

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, February 18, 2009
 - d) Claims (Enclosure)
 - 1) WCCA Unrestricted Fund - \$1,825,938.14
 - 2) WCCA Restricted Fund - \$5,481.34
 - 3) WCCA Federal Fund - \$10,965.58
 - 4) WCCA Agency Fund - \$17,976.87
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$49,793.20
 - 7) WCCA Auxiliary Fund - \$ 109,240.44
 - 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

March 18, 2009

12:00 P.M. - LUNCH

John C. Bishop Dining Hall
Pioneer Activity Center
Western Nebraska Community College
Scottsbluff Campus
1409 East 27th Street
Scottsbluff Nebraska

1:00 P.M. - REGULAR MEETING

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

(Pages 1 - 1ff)

(Pages 1 - 21)

(Page 21)

(Pages 21 - 22)

(Pages 22 - 23)

(Pages 23 - 24)

(Pages 24 - 29)

(Attachment)

(Page 2)

(Page 3)

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): - None
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

H. Reports and Recommendations from Budget and Finance Committee - Mr. Nelson,
Mr. Knapper

- a) Auditing Services Contract (Pages 4 - 4a)

I. Western Nebraska Community College Area Board of Governors - Ms. Wisniewski

- 1) Authorized Signatures for WCCA Safe Deposit Boxes
 - a) Platte Valley Bank
 - b) First State Bank

J. Monitoring Reports

- 1) Developmental Education Update– Mr. Alkire, Ms. Dickinson (Enclosure)
- 2) Proposed 2009 – 2010 WNCC Student Charges – Mr. Knapper (Pages 5 – 5b)
 - a) Tuition
 - b) Fees
 - c) Room and Board
- 3) Higher Learning Commission – Ms. Barkeloo, Ms. Dickinson (Page 6)
 - a) Accreditation Visit
 - 1) February 2010
- 4) 2009 Legislation – Dr. Ely (Handout)
 - a) LB 103 – Change Provisions Relating to postsecondary Educational Institutions' Capital and Facility Expenditures
 - b) LB 232 - Permit Sales of Alcoholic Liquor by Community College Culinary Programs
 - c) LB 283 – Change Community College Aid Calculations
 - d) LB 340 – Require the Coordinating Commission for Postsecondary Education to Evaluate Community College System
 - e) AM 597 – Amendments to LB 340
 - f) LB 400 – Change Fiscal Year Provisions for Calculation of Community College Base Revenue Need
 - g) LB 655 – Require Community College Compliance with Association Membership Provisions
- 5) Nebraska Educational Telecommunications Commission – Mr. Miller
- 6) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) First Quarter Board of Directors Meeting
 - 1) February 23, 2009
 - 2) Southeast Community College
- 7) Association of Community College Trustees – Dr. Perkins

K. Board Member Comments

L. President's Comments

M. Upcoming Meetings

1) Nebraska Community College Association Board of Directors

- a) Regular Meetings
 - 1) Second Quarter Meeting
 - A) May 4, 2009
 - B) Southeast Community College
 - 2) Third Quarter Meeting
 - A) August 10, 2009
 - B) Mid-Plains Community College - McCook
 - 3) Annual Meeting
 - A) November 3 and 4, 2009
 - B) Embassy Suites, Lincoln
 - C) Host: Southeast Community College

2) Association of Community College Trustees

- a) 2009 Leadership Congress
 - 1) October 7 - 10, 2009
 - 2) San Francisco, CA

3) Nebraska Coordinating Commission for Postsecondary Education

- a) Regular Meeting
 - 1) August 20, 2009, 8:30 a.m.
 - 2) The Plex, Harms Advanced Technology Center
 - 3) Scottsbluff, Nebraska

N. Next Regular Meeting: Wednesday, April 15, 2009, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

O. Adjournment

CITY PLANNING COMMISSION REPORTS

- 1) Consider the following application(s) pending before the City of Sidney Planning Commission:
 - a) The application of Sidney Public Schools/John Hakonson for Rezoning Request for Lot 1 and Lot 2, St. Patrick's Church Subdivision, more commonly known as 2350 and 2351 Osage Street, from R-s (Single Family Residential) to C-3 (Heavy Commercial) Zone.

March 18, 2009

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, March 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, March 14, 2009, with the following members present: Jacqueline M. Cervantes-Guzman, Merlyn L. Gramberg, L. Paul Leseberg, Dennis W. Miller, Jr., Jack L. Nelson, Jecca R. Ostrander, M. Thomas Perkins, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: Timothy H. Daniels, Darrell E. Roberts. Student Representatives present: Karri Garcia, Alliance Campus. Faculty representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, David E. Groshans, Daniel P. Kinney, Garry R. Alkire, Paul G. Jacobsen, Royce J. Ammon, Judith L. Amoo, Marilyn Dodge, Susan Dickinson, Mary Barkeloo, Carla Stein, Paulette Yarnall. 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, Kevin Mooney, Scottsbluff.

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 Mr. Daniels notified the Secretary that he would be unable to attend the meeting today because of Personal Business. She reported further Mr. Roberts notified the Secretary that he would be unable to attend the meeting today because of Personal Business.

CONSENT CALENDAR
Review Contents

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

CONSENT CALENDAR
Review Contents
Cont

- 1) Agenda – March 18, 2009
- 2) Excuse Absent Board Members – Daniels, Roberts
- 3) Minutes
 - a) Regular Meeting, February 18, 2009
- 4) Claims
 - a) WCCA Unrestricted Fund - \$1,825,938.14
 - b) WCCA Restricted Fund - \$5,481.34
 - c) WCCA Agency Fund - \$17,976.87
 - d) WCCA Loan Fund - \$-0-
 - e) WCCA Plant Fund - \$49,493.20
 - f) WCCA Auxiliary Fund - \$109,240.44
- 5) City Planning Commission Reports – Attachment A
- 6) Reports and Proposals
 - a) From the Students – Attachment B
 - b) From the Faculty – Attachment C
 - 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

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

There were no items on the Personnel Consent Calendar.

REPORTS AND RECOM-
MENDATIONS FROM
BUDGET AND FINANCE
COMMITTEE
Auditing Services

Mr. Nelson reported the Budget and Finance Committee met earlier today to consider a proposal for professional services for auditing of College accounts. He asked Mr. Knapper to present the proposal.

Mr. Knapper reported the audit of College records is performed for the Board by an outside professional firm. He reported the College just ended a three-year contract with Contryman Associates for professional auditing services.

REPORTS AND RECOM-
MENDATIONS FROM
BUDGET AND FINANCE
COMMITTEE
Auditing Services
Cont

Mr. Knapper reported that Contryman Associates has submitted a proposal for professional services for the performance of the audit for the next three years. He commented that it is not necessary to seek bids for professional services.

Mr. Knapper reported the proposed fee to provide audit services is as follows: 1) June 30, 2009 – Facilities Tax Return \$750; College Audit - \$11,000; FTE - \$4,500; Single Audit - \$14,600; Foundation Audit - \$2,800; Foundation Tax Return - \$495; Other Consultations - \$90 to \$150 per hour; Additional major programs – Negotiated Fee based on program. 2) June 30, 2010 – Facilities Tax Return \$750; College Audit - \$11,500; FTE - \$4,600; Single Audit - \$14,800; Foundation Audit - \$2,900; Foundation Tax Return - \$495; Other Consultations - \$90 to \$150 per hour; Additional major programs – Negotiated Fee based on program. 3) June 30, 2011 – Facilities Tax Return - \$775; College Audit - \$12,000; FTE - \$4,700; Single Audit - \$15,000; Foundation Audit - \$3,000; Foundation Tax Return - \$515; Other Consultations - \$90 to \$150 per hour; Additional major programs – Negotiated Fee based on program. Mr. Knapper reported the College Foundation is responsible for payment of the audit of its records and tax return.

Mr. Knapper reported the administration has recommended to the Budget and Finance Committee that the Board retain this firm, and accept the proposal for another three-year contract as submitted.

Dr. Perkins commented that the Sarbanes-Oxley Act recommends that auditors be rotated either by rotating firm or the "lead" auditor within the firm. Dr. Perkins remarked that he had no concern with Contryman Associates or with retaining the firm for an additional three-year contract so long as the College was in compliance with the requirements of the Sarbanes-Oxley Act. Mr. Knapper indicated that he would check the requirements of the Act.

Mr. Nelson reported the Budget and Finance Committee is recommending the Board retain Contryman Associates and accept the proposal for an additional three-year contract as presented.

Mr. Nelson moved the Board accept the recommendation of the Budget and Finance Committee to retain the firm of Contryman Associates for an additional three-year contract, and approve the proposal for professional auditing

REPORTS AND RECOM-
MENDATIONS FROM
BUDGET AND FINANCE
COMMITTEE
Auditing Services
Cont

services for Fiscal Years ending June 30, 2009, 2010, and 2011 as presented. Seconded by Mr. Stickney. The vote was, Yes: Gramberg, Leseberg, Miller, Nelson, Ostrander, Perkins, Stickney, Cervantes-Guzman, Wisniewski. No: None. Absent: Daniels, Roberts. Motion carried.

WESTERN NEBRASKA
COMMUNITY COLLEGE
AREA BOARD OF
GOVERNORS

Ms. Wisniewski reported that with personnel changes it is necessary for the Board to update the individuals who are authorized to enter for the College's safe deposit boxes.

Authorized Signatures for
WCCA Safe Deposit
Boxes
Platte Valley Bank

Ms. Wisniewski suggested the following individuals be authorized to enter the Safe Deposit Box at Platte Valley Bank: Eileen E. Ely, William D. Knapper, Coral E. Richards, and Susan L. Verbeck.

Mr. Nelson moved the Board authorize the following individuals to enter the Safe Deposit Box at Platte Valley Bank: Eileen E. Ely, William D. Knapper, Coral E. Richards, and Susan L. Verbeck. Seconded by Ms. Ostrander. The vote was, Yes: Leseberg, Miller, Nelson, Ostrander, Perkins, Stickney, Cervantes-Guzman, Gramberg, Wisniewski. No: None. Absent: Daniels, Roberts. Motion carried.

First State Bank

Ms. Wisniewski suggested that Eileen E. Ely, William D. Knapper and Coral E. Richards should be authorized to enter the Safe Deposit Box at First State Bank. She further suggested entrance into the box require two signatures.

Mr. Miller moved the Board authorize the following individuals to enter the Safe Deposit Box at First State Bank: Eileen E. Ely, William D. Knapper, and Coral E. Richards. He further moved that entrance into the Safe Deposit Box require two signatures. Seconded by Mr. Leseberg. The vote was, Yes: Miller, Nelson, Ostrander, Perkins, Stickney, Cervantes-Guzman, Gramberg, Leseberg, Wisniewski. No: None. Absent: Daniels, Roberts. Motion carried.

MONITORING REPORTS
Developmental
Education Update

Mr. Alkire reported that since the early 1990's Developmental level education courses have been offered at the College. There was a subdivision of courses into more specialized offerings following student need. He reported that until last year (2008), the developmental education courses were within the discipline-aligned divisional structure. In 2008 a separate division known as the Division of Academic Enrichment was formed. Ms. Susan Dickinson is the Division Chair. Mr. Alkire reported there were 1,161 students enrolled in 87 sections of developmental-level courses which

MONITORING REPORTS
Developmental
Education Update
Cont

include self-paced Independent Learning and Assessment Center courses. He reported in the fall of 2008, mandatory lab sections for each Basic Math class were created. This was done after attempting a pre-session math (JumpState Math) review during the summer which did not attract students. The lab section curriculum consists of a one-hour per week group session with the course instructor. One half of the time the instructor presents study skills for math and the other half the instructor engages in one-on-one tutoring. Mr. Alkire reported that the math common final exam taken at the end of the fall 2008 term reflects a 91 percent pass rate of test takers. Additionally, an overall progression rate (based upon a Pass score on the test) that is the highest one achieved by students (83.8 percent) in ten consecutive regular semesters.

Mr. Alkire reported that reading and writing achievement levels have also increased. He reported that students who are enrolled in developmental English are required to attend a weekly one hour lab in the Writing Center for reinforcement of concepts or skills covered in class. He reported that Reading students have a separate Reading Lab which they access at their convenience to complete mandatory computer-enhanced exercises.

Mr. Alkire reported there are additional costs associated with delivering high-quality developmental education amounting to approximately \$130 per student above the standard student expense per Full-Time Equivalent enrollment. Mr. Alkire commented the costs for developmental education are difficult to calculate since the total expenditures for the entire institution are found in overall operational categories within the budget. Further complicating cost calculations is the fact that there is not a specific budget assigned to developmental education as it did not exist as a separate budget category previously. Mr. Alkire commented that a specific budget will be developed for the 2009 – 2010 fiscal year that will be tied to Full-Time Equivalent enrollment and associated expenses for that area.

Mr. Alkire reported College representatives are sent to the National Association of Developmental Education conference at least every other year. He remarked the College will seek certification through that organization as a best practices institution after the Higher Learning Commission Self-Study and Site Visit are completed. Mr. Alkire reported that one class per semester has been targeted for systematic and focused analysis, based on the improvements

MONITORING REPORTS
Developmental
Education Update
Cont

seen from restructuring and data gathering in the classes so far. He commented it is the intent of the College to increase retention and student success in all courses. He commented further that the attrition rate is an area the College intends to investigate thoroughly and address.

Ms. Dickinson reported the Stanford Diagnostic Reading Test has been administered at the College for several years; this is the first year that scores have been aggregated across sections and scores totaled. She reported the 6.6 percent gain evidenced by students equates to roughly a 1.5 grade equivalency gain in reading skills. She commented that completion of the Test is a requirement for the course; however, it does not calculate into the student's grade. Vocabulary was a relative weakness across all sections.

Ms. Dickinson reported the implications for instruction are: 1) To increase the overall gain of students, the course's study skills component will be compacted so that more time can be devoted to the direct reading skills of active reading strategies, understanding paragraphs, recognizing patterns of development, making inferences and interpreting graphics. She reported the goal is to increase the rate of gain so that student's will gain two grade equivalencies in one semester of instruction. 2) To investigate methods to increase vocabulary scores, possibly by including literature into the course. 3) Instructors will record scores for inferential ready ability on the Test so that comparisons can be made. The sub test scores are available and should be recorded to assess the work students do as part of a laboratory component that provides practice in drawing accurate conclusions from written material.

Ms. Dickinson referred Board members to a sample of the assessment analysis performed for the fall semester which reflects a gain of 24 points of advancement on a standardized test for Basic Writing. She reported the Fall 2008 semester was the first semester that the eCompass test was used as both a pre-and post-measure in Basic Writing. She commented the pre- and post-testing represents one measure of student learning. Students in the Basic Writing class are evaluated primarily on the actual writing they produce.

A new on-line class in Developmental Writing will be offered during the Summer Semester 2009. Ms. Dickinson will be the instructor.

