

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Ms. Wisniewski
- B. Oath of Office, Newly Elected
and Re-elected Board Members
- C. Roll Call
- D. Introduction of Visitors
 - 1) Community Comments
- E. Board Chairperson Comments
 - 1) Copy of Nebraska Open Meeting Act is
available at Back of Room
- F. Re-organization of Board for 2011
 - 1) Election of Chairperson
 - 2) Election of Vice Chairperson
 - 3) Appointment of Secretary
 - 4) Appointment of Treasurer
- G. Consent Calendar
 - 1) Review Contents of Consent Calendar
 - a) Agenda
 - b) Excuse Absent Board Member(s)
 - c) Minutes
 - 1) Regular Meeting, December 15, 2011

REGULAR MEETING

February 16, 2011

12:00 P.M. – LUNCH

Room B132

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

(January Packet, Pages 1 – 10)

G. Consent Calendar – Cont

1) Review Contents of Consent Calendar – Cont

- d) Claims (January Packet Enclosure)
 - 1) WCCA Unrestricted Fund - \$2,054,511.31 (Pages 1 – 18)
 - 2) WCCA Restricted Fund - \$33,501.25 (Pages 18 - 19)
 - 3) WCCA Federal Fund - \$1,931.05 (Page 19)
 - 4) WCCA Agency Fund - \$18,919.08 (Pages 19 - 21)
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$62,623.02 (Page 21)
 - 7) WCCA Auxiliary Fund - \$133,680.00 (Pages 21- 25)
- e) Claims (February Packet Enclosure)
 - 1) WCCA Unrestricted Fund - \$1,799,189.25 (Pages 1 – 18)
 - 2) WCCA Restricted Fund - \$9,320.31 (Pages 18 - 19)
 - 3) WCCA Federal Fund - \$2,608.44 (Pages 19 - 20)
 - 4) WCCA Agency Fund - \$15,550.37 (Pages 19 - 21)
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$32,812.11 (Page 21)
 - 7) WCCA Auxiliary Fund - \$136,103.46 (Pages 21- 26)
- f) City Planning Commission Reports (Attachment)
- g) Farm Lease Agreements (February Packet, Page 1)
 - 1) Renewal of Farm Lease with Mr. F. Robert Pedulla
- h) Reports and Proposals (January Packet, Pages 2 – 2b)
 - 1) From the Students
 - 2) From the Faculty (Pages 2 – 2b)
 - 3) From the Administration
 - 4) From the Board
- i) Reports and Proposals (February Packet, Page 2)
 - 1) From the Students
 - 2) From the Faculty (Page 2)
 - 3) From the Administration
 - 4) From the Board

2) Approval of Consent Calendar

3) Consideration of Items Extracted from Consent Calendar

H. Bid Consent Calendar

1) Review Contents of Bid Consent Calendar

(January Packet, Pages 3 - 3q)

- a) #11-EQ-04 – VOIP Upgrade Project (Pages 3 – 3i)
- b) #11-Veh-06 - One New Compact SUV Ford Escape or Equal (Pages 3j – 3q)
- c) #11-FAC-08 – Scottsbluff Campus Site Improvements – Phase 2 (February Mtg. Handout)

H. Bid Consent Calendar – Cont

- 2) Approval of Bid Consent Calendar
- 3) Consideration of Items Extracted From Bid Consent Calendar

I. Personnel Consent Calendar

- 1) Review Contents of Personnel Consent Calendar **(January Packet, Pages 4 – 4h)**
 - a) Resignation(s): **(Page 4)**
 - 1) Ms. Robin K. Hayhurst, Foundations Education Instructor **(Pages 4a – 4b)**
 - 2) Ms. Lacy J. Krakow, Mathematics Instructor **(Pages 4c – 4d)**
 - 3) Mr. William A. Marchant, Mathematics/Chemistry Instructor **(Pages 4e – 4f)**
 - 4) Dr. Tracy L. O’Neal, Biology Instructor **(Pages 4g – 4h)**
 - 5) Ms. Elizabeth J. Most, Admissions Counselor **(February Handout)**
 - b) Appointment(s): - None
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

J. Reports and Recommendations from Board Policy Committee – Committee Chair pro tem,
Mr. Groshans **(January Packet, Pages 5 – 5x)**

- 1) #240.0100.11 – College Vehicle Use and Safe Driving **(Page 5)**
- 2) #240.0200.11 – Commercial Driver’s License Testing/Requirements **(Page 5a)**
 - a) Series 2000 - Appendix D-2-11 – Controlled Substances and Alcohol Use and Testing **(Pages 5b – 5u)**
- 3) #240.0300.11 – Approved Driver of College Vehicles **(Page 5v)**
- 4) #500.4400.11 – Grade Appeal **(Pages 5w – 5x)**

K. Western Community College Area Board of Governors – Ms. Wisniewski

- 1) Reports/ Recommendation from ad hoc Committee to Fill Board Vacancy – District Two – Mr. Nelson
- 2) Appoint ad hoc Committee – Presidential Inauguration

K. Western Community College Area Board of Governors – Ms. Wisniewski – Cont

- 3) Consider Resignation of Board Member (January Packet, Page 6)
 - a) Mr. Darrell E. Roberts – District Four
- 4) Declare Vacancy on WCCA Board of Governors
- 5) Appoint ad hoc Committee to Make Recommendation to Fill District Four Vacancy
- 6) Appointment to Standing Committees
 - a) Temporarily Suspend Board Policy #825.0100.79

L. Reduction-In-Force – Dr. Holcomb (January Packet, Page 7)

- 1) Final Recommendation of the WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2011– 2012 Academic Year

M. Monitoring Reports

- 1) 2009 – 2010 Audited Annual Reports – Mr. Knapper, Ms. Thompson (February Mtg., Handout)
 - a) F.T.E.
 - b) Financial
- 2) WNCC Enrollment – Mr. Hovey (February Meeting, Enclosure)
 - a) Final Report, Fall Semester 2010
 - b) Ten Day Report Spring Semester, 2011
- 3) IPEDS (Integrated Postsecondary Education System) Data Feedback – 2010 Summary – Ms. Barkeloo, Ms. Johns (January Packet, Pages 8 – 8d)
- 4) Proposed 2011 – 2012 Student Charges - Mr. Knapper (February Packet, Pages 3 – 3b)
 - a) Tuition
 - b) Fees
 - c) Room and Board
- 5) Adoption of FY 2012 – FY 2014 Strategic Plan – Dr. Holcomb (January Packet, Page 9)
- 6) 2011 Legislation – Dr. Holcomb

M. Monitoring Reports - Cont

7) Update on Mannschreck Litigation – Mr. Douglas

8) WNCC Academic Calendar – Mr. Gaalswyk (February Packet, Pages 4 – 4a)

- a) 2011 - 2012
- b) 2012 – 2013

9) Update on College Insurance Coverage – Mr. Knapper (February Meeting, Handout)

10) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins

- a) Special Meeting, January 11, 2011 (January Packet, Pages 10 – 10a, and February Packet, Page 5)
- b) Special Meeting, January 24, 2011 (February Packet, Pages 5a – 5c)

N. Executive Session

1) Personnel Matters – Re: Early Retirement Applications of Ms. Valetta L. Schneider and Ms. Marsha L. Blackburn

O. Consider Early Retirement Agreements

- 1) Ms. Valetta L. Schneider, Library Services Director
- 2) Ms. Marsha L. Blackburn, Business Technologies Division Chair/Business Instructor

P. Board Member Comments

Q. President's Comments

R. Upcoming Meetings

1) Association of Community College Trustees

- a) 2011 National Legislative Summit
 - 1) February 13 – 16, 2011
 - 2) Marriott Wardman Park Hotel
 - 3) Washington, D.C.

R. Upcoming Meetings - Cont

1) Association of Community College Trustees - Cont

- b) 2011 Annual Leadership Congress
 - 1) October 12 - 15, 2011
 - 2) Dallas, Texas

2) Nebraska Community College Association

a) Regular Meetings

- 1) First Quarter Meeting
 - A) March 7, 2011
 - B) Southeast Community College - Beatrice Campus
- 2) Second Quarter Meeting
 - A) May 2, 2011
 - B) Metropolitan Community College
- 3) Third Quarter Meeting
 - A) August 8, 2011
 - B) Central Community College - Hastings Campus
- 4) Annual Meeting/Legislative Seminar
 - A) November 1 & 2, 2011
 - B) Central Community College - Grand Island Campus

S. Next Regular Meeting: Wednesday, March 16, 2011, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

T. 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 1:02 p.m., on Wednesday, February 16, 2011, 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, February 12, 2011, with the following members present: Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Jack I. Nelson, Jecca R. Ostrander, Alexander D. Pavlista, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: M. Thomas Perkins, Darrell E. Roberts. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus; Von Schlaman, Sidney Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, David E. Groshans, Terry B. Gaalswyk, Paul G. Jacobsen, Dayle L. Wallien, Paula J. Abbott, John D. Corum, Carla Stein, Mary Barkeloo, Roger Hovey, Sheila Johns, Jason 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.

OATH OF OFFICE

Prior to the Roll Call, Ms. Wisniewski administered the Oath of Office to newly elected Board member, Alexander D. Pavlista, and re-elected Board members: Merlyn L. Gramberg, District One; Jack L. Nelson, District Two; L. Paul Leseberg, District Three.

QUORUM

Ms. Wisniewski declared a quorum was present for the transaction of business.

VISITORS

Visitors were: Maunette Loeks, Kevin Mooney, Scottsbluff.

COMMUNITY COMMENTS

Ms. Wisniewski asked for comments from the community. There were none.

BOARD CHAIRPERSON
COMMENTS

Ms. Wisniewski congratulated all of the recently elected Board members and welcomed Dr. Pavlista as a member of the Board of Governors.

Ms. Wisniewski announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the front of the room.

BOARD CHAIRPERSON
COMMENTS
Cont

Ms. Wisniewski announced that she would not accept a nomination for election as Chairperson of the Board of Governors for the 2011 year. She remarked it has been a privilege to serve as Chairperson for the past years. Ms. Wisniewski thanked the Board for the opportunity to serve as Chairperson and remarked she has learned a lot while serving in this position. She thanked the Board members, the administration, faculty and staff for their support.

RE-ORGANIZATION OF
BOARD FOR 2011

The re-organization of the Board for the 2011 year was the next order of business.

Election of Chairperson

Ms. Wisniewski called for nominations for Chairperson of the Western Community College Area Board of Governors for the 2011 year.

Mr. Daniels nominated Dr. Merlyn L. Gramberg. There were no further nominations.

Mr. Daniels moved nominations cease and a unanimous ballot be cast for Dr. Merlyn L. Gramberg as Chairperson of the Western Community College Area Board of Governors for the 2011 year. Seconded by Mr. Leseberg. The vote was, Yes: Daniels, Gramberg, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Wisniewski. No: None. Absent: Perkins, Roberts. Motion carried.

Dr. Gramberg assumed the position of Chairperson.

Dr. Gramberg thanked Ms. Wisniewski for the outstanding job she did while serving as Chairperson. He thanked the Board members for their support of his nomination as Chairperson for the 2011 year.

Election of Vice
Chairperson

Dr. Gramberg called for nominations for Vice Chairperson of the Western Community College Area Board of Governors for the 2011 year.

Mr. Stickney nominated Mr. Jack L. Nelson. There were no further nominations.

Ms. Wisniewski moved nominations cease and a unanimous ballot be cast for Mr. Nelson as Vice Chairperson of the Western Community College Area Board of Governors for the 2011 year. Seconded by Mr. Leseberg. The vote was, Yes: Leseberg, Ostrander, Pavlista, Stickney, Wisniewski Daniels, Gramberg. No: None. Abstain: Nelson. Absent: Perkins, Roberts. Motion carried.

RE-ORGANIZATION OF
BOARD FOR 2011 - Cont
Appointment of Secretary

Mr. Nelson moved the Board appoint Ms. Coral E. Richards as Secretary of the Western Community College Area Board of Governors for the 2011 year. Seconded by Mr. Daniels. The vote was, Yes: Nelson, Ostrander, Pavlista, Stickney, Wisniewski, Daniels, Leseberg, Gramberg. No: None. Absent: Perkins, Roberts. Motion carried.

Appointment of Treasurer

Mr. Leseberg moved the Board appoint Mr. William D. Knapper as Treasurer of the Western Community College Area Board of Governors for the 2011 year. Seconded by Mr. Daniels. The vote was, Yes: Ostrander, Pavlista, Stickney, Wisniewski, Daniels, Leseberg, Nelson, Gramberg. No: None. Absent: Perkins, Roberts. Motion carried.

CONSENT CALENDAR
Review Contents of
Consent Calendar

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

- 1) Agenda, February 16, 2011
- 2) Excuse Absent Members – Perkins, Roberts
- 3) Minutes
 - a) Regular Meeting, December 15, 2011
- 4) Claims – (From January Packet)
 - a) WCCA Unrestricted Fund - \$2,054,511.31
 - b) WCCA Restricted Fund - \$33,501.25
 - c) WCCA Federal Fund - \$1,931.05
 - d) WCCA Agency Fund - \$ 18,919.08
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant fund - \$62,623.02
 - g) WCCA Auxiliary Fund - \$133,680.00
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 - c) WCCA Federal Fund - \$2,608.44
 - d) WCCA Agency Fund - \$15,550.37
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant fund - \$32,812.11
 - g) WCCA Auxiliary Fund - \$136,103.46
- 6) City Planning Commission Reports – Attachment A
- 7) Farm Lease Agreements
 - a) Renewal of Farm Lease with Mr. F. Robert Pedula – Attachment B
- 8) Reports and Proposals (From January Packet)
 - a) From the Students
 - b) From the Faculty – Attachment C – C-2
 - c) From the Administration
 - d) From the Board
- 9) Reports and Proposals (From February Packet)
 - a) From the Students

CONSENT CALENDAR
Review Contents of
Consent Calendar
Cont

- b) From the Faculty – Attachment D
- c) From the Administration
- 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. Nelson moved the Consent Calendar be approved as submitted. Seconded by Stickney. The vote was, Yes: Pavlista, Stickney, Wisniewski, Daniels, Leseberg, Ostrander, Gramberg. No: None. Absent: Perkins, Roberts. Motion carried.

CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR
Review Contents of
Bid Consent Calendar

Dr. Gramberg reviewed the contents of the Bid Consent Calendar which include the following bids:

- 1) #11-EQ-04, VIOP Upgrade Project – Attachment E
- 2) #11-Veh-06 – One New Compact SUV Ford Escape or Equal – Attachment F
- 3) #11-FAC-08 – Scottsbluff Campus Site Improvements Attachment G – G-1

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. There were none.

Mr. Daniels reported the Finance Committee has reviewed the bids and is recommending the Bid Consent Calendar be approved as submitted.

BID CONSENT CALENDAR
Approval

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

BID CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Bid Consent Calendar.

PERSONNEL CONSENT
CALENDAR
Review Contents

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

