. Terry Rajewich
- 2) Information Technology Data Recovery Plan – Dr. Jacobsen (Pages 7 – 7b)
- 3) Proposed Wind Energy Training Center– Dr. Ely
 - a) Resolution of Support (Pages 8 – 8a)
- 3) Special Legislative Session – Dr. Ely
- 4) Higher Learning Commission – Mr. Alkire (Page 9)
 - a) Accreditation Visit
 - 1) February 7-10, 2010
- 5) Nebraska Community College Association – Dr. Gramberg, Mr. Leseberg, Dr. Perkins, Mr. Stickney
 - a) Annual Meeting
 - b) Approval of 2010 NCCA Dues (Page 10)
- 6) Nebraska Educational Telecommunications Commission – Mr. Miller
- 7) Association of Community College Trustees – Dr. Perkins

J. Executive Session

- 1) Possible Litigation – Re: Metro Lawsuit

K. Board Member Comments

L. President's Comments

M. Upcoming Meetings

- 1) Western Community College Area Board of Governors
 - a) Informal Meeting
 - 1) Work Session - Report on Review/Analysis Institutional Statistics – Mr. Jones
 - A) December 16, 2009
 - B) 9:00 a.m.

M. Upcoming Meetings - Cont

2) Association of Community College Trustees

- a) 2010 National Legislative Summit
 - 1) February 8 - 10, 2010
 - 2) Marriott Wardman Park Hotel
 - 3) Washington, D.C.

N. Next Regular Meeting: Wednesday, December 16, 2009, 1:00 p.m., Boardroom, Western
Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

O. 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, November 18, 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, November 14, 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, Richard G. Stickney, Dennis W. Miller, Jr., Vice Chairperson. Absent: Darrell E. Roberts, Jane Wisniewski. Student Representatives present: None. Faculty Representatives present: Mike Hausmann, Sidney Campus; Guy Wylie, Scottsbluff Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Todd R. Holcomb, Kathryn J. Shirley, Melinda L. Burbach, Paul G. Jacobsen, Dayle L. Wallien, Garry R. Alkire, Judith L. Amoo, Venkat Chegireddy. 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: Larry Cooper, Rick Myers, Kevin Mooney, Terry Rajewich, 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 Mr. Roberts notified the Secretary that he would be unable to attend the meeting today because of Personal Business. Mr. Miller reported further Ms. Wisniewski notified the Secretary that she will attend the meeting today; however, she will be arriving late because of Personal Business.

CONSENT CALENDAR
Review Contents

Mr. Miller reviewed the contents of the Consent Calendar which include the following items:

- 1) Agenda, November 18, 2009
- 2) Excuse Absent Board Members – Roberts, Wisniewski
- 3) Minutes
 - a) Regular Meeting, October 21, 2009
- 4) Claims:
 - a) WCCA Unrestricted Fund - \$1,989,836.66
 - b) WCCA Restricted Fund - \$36,471.64
 - c) WCCA Federal Fund - \$22,553.00
 - d) WCCA Agency Fund - \$27,802.13
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant Fund - \$470,950.60
 - g) WCCA Auxiliary Fund - \$216,228.32
- 5) City Planning Commission – 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) 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. Leseberg moved the Consent Calendar be approved as presented. Seconded by Dr. Gramberg. The vote was, Yes: Cervantes-Guzman, Gramberg, Leseberg, Nelson, Ostrander, Perkins, Stickney, Miller. No: None. Abstain: Daniels. Absent: Roberts, Wisniewski. Motion carried.

CONSENT CALENDAR
Consideration of Items
Extracted

There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR
Review Items

There were no items on the Bid Consent Calendar.

PERSONNEL CONSENT
CALENDAR
Review Contents

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

- 1) Resignation(s):
 - a) Ms. Deana Volkmer, Associate Dean for the Southern

PERSONNEL CONSENT
CALENDAR
Review Contents
Cont

- Panhandle, effective February 4, 2010.
- b) Mr. Andrew J. Hunzeker, Admissions Counselor, effective December 4, 2010.
 - c) Ms. Melissa A. Vasconcelos, AOS Recruiting/Marketing Director, December 18, 2009.

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 Ms. Ostrander. The vote was, Yes: Daniels, Gramberg, Leseberg, Nelson, Ostrander, Perkins Stickney, Cervantes-Guzman, Miller. No: None. Absent: Roberts, Wisniewski. 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
2010 Election

Mr. Miller referred Board members to the mailed packet which includes a report of when Board members' term of office will expire. Board members whose term will expire in 2010 are: Merlyn L. Gramberg, Jack L. Nelson, L. Paul Leseberg, Darrell E. Roberts and Jacqueline M. Cervantes-Guzman.

The deadline for incumbents (of any office) to file for election is 5:00 p.m., February 15, 2010, and for all others is 5:00 p.m., March 1, 2010. Board members were reminded the filings must be sent to the Secretary of State and be received by the Secretary of State's office by the time and date designated. Filing forms are available through the County Clerk or from the Board Secretary.

The Primary Election will be held on May 11, 2010 and the General Election will be held on November 2, 2010.

Mr. Miller encouraged Board members whose term of office will end in 2010 to file for re-election to the Board of Governors.

Informal Meeting
December 16, 2009

Mr. Miller reported the Board has scheduled an Informal meeting on December 16, 2009, at 10:00 a.m. for a Work Session to receive a report from Mr. Dennis Jones, President of the National Center for Higher Education Management Systems. Mr. Jones is conducting a Review/Analysis of

WESTERN COMMUNITY
COLLEGE AREA BOARD
OF GOVERNORS
2010 Election
Informal Meeting
December 16, 2009
Cont

Institutional Statistics. Mr. Miller reported Mr. Jones has requested that the Informal meeting begin at 9:00 a.m. to allow him sufficient time to present his report and make an 11:30 a.m. plane connection.

Dr. Gramberg moved the starting time for the Informal meeting scheduled for December 16, 2009, be changed to 9:00 a.m. Seconded by Mr. Daniels. The vote was, Yes: Gramberg, Leseberg, Nelson, Ostrander, Perkins, Stickney, Cervantes-Guzman, Daniels, Miller. No: None. Absent: Roberts, Wisniewski. Motion carried.

Informal Meeting
Work Session – Results of
Marketing Assessment
Survey

Mr. Miller reported that the Marketing Assessment Survey which Dr. Kathi Swanson, President of CLARUS Corporation, is conducting is nearly completed. Dr. Swanson would be available to present the results of the survey on December 7, 2009, or on December 11, 2009. (a.m. only). Dr. Swanson has requested a four-hour session to present the results of the survey.

Board members discussed the options for a meeting date and time and agreed that December 7, 2009, is the better date. They further agreed to begin the meeting at 10:00 a.m.

Dr. Perkins moved the Board hold an Informal meeting at 10:00 a.m., on Monday, December 7, 2009, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus. He further moved the purpose of the meeting be a Work Session to receive a report from Dr. Kathi Swanson regarding the Results of the Marketing Assessment Survey. Seconded by Mr. Nelson. The vote was, Yes: Leseberg, Nelson Ostrander, Perkins, Stickney, Cervantes-Guzman, Daniels, Gramberg, Miller. No: None. Absent: Roberts, Wisniewski. Motion carried.

BOARD MEMBER
ENTERS

Ms. Wisniewski entered the meeting at 1:15 p.m.

MONITORING REPORTS
Presentation: NPPD
Scholarship

Ms. Terry Rajewich, NPPD Account Manager, reported the 2009 golf tournament was the 18th tournament coordinated by Nebraska Public Power District. Ms. Rajewich reported the first tournament was held in 1992 and \$22,975 was raised. The tournament has grown each year. The 2009 tournament raised \$67,520. The tournaments have raised a cumulative total of \$876,041 for scholarships for community college students within Nebraska Public Power District's service area. Ms. Rajewich reported that over 1,000 students

MONITORING REPORTS
Presentation: NPPD
Scholarship
Cont

have benefited as a result of this tournament. Ms. Rajewich reported Western Nebraska Community College has received \$173,785 over the life of this golf tournament.

Ms. Rajewich remarked that Nebraska's economy is stronger because of the education provided by the community college system and the Nebraska Public Power District is stronger for having hired many of these graduates. The tournament is a great way to pair business and education to get results.

Ms. Rajewich presented Mr. Miller checks totaling \$13,400 to be used for scholarships for Western Area students.

Mr. Miller thanked Ms. Rajewich, the Nebraska Public Power District, and the golfers for their support of community college education.

Mr. Miller relinquished the position of Chair to Ms. Wisniewski.

MONITORING REPORTS
Information Technology
Data Recovery Plan

Dr. Paul Jacobsen, Information Technologies Executive Director, assured the Board that the College does have a Disaster Recovery Plan which would guide College management and technical staff in the recovery of computing and networking facilities in the event that a disaster destroys all or part of the facilities.

Dr. Jacobsen reported that for security reasons his report could not be specific; but, he once again assured the Board that data is being backed up at several locations. Dr. Jacobsen reported the College has never had to do a major restoration of data.

Dr. Jacobsen reported the primary focus of the Disaster Recovery Plan is to provide an orderly response to a disaster that destroys or severely cripples the College's central computer systems operated by the Information Technology Department. The disaster recovery plan has the following primary objectives: 1) Present an orderly course of action for restoring critical computing capability to the College campus within 14 days of the implementation of the plan after an event. 2) Set criteria for making the decision to recover at a 'cold' site or repair the affected site. 3) Describe an organizational structure for carrying out the plan. 4) Provide personnel information required to carry out the plan and the computing expertise required. 5) Identify the equipment, floor plan, procedures, and other items

MONITORING REPORTS
Information Technology
Data Recovery Plan
Cont

necessary for the recovery.

Dr. Jacobsen referred Board members to the mailed packet which describes in greater detail the salvage operations at the disaster site, the designation of a recovery site, the purchase of new equipment, supplies, and software that cannot be salvaged, begin the reassembly at the recovery site, restore data from backups, restore applications data and finally move back to the restored permanent facility.

In response to a question from the Board regarding whether data from each location was kept separate, Dr. Jacobsen reported the College has an integrated system. It is important to know that every enterprise critical system that Information Technology operates is backed up regularly.

Dr. Ely commented she asked Dr. Jacobsen to provide this report to the Board. The report is in response to a question that the auditor raised concerning whether or not the College had a data recovery system/plan in place in the event to a disaster.

On behalf of the faculty, Dr. Wylie thanked Dr. Jacobsen and Mr. Chegireddy for their ability to translate the use of information technologies into user friendly systems for the benefit of faculty and students. He congratulated both gentlemen on the great job they do and thanked them for the support they provide to all College staff.

MONITORING REPORTS
Proposed Wind Energy
Training Center
Resolution of Support

Dr. Ely reported that she, and Mr. Groshans will be in Washington, DC, on December 1 – 3, 2009, to meet with Western Area's congressional representatives and others to seek financial support for the development of a Wind Energy Training Center. Dr. Ely reported that Ms. Wallien and Ms. Volkmer have been meeting with city and county officials as well as public power districts to obtain letters of support for this training center. She reported there is a great deal of support for such a training center. Dr. Ely referred Board members to the mailed packet which includes a proposed Resolution of Support from the Board of Governors. Dr. Ely commented that the curriculum for a wind power technician program is being developed, and such a program will "fit well" with the Aviation Program.

Dr. Perkins moved the Board adopt the following resolution:

WHEREAS, Western Nebraska Community College is desirous to create a Wind Energy Training Center in Sidney,

MONITORING REPORTS
Proposed Wind Energy
Training Center
Resolution of Support
Cont

Nebraska, and

WHEREAS, the establishment of this training center in western Nebraska will provide wind energy related employment, economic development, and an increase in wind energy contribution to the U.S. electricity supply.

NOW THEREFORE, BE IT RESOLVED that the Western Community College Area Board of Governors, does hereby support the establishment of a Wind Energy Training Center at Western Nebraska Community College, Sidney Campus.

The establishment of this Wind Energy Training Center will provide educational training necessary to meet the needs for wind energy development. The training center will also contain a wind power technician program that will add economic benefit not only to employment, but also economic benefit to western Nebraska by providing means of encouraging construction jobs and continuing employment in the wind energy field.

The establishment of a Wind Energy Training Center in Sidney, Nebraska, will also increase the local tax base by encouraging the creation of local commercial projects which will produce clean energy.

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

In response to a question from the Board, Dr. Ely responded the Center would be located at Sidney.

MONITORING REPORTS
Special Legislative
Session

Dr. Ely reported Governor Heineman called a Special Session of the 101st Legislature to deal with a \$334 million revenue shortfall and revise the state budget. The Special Session began on November 4, 2009. As of today, November 18, 2009, four budget bills have been placed on Select File. They are: 1) LB 1 reduces or eliminates appropriations and re-appropriations approved by the 101st Legislature, increases or make certain transfers to the General Fund, and modifies or eliminates intent language and earmarks accompanying appropriations approved by the 101st Legislature. 2) LB 2 creates and eliminates specific inter-fund transfers for FY 2009-10 and FY 2010-11. 3) LB 3 authorizes transfers from certain funds to the General Fund at the director of the Legislature. And 4) LB 4 appropriates funds for

