

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

- A. Call to Order, Dr. Gramberg
- B. Roll Call
- C. Introduction of Visitors
 - 1) Community Comments
- D. Board Chairperson Comments
 - 1) Copy of Nebraska Open meetings Act 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 20, 2011
 - d) Claims
 - 1) WCCA Unrestricted Fund - \$2,456,640.09
 - 2) WCCA Restricted Fund - \$30,094.32
 - 3) WCCA Federal Fund - \$4,723.97
 - 4) WCCA Agency Fund - \$ 10,672.38
 - 5) WCCA Loan Fund - \$ -0-
 - 6) WCCA Plant Fund - \$79,387.78
 - 7) WCCA Auxiliary Fund - \$189,221.84
 - e) City Planning Commission Reports
 - f) Authorization for Board Member Travel
 - 1) ACCT 2011 Leadership Annual Leadership Congress
 - a) Perkins
 - g) Reports and Proposals
 - 1) From the Students
 - 2) From the Faculty
 - 3) From the Administration
 - 4) From the Board

REGULAR MEETING

August 17, 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

(Pages 1 - 1p)

(Pages 1 - 12)

(Pages 12 - 14)

(Pages 14 - 15)

(Page 15)

(Page 15)

(Pages 15 -19)

E. Consent Calendar - Cont

- 2) Approval of Consent Calendar
- 3) Consideration of Items Extracted from Consent Calendar

F. Reports/Recommendations from Budget and Finance Committee – Mr. Daniels

- a) Athletic Broadcasting Contracts (Handouts)
- b) #12-EQ-01 – Copier Service (Page 2)

G. Bid Consent Calendar

- 1) Review Contents of Bid Consent Calendar
 - a) #12-EQ-02 – Copier Service (Pages 3 – 3m)
- 2) Approval of Bid Consent Calendar
- 3) Consideration of Items Extracted From Bid Consent Calendar

H. Personnel Consent Calendar

- 1) Review Contents of Personnel Consent Calendar
 - a) Resignation(s): - None
 - b) Appointment(s):
 - 1) Mr. William J. Hanson, Science Instructor (Pages 4 – 4c)
 - 2) Dr. Tracy L. O’Neal, Temporary Science Instructor (Pages 4d – 4f)
 - 3) Ms. Melissa J. Schaub, Nursing Instructor (Pages 4g – 4k)
 - 4) Ms. Gretchen K. Foster, Admissions Director (Handout)
 - 5) Ms. Anna Tenille Stoeger, Admissions Counselor (Handout)
- 2) Approval of Personnel Consent Calendar
- 3) Consideration of Items Extracted from Personnel Consent Calendar

I. Report/Recommendations from ad hoc Committee to Plan Presidential Inauguration – Dr. Gramberg

- a) Presidential Inauguration, October 15, 2011

- I. Resolution – Re: North Platte Natural Resources District Hazard Mitigation Plan – Mr. Knapper (Pages 5 – 5a)

J. Monitoring Reports

- 1) Enrollment Report – Mr. Hovey
 - a) Final 2010 – 2011 (Handout)
 - b) Preliminary, Fall Semester 2011 (Handout)
- 2) Retention Task Force Update – Mr. Gaalswyk, Ms. Stein, Ms. Hallie Feil (Pages 6 – 6a)
- 3) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) Approval of Dues
 - 1) Second Half of 2011 Dues (Pages 7 – 7a)
 - 2) Western Share of Second Half of Metro 2011 Dues (Pages 7b – 7c)
 - b) Third Quarter Meeting
 - 1) August 8, 2011
 - 2) Central Community College – Hastings Campus
- 4) Association of Community College Trustees – Dr. Perkins

K. Executive Session

- 1) Possible Litigation – Re: Office of Civil Rights Complaint

L. Board Member Comments

M. President's Comments

N. Upcoming Meetings

- 1) Western Community College Area Board of Governors
 - a) Informal Meetings
 - 1) Budget Work Sessions
 - A) September 14, 2011, 10:30 a.m. – Final Review of All Budgets
 - b) Public Hearings on Proposed 2011 – 2012 WCCA Budgets
 - 1) September 14, 2011, 1:00 p.m.

N. Upcoming Meetings - Cont

1) Western Community College Area Board of Governors - Cont

c) Regular September 2011 Board Meeting

- 1) September 14, 2011, immediately following the Public Hearings on the Proposed 2011 - 2012 WCCA Budgets

2) Association of Community College Trustees

a) 2011 Annual Leadership Congress

- 1) October 12 - 15, 2011
- 2) Dallas, Texas

3) Nebraska Community College Association

a) Regular Meetings

- 1) Annual Meeting/Legislative Seminar
 - A) November 1 & 2, 2011
 - B) Central Community College - Grand Island Campus

b) Special Meetings

- 1) September 19, 2011
- 2) Lincoln, NE

O. Next Regular Meeting: Wednesday, September 14, 2011, immediately following the Public Hearings on the Proposed 2011 - 2012 WCCA Budgets, Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

P 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, August 17, 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, August 13, 2011, with the following members present: Timothy H. Daniels, F. Lynne Klemke, L. Paul Leseberg, Jack L. Nelson, M. Thomas Perkins, Richard G. Stickney, Julienne K. Walworth, Merlyn L. Gramberg, Chairperson. Absent: Alexander D. Pavlista, Jane N. Wisniewski. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Todd R. Holcomb, William D. Knapper. Coral E. Richards, David E. Groshans, Paul G. Jacobsen, Dayle L. Wallien, Susan K. Yowell, Garry R. Alkire, Judith L. Amoo, Carla M. Stein, Erin E. Stinner Jason L. Stratman, Roger L. Hovey. 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

Dr. Gramberg declared a quorum was present for the transaction of business.

VISITORS

Visitors were: Maunette J. Loeks, Scottsbluff

COMMUNITY COMMENTS

Dr. Gramberg asked for comments from the community. There were none.

BOARD CHAIRPERSON
COMMENTS

Dr. Gramberg 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.

Dr. Gramberg acknowledged receipt of thank you notes from students who have been awarded Board scholarships. The notes are located on the table at the back of the room for Board members to review.

Dr. Gramberg commented he is pleased a priority of the College continues to be student success. He remarked as the College begins a new academic year it is good to have the faculty and staff positions filled.

BOARD CHAIRPERSON
COMMENTS
Cont

Dr. Gramberg reported Dr. Pavlista notified the Secretary he would be unable to attend the meeting because of Personal business. Dr. Gramberg reported further Ms. Wisniewski notified the Secretary she would be unable to attend the meeting because of Personal Business.

CONSENT CALENDAR
Review Contents

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

- 1) Agenda, August 17, 2011
- 2) Excuse Absent board Member(s) – Pavlista, Wisniewski
- 3) Minutes
 - a) Regular Meeting, July 20, 2011
- 4) Claims
 - a) WCCA Unrestricted Fund - \$2,456,640.09
 - b) WCCA Restricted Fund - \$30,094.32
 - c) WCCA Federal Fund - \$4,723.97
 - d) WCCA Agency Fund - \$10,672.38
 - e) WCCA Loan Fund - \$-0-
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 - g) WCCA Auxiliary Fund - \$189,221.84
- 5) City Planning Commission Reports
- 6) Authorization for Board Member Travel
 - a) ACCT 2011 Leadership Annual Leadership Congress - Dr. Perkins
- 7) Reports and Proposals
 - a) From the Students
 - b) From the Faculty
 - 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 presented. Seconded by Ms. Walworth. The vote was, Yes: Daniels, Klemke, Leseberg, Nelson, Ostrander, Perkins, Stickney, Walworth, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried.

CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Consent Calendar.

REPORTS/RECOM-
MENDATIONS FROM
BUDGET AND
FINANCE COMMITTEE
Athletic Broadcasting
Contracts

Mr. Daniels reported the Budget and Finance Committee met earlier today to consider contracts to provide the broadcasting of College athletic events. Last month the Committee reviewed two proposals for Athletic Broadcasting. Proposals were received from Bid Time Small Town Media, LLC and KAAQ/Double Q Country. Since neither proposal fully met the requirements of the Request for Proposal, College administration conferred with both of vendors about the possibility of them working together to provide broader coverage. The vendors were willing to work cooperatively. The Board authorized Mr. Douglas to prepare cooperative broadcast agreements.

Mr. Daniels referred Board members to the handout materials which contain a copy of the Broadcast Agreements prepared by Mr. Douglas and signed by the vendors. Mr. Daniels reported the Budget and Finance is recommending the Athletic Broadcast Agreements be approved as submitted.

Broadcast Agreement
With Big Time Small Town
Media, LLC

Mr. Daniels moved the Board approve the contract between Western Community College Area and Big Time Small Town Media, LLC, which will provide both audio and video coverage of College athletic games through Internet connection. Seconded by Mr. Nelson. The vote was, Yes: Klemke, Leseberg, Nelson, Ostrander, Perkins, Stickney, Walworth, Daniels, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried. (A copy of the contract is attached in the official minute book.)

Broadcast Agreement
With KAAQ/Double Q
Country

Mr. Daniels moved the Board approve the contract between Western Community College Area and KAAQ/Double Q Country to provide radio broadcasting of all College competitive athletic games. Seconded by Ms. Klemke. The vote was, Yes: Leseberg, Nelson, Ostrander, Perkins, Stickney, Walworth, Daniels, Klemke, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried. (A copy of the contract is attached in the official minute book.)

Bid#12-EQ-01
Copier Service

Mr. Daniels reports Bid #12-EQ-01, Copier Service, was tabled last month to allow for further review of the proposals submitted.

Mr. Daniels moved Bid #12-EQ-01, Copier Service, be removed from the table. Seconded by Dr. Perkins. The vote was, Yes: Nelson, Ostrander, Perkins, Stickney, Walworth, Daniels, Klemke, Leseberg, Gramberg. No: None. Absent:

REPORTS/RECOM-
MENDATIONS FROM
BUDGET AND
FINANCE COMMITTEE
Bid#12-EQ-01
Copier Service
Cont

Pavlista, Wisniewski. Motion carried.

Mr. Daniels reported after further review of proposals received for Bid #12-EQ-01, copier service, received on July 20, 2011, the Budget and Finance Committee is recommending those proposals be rejected. Proposals were received from: Capital Business Systems, Cheyenne, WY; Xerox Corporation, Rochester, NY; IKON, Cheyenne, WY; Broadway Office Supply, Scottsbluff, NE; Western Plains Business Solutions, Scottsbluff, NE.

Mr. Daniels moved the Board reject all proposals received on July 20, 2011, for Bid #12-EQ-01, Copier Service, be rejected. Seconded by Mr. Stickney. The vote was, Yes: Ostrander, Perkins, Stickney, Walworth, Daniels, Klemke, Leseberg, Nelson, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried.

BID CONSENT CALENDAR
Review Contents

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

1) #12-EQ-02, Copier Service

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.

Mr. Daniels request Bid #12-EQ-02, Copier Service 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. Daniels reported he requested Bid #12-EQ-02, Copier Service, be extracted to allow the Board to accept the low bid meeting specifications. Mr. Daniels reported the Budget and Finance Committee considered bids received on August 9, 2011, for Copier Service from the following firms:

IKON Office Solutions, Cheyenne, WY

Option 1 - \$3,805.95

Option 2 - \$3,002.59

Option 3 - \$3,926.71

Option 4 - \$3,123.35

Broadway Office Supply, Scottsbluff, NE

Option 1 - \$4,799.77

BID CONSENT CALENDAR
Consider Items Extracted
Cont

XESI Xerox, Cheyenne, WY
Option 1 - \$5,086.90
Copier Connection, Ins. Scottsbluff, NE
Option 1 - \$5,358.77
Option 2 - \$5,212.54
Capital Business Systems, Cheyenne, WY
Option 1 - \$5,478.72
Western Plains Inc., Scottsbluff, NE
Option 1 - \$5,869.68

Mr. Daniels reported the bid listing indicates the monthly cost to provide copying equipment on a cost-per-copy plan, ongoing maintenance and materials and supplies to support the copying equipment. Supplies do not include paper and staples.

Mr. Daniels reported the Budget and Finance Committee is recommending the Board accept Option 3 submitted by IKON Office Solutions, Cheyenne, WY, in the amount of \$3,926.71 which is the low bid meeting specifications.

Mr. Daniels moved the Board accept the recommendation of the Budget and Finance Committee to accept the low bid meeting specifications submitted by IKON Office Solutions, Cheyenne, WY, in the amount of \$3,926.71. Seconded by Mr. Nelson. The vote was, Yes: Perkins, Stickney, Walworth, Daniels, Klemke, Leseberg, Nelson, Ostrander, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried.

PERSONNEL CONSENT
CALENDAR
Review Contents

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

- 1) Registration(s): None
- 2) Appointment(s):
 - a) Mr. William J. Hanson, Science Instructor, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
 - b) Dr. Tracy L. O'Neal, Temporary Science Instructor, effective August 15, 2011, through December 20, 2011, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
 - c) Ms. Melissa J. Schaub, Nursing Instructors, effective August 15, 2011, through May 16, 2012, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.

PERSONNEL CONSENT
CALENDAR
Review Contents
Cont

- d) Ms. Gretchen K. Foster, Admissions Director, effective September 19, 2011, through June 30, 2012, salary to be prorated from an annual salary of \$42,936.00.
- e) Ms. Anna Tenille Stoeger, Admissions Counselor, effective August 29, 2011 through June 30, 2012, salary to be prorated from an annual salary of \$26,906.00.

Dr. Gramberg 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. Stickney moved the Personnel Consent Calendar be approved as presented. Seconded by Mr. Nelson. The vote was, Yes: Perkins, Stickney, Walworth, Daniels, Klemke, Leseberg, Nelson, Ostrander, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried

PERSONNEL CONSENT
CALENDAR
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

REPORTS/ RECOM-
MENDATIONS FROM
ad hoc Committee to
Plan Presidential
Inauguration

Dr. Gramberg reported the ad hoc Committee to Plan a Presidential Inauguration met earlier today. He reported several sub-committees have been put together to facilitate the planning for both the Inauguration and the Alumni Events. The committees are: Campus Tour/Demonstrations; Luncheon and Reception; Installation Ceremony; Volleyball Games Intermission Ceremony; Volunteer Coordination; Publicity; Alumni Events; and Facilities. Dr. Gramberg reported a chairperson(s) has been named for each sub-committee as well as suggested volunteers.

Dr. Gramberg asked for discussion about the events being planned for October 15, 2011. The day will begin with the Foundation's Fall Frolic and conclude with the Presidential Inauguration Ceremony and Reception.

Dr. Holcomb remarked that plans are progressing well for a day filled with lots of activities.

RESOLUTION – Re: North
Platte Natural Resources
District Hazard Mitigation
Plan

Mr. Knapper reported the College has participated in the development of a multi-jurisdictional hazard mitigation plan. The development was led by the North Platte Natural Resources District and any local government body with the District's boundaries was eligible to participate. Mr. Knapper reported the Alliance Campus and Sidney Campus were able to be included within the plan because the

RESOLUTION – Re: North
Platte Natural Resources
District Hazard Mitigation
Plan
Cont

Corporate headquarters are located within the District boundaries. Mr. Knapper reported he represented the College during the planning process which was facilitated by JEO Consulting Group, a Nebraska consulting engineering firm. The planning began in January 2009 and resulted in a 444 page document. Mr. Knapper reported the consulting firm's fees were covered by the North Platte Natural Resources District.

Mr. Knapper reported hazard mitigation refers to any sustained effort to minimize long-term risk to life and property from a hazard event associated with natural disasters. The purpose of the plan is to identify hazards, assess vulnerability and develop sound mitigation options to reduce the vulnerabilities. He reported further that under the Federal 2000 Disaster Mitigation Act, local governments are required to have a plan in place in order to receive disaster mitigation funds. The plan must describe the process of identifying hazards, risks and vulnerabilities.

Mr. Knapper described mitigation projects that could provide life and property protection for the College including: a safe room; backup electrical generator; lightning static detectors; stabilize/secure fuel tanks and at-risk development; reverse 911 systems; and alert/alarm systems. He reported participation in the plan gives the governmental agency the right to apply for grants, or aid from the Federal Emergency Management Agency and the Nebraska Emergency Management Agency; but, it does not obligate the College to a specific project.

Mr. Knapper referred Board members to the mailed packet which includes a proposed resolution for adoption by the Board of Governors. He commented the regulations require documentation that the plan has been formally adopted by each participating governmental body. He commented there are thirty-six participating agencies.

In response to a question from the Board, Mr. Knapper reported participation in the plan does not obligate the College for any specific project.

Dr. Perkins moved the Board adopt the following resolution:

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed into law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard

RESOLUTION – Re: North
Platte Natural Resources
District Hazard Mitigation
Plan
Cont

mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-jurisdictional Hazard Mitigation Plan was prepared by North Platte Natural Resources District with assistance from JEO Consulting Group, Inc., of Lincoln, NE, which includes Western Nebraska Community College.

WHEREAS, the purpose of the mitigation plan was to lessen the affects of disasters by increasing the disaster resistance of the District and participating jurisdictions located within the planning boundary by identifying the hazards that affect the District and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

WHEREAS,FEMA regulations require documentation that the plan has been formally adopted by the governing body of Western Nebraska Community College in the form of resolution and further requesting approval of the plan at the Federal Level: and

NOW, THEREFORE, the governing body of Western Nebraska Community College does herewith adopt the North Platte Natural Resources District Multi-jurisdictional Hazard Mitigation Plan in its entirety and request approval of the plan at the Federal Level.

Seconded by Mr. Leseberg. The vote was, Yes: Stickney, Walworth, Daniels, Klemke, Leseberg, Nelson, Ostrander, Perkins, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried.

MONITORING REPORTS
Enrollment
Final 2010 – 2011

Mr. Hovey referred Board members to the handout material which includes the Final 2010 - 2011 Enrollment Report and the Preliminary Fall 2011 Enrollment Report.

Mr. Hovey reported the total Full-Time Equivalent enrollment for the year is 2,071.88 which is a 1.1 percent increase over the previous year and an all time record high enrollment for the institution.

Mr. Hovey reviewed the end-of semester headcount enrollment for the institution and by site with comparative data for the two preceding years. The 2010 – 2011 institutional totals are: Fall 2010 – 5,224; Spring 2011 – 4,534; and Summer 2011 – 1,208. He commented on-line enrollment is continuing to increase each semester.

Preliminary,
Fall Semester 2011

Mr. Hovey reported the Fall 2011 semester classes began today, August 17, 2011. Preliminary institutional total enrollment for the semester is 1,929. This is slightly lower

MONITORING REPORTS
Enrollment
Preliminary,
Fall Semester 2011
Cont

than the enrollment for the same date last year. Total enrollment for the previous year was 2,040 students. The lower headcount enrollment also reflects in a slight decrease in the Full-time Equivalent enrollment as well.

Mr. Hovey reported the part-time enrollment on the Scottsbluff Campus is lower; however, the full-time enrollment is slightly higher. The Alliance Campus is slightly lower overall than the previous year. Mr. Hovey reported the Sidney Campus enrollment is significantly lower. The lower enrollments in the Aviation and Cosmetology programs contribute to the overall decrease in enrollment at that location. Enrollment in both of those programs tend to be cyclical. Online enrollment for full-time students increased while part time online enrollment declined. Business and Community Education enrollment has increased slightly.

Mr. Hovey reported he will present the Ten Day Enrollment Report at the September Board of Governors meeting.

In response to a question from the Board, Ms. Stein reported as of today the residence halls are at 104 percent capacity

MONITORING REPORTS
Retention Task Force
Update

Mr. Gaalswyk and Ms. Stein referred Board members to the mailed packet and an Update on the Retention Task Force and steps that have been taken to improve student retention. They reported Ms. Hallie Feil, Retention Coordinator, is teaching a class at this time. She and the Volunteer Retention Liaisons devoted many hours during the evenings and weekends to contact students.

Mr. Gaalswyk reported a Retention Task Force Committee was formed during the Spring Semester 2010 to examine the College retention rates and to make recommendations to the President and the President's Cabinet for improvement of student retention. The process included four steps: Secure, review, and analyze College student retention rates; Identify and recommend retention strategies; Identify and recommend appropriate fund to support retention goals; and Align institutional systems to achieve retention goals.

During the 2010 – 2011 academic year, the Retention Task Force focused on why students weren't doing well and implemented an "early reporting system" and a Retention Liaison model. To accomplish this, the Student Action Form (XACT) and electronic routing processes were updated, and a part-time Retention Liaison Coordinator was hired.

MONITORING REPORTS
Retention Task Force
Update
Cont

The responsibilities of the Retention Coordinator were to collect, organize and disseminate retention data and the XACT reports information, and to mentor, train assist and evaluate a team of Retention Liaisons. Three volunteers were secured to serve as Retention Liaisons Jeanette Johnson, Judy Amoo, and Jennifer Pedersen. Their responsibilities were to contact and interact with students who are identified as becoming detached from the College; Ascertain the specific reasons a student is disengaging; Determine the necessary steps to retain the student; and Connect the student with the appropriate support system(s).

The initial findings for why students received a failing grade included: Failure to complete more than three assignments (26 percent); Missed more than fifty percent of classes (22 percent); Failed to fifty percent of less of quizzes; Among other reasons for receiving a failing grade were no show, medical, family issues, moving, change in work status, and course load too heavy. In the Fall Semester there were 325 reports filed by faculty and 2,000 grades of "D", "F" or "W" issued. The systems was modified to enable the retention Liaisons to provide additional options for ticket closure including contacted and successfully resolve, unable to contact, closed for other reason; and contact and unable to resolve. During the Spring Semester, there were 296 reports filed. With the following result: 174 tickets reported as "Contacted and successfully resolved;" 57 tickets reported as "Unable to contact;" 41 tickets reported as "Closed for other reason;" and 24 tickets reported as "Contacted and unable to resolve."

Mr. Gaalswyk and Ms. Stein reported the 2010 – 2011 Fall/Spring Retention rates were: Fall 2009 to Spring 2010 – 82.2 percent; Fall 2009 to Fall 2010 – 56.1 percent; and Fall 2010 to Spring 2011 – 74.4 percent.

Mr. Gaalswyk and Ms. Stein reported they received good feedback about the Retention Liaison Model; but, they are disappointed with the retention rates. They reported during the 2011 – 2012 year the Retention Liaison Model will continue to be used. The data collection and analysis of the XACT Report will be expanded. A First Year Initiatives program will be developed to provide intentional mentoring to students defined as "at-risk" (first-time, full-time and enrolled in two or more developmental courses). A review of the report findings about the Achieving College Success course will be conducted, and the course will be refined as needed. The Academic Probation and Academic

MONITORING REPORTS
Retention Task Force
Update
Cont

Suspension policies and procedures will be finalized to increase engagement with students and promote academic success through planned interventions. Also during the year, an Institutional Plan for Retention, to include a model advising program, will be crafted.

Ms. Feil entered the meeting following her 1:00 p.m. class. She reported serving as the Retention Coordinator has been an interesting and challenging experience. She remarked the underlying key to retention is student connection. She stressed the importance of having faculty members connect with the students. It is important for the students to get to know their faculty advisor and the advisor to know the students. She commented the two biggest reasons students are not successful are: 1) they do not attend class; and 2) They do not complete assignments. It is also important that "early alert" reports be filed so the retention liaisons can intervene and determine what needs to be addressed for the student to be successful.

Ms. Feil commented if the students are connected and understand the College faculty and staff care about them and their success, the College is more likely to retain them.

MONITORING REPORTS
Nebraska Community
College Association
Approval of Dues

Dr. Perkins referred Board members to the mailed packet of information which includes two invoices from the Nebraska Community College Association. One invoice in the amount of \$17,307.04 is for the second one-half of the 2011 Association dues for the Western Area. The second invoice in the amount of \$6,032.53 is for the Western Area share of the second half of Metro's 2011 Association dues. Dr. Perkins recommended approval of both invoices.

Dr. Perkins moved the Board approve the second half of Western Area dues for the 2011 Nebraska Community College Association in the amount of \$17,307.04. He further moved the Board approve the Western Area share of the second half of Metro's 2011 Nebraska Community College Association dues in the amount of \$6,032.53. Seconded by Mr. Nelson. The vote was, Yes: Walworth, Daniels, Klemke, Leseberg, Nelson, Ostrander, Perkins, Stickney, Gramberg. No: None. Absent: Pavlista, Wisniewski. Motion carried.

FACULTY REPRESENTATIVE
EXCUSED

Dr. Wylie left the meeting at 1:55 p.m.

MONITORING REPORTS
Nebraska Community
College Association
Third Quarter Meeting

Dr. Gramberg reported that he and Dr. Perkins attended the Third Quarter meeting of the Nebraska Community College Association Board of Directors held on August 8, 2011, at the Hastings Campus. Dr. Gramberg commented it was the best and most cordial meeting the Board has had for quite some time. Dr. Gramberg asked Dr. Perkins to present the meeting report.

Dr. Perkins reported the Association Board unanimously voted to rescind its action to have the Council of Chief Executive Officers take over the Association. He reported it was believed that since Metro is no longer a member of the Association and since the previous action was taken in an effort to keep Metro at the table, it was no longer feasible for the Association to make the change.

Dr. Perkins reported the Association Board members agreed to meet in Lincoln in September to discuss how Metro might be included in some of the Association activities and excluded in others. It will also be a time when the Board may need to review the By-laws and policies to determine whether any changes will need to be made, in the light of the fact that membership in the Association is no longer mandatory for community colleges.

Dr. Perkins reported it was suggested that Senators Adams and Flood be invited to attend the meeting for the purpose of having a dialogue about the future of community colleges, the Association, and the role of the Executive Director of the Association.

Dr. Perkins reported because the Association is a private, non-profit organization, the question was raised as to whether or not it had to abide by the Nebraska Open Meeting Act. Dr. Perkins reported it is possible that the Association is the only private organization that has had to abide by this law. Mr. Baack will review the matter with the Association counsel.

Dr. Perkins reported Mr. Walter Bumpus, President and Chief Executive Officer of the American Association of Community Colleges has been invited to speak at the Annual meeting. Also invited is Mr. David Baimes, the lobbyist for the American Association of Community Colleges. Mr. Baimes is experienced in working with Senators and Representatives. Mr. Baimes has a wealth of knowledge about the working of Congress and he will provide information about what to expect in the 2012 session.

MONITORING REPORTS
Nebraska Community
College Association
Third Quarter Meeting
Cont

Dr. Perkins reported because of business commitments, Mr. Don Oelsgle is unable to continue to serve as the State Coordinator for the Association of Community College Trustees. The state coordinator serves as a liaison to the regional and national Association through the sharing of information and in reverse from the Association to the community colleges within the state. Dr. Perkins reported Mr. Robert Feit served in this capacity prior to being elected as a Western Region Director. Dr. Perkins inquired if there were any Western Area Board members who might be interested in serving as the coordinator for Nebraska. If anyone is interested, Dr. Perkins asked them to let him know so their name can be submitted for consideration by the Nebraska Community College Association Board of Directors.

BOARD MEMBER EXCUSED

Ms. Ostrander was excused from the meeting at 2:06 p.m.

MONITORING REPORTS
Association of
Community College
Trustees

There was no report from the Association of Community College Trustees.

EXECUTIVE SESSION
Possible Litigation – Re:
Office of Civil Rights
Complaint

Mr. Stickney moved, pursuant to Section 84-1410 of the Reissue of the Revised Statutes of 2006, known as the Nebraska Public Meetings Law that the Board hold a closed session with Dr. Todd R. Holcomb, Mr. William D. Knapper, Mr. David E. Groshans, Ms. Coral E. Richards, and Mr. Richard A. Douglas, College Attorney, for the purpose of discussion of the following item(s): Possible Litigation – Re: Office of Civil Rights Complaint. He further moved that this closed session is clearly necessary for the prevention of needless injury to the reputation of an individual(s), and that strategy sessions with respect to possible litigation are specifically authorized by the Nebraska Public Meetings Law. Seconded by Mr. Leseberg. The vote was, Yes: Daniels, Klemke, Leseberg, Nelson, Perkins, Stickney, Walworth, Gramberg. No: None. Absent: Ostrander, Pavlista, Wisniewski. Motion carried.

RECESS

Dr. Gramberg declared a ten minute recess at 2:14 p.m.

OPEN MEETING

Dr. Gramberg declared the Open meeting in session at 2:21 p.m.

EXECUTIVE SESSION
Possible Litigation – Re:
Office of Civil Rights
Complaint

Dr. Gramberg stated the purpose of the Executive Session is the discussion of Possible Litigation regarding an Office of Civil Rights Complaint.

EXECUTIVE SESSION
Possible Litigation – Re:
Office of Civil Rights
Complaint - Cont

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:22 p.m.

The Executive Session ended at 2:31 p.m.

OPEN MEETING

Dr. Gramberg declared the Open meeting in session at 2:31 p.m.

BOARD MEMBER EXCUSED

Mr. Stickney was excused from the meeting at 2:31 p.m.

BOARD MEMBER COMMENTS

Dr. Gramberg asked for Board member comments.

Dr. Perkins commented he had difficulty finding a place to park today which meant the Fall Semester classes have begun. He commented a full parking lot indicates there are many students taking advantage of the educational opportunities available through the College.

Ms. Klemke commended the College staff for going the extra mile to ensure student success.

PRESIDENT'S COMMENTS

Dr. Gramberg asked for President's Comments.

Dr. Holcomb began his comments by announcing, with great sadness, the death of Mr. Scott Hartman. Mr. Hartman has been an employee of the College since September 2005. He served students as a tutor in the writing Center and as an adjunct English instructor. Dr. Holcomb reported Mr. Hartman suffered a stroke on Friday (August 12) and yesterday (August 16) his family removed life support. He was 59 years of age. He will be greatly missed by the College family.

On a positive note, Dr. Holcomb reported today (August 17) is the first day of classes for the Fall 2011 Semester. Institutionally, there are 1,070 full-time students; 876 part-time students for a total of 1,946. There are twelve new faculty members to teach them. He commented it was a very busy summer for hiring committees but a fruitful one. Dr. Holcomb stated he is proud of the individuals that were chosen and they all seem to be excited to be here. Dr. Holcomb commented the in-service and orientation sessions have all gone smoothly, and he thanked all of the staff members who make them possible.

On Monday, August 15, 2011, Senator Ben Nelson visited the Harms Center. The college staff provided him with updates and information on the business incubator, workforce

