

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

April 15, 2009

A. Call to Order, Ms. Wisniewski

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

B. Roll Call

C. Introduction of Visitors

1) Community Comments

1:00 P.M. – REGULAR MEETING

Boardroom

Western Nebraska Community College

Scottsbluff Campus

1601 East 27th Street

Scottsbluff, Nebraska

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, March 18, 2009

(Pages 1 – 1q)

d) Claims (Enclosure)

1) WCCA Unrestricted Fund - \$1,647,507.28

(Pages 1 – 16)

2) WCCA Restricted Fund - \$22,479.72

(Pages 16 – 17)

3) WCCA Federal Fund - \$3,707.41

(Pages 17 – 18)

4) WCCA Agency Fund - \$36,578.00

(Pages 18 – 19)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$2,991.99

(Page 19)

7) WCCA Auxiliary Fund - \$93,671.97

(Pages 19 – 23)

e) City Planning Commission Reports

f) Acknowledge Receipt of Letter from NWCEA

(Page 2)

g) Reports and Proposals

1) From the Students

(Page 3)

2) From the Faculty

(Page 4)

3) From the Administration

4) From the Board

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-14 – Custodial Cleaning Service Contract, Scottsbluff Campus (Pages 5 – 5i)
- 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

- 1) Authorize Administration to Accept Best Bid – Re: ADA Accessibility
 - a) Building Modification
 - b) Vertical Lift with Installation

I. Monitoring Reports

- 1) Proposed 2009 – 2010 WNCC Student Charges – Mr. Knapper (Pages 6 – 6a)
 - a) Tuition
 - b) Fees
 - c) Room and Board

I. Monitoring Reports – Cont

- 2) Nebraska Coordinating Commission for Postsecondary Education – Dr. Gramberg, Ms. Barkeloo (Pages 7 – 7c)
 - a) Program Review
 - 1) Welding Technology Program
- 3) 2009 Legislation – Dr. Ely
 - 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 340 – Require the Coordinating Commission for Postsecondary Education to Evaluate Community College System
- 4) Nebraska Educational Telecommunications Commission – Mr. Miller
- 5) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
- 6) Association of Community College Trustees – Dr. Perkins

J. Western Nebraska Community College Facilities

- 1) Volunteer Field (Softball Field)
 - a) Authorize Chair to Sign Contract with City of Scottsbluff – Mr. Douglas (Pages 8 – 8d)

K. Executive Session

- 1) 2009 – 2010 Collective Bargaining

L. 2009 – 2010 Collective Bargaining

- 1) Appoint WCCA Board Negotiator
- 2) Appoint Board Member Observers

M. Board Member Comments

N. President's Comments

O. Upcoming Meetings

1) Western Nebraska Community College

- a) 2009 Awards Ceremonies
 - 1) Alliance Campus
 - A) Monday, April 20, 2009
 - B) 3:00 p.m.
 - 2) Scottsbluff Campus
 - A) Thursday, April 30, 2009
 - B) 4:30 p.m.
 - 3) Sidney Campus
 - A) Wednesday, May 6, 2009
 - B) 2:00 p.m.
- b) Graduation Exercises
 - 1) Cougar Palace
 - A) Saturday, May 16, 2009
 - B) 4:00 p.m.

2) 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

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, 8:30 a.m.
 - 2) The Plex, Harms Advanced Technology Center
 - 3) Scottsbluff, Nebraska

WCCA Board of Governors
Page 5
Agenda – April 15, 2009

P. Next Regular Meeting: Wednesday, May 20, 2009, 1:00 p.m., Boardroom, Western
Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff,
Nebraska.

Q. 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 1:05 p.m., on Wednesday, April 15, 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, April 11, 2009, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Dennis W. Miller, Jr., Jack L. Nelson, Jecca R. Ostrander, M. Thomas Perkins, Darrell E. Roberts, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: None. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, Garry R. Alkire, David E. Groshans, Daniel P. Kinney, Kathryn J. Shirley, Paul G. Jacobsen, Melinda L. Burbach, Royce J. Ammon, Mary Barkeloo, Joan Green, Marilyn Dodge, 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: Richard Robles, Maria Robles, Mitchell; Bob Jones, North Platte; Rick Myers, Kevin Mooney, Scottsbluff.

COMMUNITY COMMENTS

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

BOARD CHAIRPERSON
COMMENTS

Ms. Wisniewski referred Board members to the handout materials which include a video "Not Forgotten – a Historical Perspective" which commemorates the history of the Student Action Committees from 1965 and 1966. The video also portrays the completion and dedication ceremony of the bronze sculpture located in the front foyer.

Ms. Wisniewski again referred Board members to the response to Dr. Perkins' question regarding the whether the Sarbanes Oxley regulations apply to the College. They do not apply to the College or not-for-profits. This information is

BOARD MEMBER
COMMENTS
Cont

also included with handout material.

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.

On behalf of the Board of Governors, Ms. Wisniewski congratulated Ms. Cervantes-Guzman and her family on their new business venture, the purchase of a local restaurant in Mitchell. She also congratulated them for the news article that appeared in the newspaper.

CONSENT CALENDAR
Review Contents

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

- 1) Agenda, April 15, 2009
- 2) Excuse Absent Board Member(s) – None
- 3) Minutes
 - a) Regular Meeting, March 18, 2009
- 4) Claims
 - a) WCCA Unrestricted Fund - \$1,647,507.28
 - b) WCCA Restricted Fund - \$22,479.72
 - c) WCCA Federal Fund - \$3,707.41
 - d) WCCA Agency Fund - \$36,578.00
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant Fund - \$2,991.99
 - g) WCCA Auxiliary Fund - \$93,671.97
- 5) City Planning Commission Reports – None
- 6) Acknowledge Receipt of Letter from NWCEA – Attachment A
- 7) Reports and Recommendations
 - 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.

CONFLICT OF INTEREST

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

CONSENT CALENDAR
Approval

Mr. Miller moved the Consent Calendar be approved as presented. Seconded by Ms. Cervantes-Guzman. The vote was, Yes: Cervantes-Guzman, Gramberg, Leseberg, Miller,

CONSENT CALENDAR Approval Cont	Nelson, Ostrander, Perkins, Roberts, Stickney, Wisniewski. No: None. Abstain: Daniels. Absent: None. Motion carried.
CONSENT CALENDAR Consider Items Extracted	There were no items extracted from the Consent Calendar.
BID CONSENT CALENDAR Review Contents	Ms. Wisniewski reviewed the contents of the Bid Consent Calendar which include the following item(s): 1) #09-SE-14 – Custodial Cleaning Service Contract, Scottsbluff Campus Ms. Wisniewski inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have removed for separate consideration. Mr. Nelson requested Bid #09-SE-14 – Custodial Cleaning Service Contract, Scottsbluff Campus be extracted for separate consideration.
BID CONSENT CALENDAR Approval	All Items were extracted from the Bid Consent Calendar.
BID CONSENT CALENDAR Consider Items Extracted	Mr. Nelson reported he requested that Bid #09-SE-14 - Custodial Cleaning Service Contract, Scottsbluff Campus be extracted to allow the Board to accept the best bid for this service. Mr. Nelson reported the Budget and Finance Committee met earlier today to consider bids received on April 7, 2009, for Custodial Cleaning Service Contract for the Scottsbluff Campus. He reported bids were received from the following firms: Hartland Cleaning Services and Associates, Lincoln, NE 1) Annual Charge - June 1, 2009 – May 31, 2010 \$339,600.00. 2) Annual Charge – June 1, 2010 – May 31, 2011 \$339,600.00. 3) Annual Charge – June 1, 2011 – May 31, 2012 \$399,600.00. 4) Hourly Charge – WNCC Activities - \$13.25 5) Hourly Charge – Non-WNCC Activities - \$13.25 FBG Services Corporation, Lincoln, NE 1) Annual Charge - June 1, 2009 – May 31, 2010 \$359,928.00.

BID CONSENT CALENDAR
Consider Items Extracted
Cont

- 2) Annual Charge – June 1, 2010 – May 31, 2011
\$370,738.00.
- 3) Annual Charge – June 1, 2011 – May 31, 2012
\$381,850.00.
- 4) Hourly Charge – WNCC Activities - \$16.00
- 5) Hourly Charge – Non-WNCC Activities - \$18.00

Service Maxx Cleaning and Restoration, Alliance, NE

- 1) Annual Charge - June 1, 2009 – May 31, 2010
\$387,996.00.
- 2) Annual Charge – June 1, 2010 – May 31, 2011
\$399,636.00.
- 3) Annual Charge – June 1, 2011 – May 31, 2012
\$411,645.00.
- 4) Hourly Charge – WNCC Activities - \$16.55
- 5) Hourly Charge – Non-WNCC Activities - \$24.82

Mr. Knapper reported the that the duties outlined in the specifications for the Custodial Cleaning Service Contract include not only cleaning the buildings but setup for the many and various events held at the College, including Athletics. He commented that FBG Services has 17,000 employees, and the firm has contracts in 27 states. The firm also has a web-site that can be used for reporting services. Mr. Knapper reported the specifications also requested an inventory of the equipment that would be used to fulfill the requirements of the contract, as well as references the bidding firm has provided services to within the past two years.

Mr. Nelson reported the Budget and Finance Committee is recommending the Board accept the low bid meeting specifications submitted by FBG Services Corporation, Lincoln, NE. He reported the Budget and Finance Committee is further recommending the Board authorize Mr. Knapper to negotiate the terms of the contract including costs from the proposal.

Mr. Nelson moved the Board accept the recommendation of the Budget and Finance Committee to approve the low bid meeting specifications submitted by FBG Services Corporation of Lincoln, NE as follows: 1) Annual Charge - June 1, 2009 – May 31, 2010, \$359,928.00; 2) Annual Charge – June 1, 2010 – May 31, 2011. \$370,738.00; 3) Annual Charge – June 1, 2011 – May 31, 2012, \$381,850.00; 4) Hourly Charge – WNCC Activities - \$16.00; 5) Hourly Charge – Non-WNCC Activities - \$18.00. He further moved the Board authorize Mr. Knapper to negotiate the terms of the contract including costs from the proposal. Seconded by Mr. Roberts. The

BID CONSENT CALENDAR
Consider Items Extracted
Cont

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

In response to a question from the Board regarding whether it would be more cost effective if the College did not out-source custodial services, Mr. Knapper responded it is more cost effective to outsource the services in part due to benefit and workmen's compensation costs.

REPORTS AND RECOM-
MENDATIONS FROM
BUDGET AND FINANCE
COMMITTEE
Authorization for
Administration to Accept
Best Bid – Re:
Building Modification
Vertical Lift with
Installation

Mr. Nelson reported the Budget and Finance Committee also considered a request from the administration to expend contingency funds from the 2008 – 2009 American Disabilities Act Budget to replace the accessibility lift to provide safe accessibility from the theatre level to the classroom level of the main building. The Committee also considered authorizing the administration to seek and accept the best bid for building modification and vertical lift installation. Mr. Nelson asked Mr. Knapper to present the administration's request.

Mr. Knapper reported that when the Higher Learning Commission conducted the last accreditation visit ten years ago, one of the concerns in the report was how the College was addressing American Disabilities Act issues. Mr. Knapper reported that over the past ten years the College has made progress to improve accessibility; however, there are still some issues that need attention. One of the most urgent issues is accessibility from the theatre level to the classroom level. He reported the lift which was installed some time back has been removed as it was non-operational, and was a safety issue as well. Mr. Knapper reported that he is proposing to install an enclosed vertical lift. He reported the installation would necessitate cutting into and removing a portion of the stairs. Mr. Knapper reported the estimated cost for the building modification (removal of the stairs) is less than \$10,000, and the vertical lift with installation is estimated to be \$16,000 to \$17,000. Mr. Knapper reported he is requesting authorization to accept the best bids for this project to allow the work to be started immediately following the end of the Spring Semester, and also to minimize inconvenience to Theatre West productions.

In response to questions from the Board, Mr. Knapper reported the vertical lift has many safety features that address child safety, and also claustrophobic reactions. He

REPORTS AND RECOMMENDATIONS FROM BUDGET AND FINANCE COMMITTEE

Authorization for Administration to Accept Best Bid – Re: Building Modification Vertical Lift with Installation Cont

reported an incline ramp would be more costly and less safe.

A Board member commented that a local church recently installed a vertical lift which has resulted in greater participation in activities in the fellowship area. Board members remarked this project is a good response to safety issues as well as to provide better access to the women's restroom facilities. They commented a topic of discussion for several years has been the need for a women's restroom on the Theatre level.

Mr. Nelson reported the Budget and Finance Committee is recommending the Board approve the expenditure of Contingency Funds from the American Disabilities Act Budget. He further reported the Committee is recommending the Board authorize the administration to accept the best bid for building modification, and the best bid for the purchase and installation of a vertical lift.

Mr. Nelson moved the Board accept the recommendation of the Budget and Finance Committee to approve the expenditure of Contingency Funds from the American Disabilities Act Budget for building modification and for the purchase/installation of a vertical lift. He further moved the Board authorize the administration to accept the best bid for building modification, and the best bid for the purchase and installation of a vertical lift. He moved further that the bids and the bid award be brought to the Board for ratification. Seconded by Dr. Perkins. The vote was, Yes: Gramberg, Leseberg, Miller, Nelson, Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Wisniewski. No: None. Absent: None. Motion carried.

MONITORING REPORTS Proposed 2009 – 2010 WNCC Student Charges Tuition

Mr. Knapper reported that last month the administration presented the proposed 2009 – 2010 Student Charges for Board member review and consideration.

Mr. Knapper reported the administration proposed a three percent increase in tuition rates (\$2.00 per credit hour) for both resident and non-resident students. The proposed resident tuition rate is \$68.00 per credit hour, and the proposed non-resident rate is \$81.00 per credit hour. The proposed High School Partnership rate is \$34.00 per credit hour, a \$1.00 per credit hour increase.

Mr. Knapper reported this month the administration presented a proposal to the Budget and Finance Committee

