

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

September 9, 2009

A. Call to Order, Ms. Wisniewski

12:00 NOON - LUNCH

B. Roll Call

The Plex (Room A-108)
Harms Advanced Technology Center
Western Nebraska Community College
Scottsbluff Campus
2620 College Park
Scottsbluff Nebraska

C. Introduction of Visitors

1) Community Comments

(approx.) 1:30 P.M. - REGULAR MEETING

D. Board Chairperson Comments

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

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, August 19, 2009

(Pages 1 - 1r)

d) Claims (Enclosed)

1) WCCA Unrestricted Fund - \$1,726,819.58

(Pages 1 - 15)

2) WCCA Restricted Fund - \$23,853.90

(Pages 15 - 17)

3) WCCA Federal Fund - \$7,720.05

(Page 17)

4) WCCA Agency Fund - \$12,700.08

(Page 17)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$93.00

(Pages 17 - 18)

7) WCCA Auxiliary Fund - \$78,753.56

(Pages 18 - 21)

e) City Planning Commission Reports

f) Reports and Proposals

1) From the Students

(Page 2)

2) From the Faculty

(Page 3)

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) # 10-SE-01 Microsoft Office Agreement (Handout)
- 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):
 - b) Appointment(s):
 - 1) Dr. Todd R. Holcomb, Vice President of Student Services (Pages 4- 4k)
- 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) Future Informal Meetings

I. Monitoring Reports

- 1) Enrollment Report – Mr. Hovey (Handout)
 - a) Ten Day Report, Fall Semester 2009
- 2) Results of WNCC Brand Positioning Workshop – Ms. Burbach (Enclosure)

I. Monitoring Reports - Cont

3) Review of Institutional Statistics - Dr. Ely

a) Mr. Dennis Jones, President of National Center for Higher Education Management Systems

4) Nebraska Educational Telecommunications Commission - Mr. Miller

5) Nebraska Community College Association - Dr. Gramberg, Dr. Perkins

a) Special Meeting, August 28, 2009

6) Association of Community College Trustees - Dr. Perkins

(Page 5)

a) Resolution - Re: President Obama's "American Graduation Initiative"

J. Board Member Comments

K. President's Comments

L. Upcoming Meetings

1) Nebraska Community College Association Board of Directors

a) Annual Meeting

- 1) November 3 and 4, 2009
- 2) Embassy Suites, Lincoln
- 3) Host: Southeast Community College

2) Association of Community College Trustees

a) 2009 Leadership Congress

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

b) 2010 National Legislative Seminar

- 1) February 8 - 10, 2010
- 2) Marriott Wardman Park Hotel
- 3) Washington, DC

M. Next Regular Meeting: Wednesday, October 21, 2009, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

N. 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 1:53 p.m., on Wednesday, September 9, 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, September 5, 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 N. Wisniewski, Chairperson. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus; Mike Hausmann, Sidney Campus. College staff present: Eileen E. Ely, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Kathryn J. Shirley, Melinda L. Burbach, Paul G. Jacobsen, Dayle Wallien, Roger S. Hovey, Judith L. Amoo, Garry R. Alkire. 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, 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.

On behalf of the Board, Ms. Wisniewski extended condolences to Mr. Daniels on the death of his mother.

Ms. Wisniewski also extended condolences to the family of former State Senator Ron Raikes on his untimely death in a farm related accident. Ms. Wisniewski remarked that Mr. Raikes was an incredible friend to education and to community colleges. Ms. Wisniewski reported a sympathy card

BOARD CHAIRPERSON
COMMENTS
Cont

from the Board of Governors has been sent to the family.

Ms. Wisniewski formally thanked Mr. Knapper and his staff for all of their hard work to prepare the 2009 – 2010 WCCA Budgets.

Ms. Wisniewski reported that Dr. Kathi Swanson, President of Clarus Corporation has requested a meeting with Board members from the central tier of the Western Area on Monday evening, September 14, 2009. Because there are six Board members from the central tier, individual interviews will be scheduled for one-half hour beginning at 5:00 p.m. Board members agreed to meet with Dr. Swanson at the following times: Dr. Perkins – 5:00 p.m.; Mr. Leseberg – 5:30 p.m.; Ms. Wisniewski – 6:00 p.m.; Mr. Daniels – 6:30 p.m.; Mr. Roberts – 7:00 p.m. and Ms. Cervantes-Guzman – 2:30 p.m., on Tuesday, September 15, 2009.

CONSENT CALENDAR
Review Contents

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

- 1) Agenda, September 9, 2009
- 2) Excuse Absent Board Members
- 3) Minutes
 - a) Regular Meeting, August 19, 2009
- 4) Claims
 - a) WCCA Unrestricted Fund - \$1,726,819.58
 - b) WCCA Restricted Fund - \$23,853.90
 - c) WCCA Federal Fund - \$7,720.05
 - d) WCCA Agency Fund - \$12,700.08
 - e) WCCA Loan Fund - \$-0-
 - f) WCCA Plant Fund - \$93.00
 - g) WCCA Auxiliary Fund - \$78,753.56
- 5) City Planning Commission Reports – None
- 6) Reports and Proposals
 - a) From the Students – Attachment A
 - b) From the Faculty – Attachment B
 - 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 submitted. Seconded by Ms. Ostrander. The vote was, Yes: Cervantes-Guzman, Gramberg, Leseberg, Miller, 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 bid(s):

1) #10-SE-01 Microsoft Office Agreement – Attachment C

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. There were none.

BID CONSENT CALENDAR
Approval

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

BID CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Bid Consent Calendar.

BOARD MEMBER EXCUSED

Mr. Nelson was excused from the meeting at 2:04 p.m.

PERSONNEL CONSENT
CALENDAR
Review Contents

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

1) Resignation(s): None

2) Appointment(s):

a) Dr. Todd R. Holcomb, Vice President of Student Services, effective September 21, 2009 through June 30, 2009, salary to be prorated from an annual salary of \$96,000.00.

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

In response to a question from the Board, Dr. Ely reported Dr. Holcomb will begin his duties on Monday, September 21, 2009.

PERSONNEL CONSENT
CALENDAR
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY
COLLEGE AREA BOARD
OF GOVERNORS
Future Informal Meetings

Ms. Wisniewski reported during the August Informal meeting of the Board of Governors, it was suggested the Board hold a work session to review the budget process, as well as other topics such as room utilization, class size, and to further consider information the staff had prepared in response to questions Board members posed during an earlier work budget work session.

Ms. Wisniewski remarked that it might be better to schedule an Informal meeting after the CLARUS Corporation Marketing Study is completed. Also, later in the agenda Dr. Ely will report on a review of institutional statistics that she is requesting Mr. Dennis Jones, President of the National Center for Higher Education Management Systems conduct. Ms. Wisniewski commented both of these studies will provide information that will help the Board to formulate a Strategic Plan for the College. Both studies will help to identify ways the College can be more efficient in meeting the needs of the students and constituency.

Ms. Wisniewski asked if Board members had any objection to moving Item I - 3, Dr. Ely's Monitoring Report regarding Mr. Jones' visit ahead on the Agenda to be a part of the discussion regarding Future Informal meetings. There was no objection.

MONITORING REPORTS
Review of Institutional
Statistics – Mr. Dennis
Jones, President of
National Center for
Higher Education Man-
agement Systems

Dr. Ely reported that Mr. Groshans has been in contact with Mr. Jones. Mr. Jones has suggested the dates of October 12, 13, 14, 16, or 22. Mr. Jones also indicated that he may be available later this year or after the first of the year.

Dr. Ely reported that the focus of Mr. Jones' analysis will be to compare the College with other Colleges across the country. She remarked that important similar

MONITORING REPORTS
Review of Institutional
Statistics – Mr. Dennis
Jones, President of
National Center for
Higher Education Man-
agement Systems
Cont

characteristics should include: Rural, multi-campus, small institution, major Business and Industry component, similar community profile in terms of cost of living, etc. Possible points of comparison that Mr. Jones may consider include: staffing patterns; organizational structure; average class size; number of classes; expenditures by Programs Classification (PCS) category; number of programs relative to the number of FTE students; institutional cost per student; number of FTE students per FTE administrator/professional; and number of FTE students per FTE faculty.

Dr. Ely remarked that she has great confidence in the College's administrative staff to meet the challenges of doing more with less; an affirmation being an increase in enrollment and a decrease in state-aid funding.

Ms. Wisniewski asked Board members if they had other points they would like Mr. Jones to review.

Board members suggested a cost per full-time equivalent student specifically comparing the College with other Nebraska community colleges.

Board members discussed the fact that it is good to have an outside review, and the fact that cost per full-time equivalent student will be higher in colleges with a smaller population and a smaller tax base. Board members commented that being in the "middle of the pack" is not good enough – the Western Area should be a leader in providing quality education/services to constituents, and in having an efficient organizational operation. The Board also discussed that the review should not be set up to determine the outcome; but should be a critical review that will point out areas for improvement. The requested review items should not be such a comprehensive list that it generates a pre-concluded result. Also, it will be important for the Board to follow through on the information received by giving direction for follow-up and closing the loop of information with action.

Board members indicated they appreciate what other states are doing; however, to give the review credence the Board needs to know how the College compares within Nebraska.

Board members agreed that the two studies, both completed by very credible firms, will go together well to

MONITORING REPORTS
Review of Institutional
Statistics – Mr. Dennis
Jones, President of
National Center for
Higher Education Man-
agement Systems
Cont

provide the Board with the needed data to establish priorities for the College. Board members agreed that setting a date for a future work session should be postponed until after the data is received.

Ms. Wisniewski suggested, if Board members think of other items they would like to have Mr. Jones review, they should let Ms. Richards know. She will get the information to Mr. Jones.

BOARD MEMBER EXCUSED

Mr. Stickney was excused from the meeting at 2:26 p.m.

MONITORING REPORTS
Enrollment Report
Ten Day Report
Fall Semester 2009

Mr. Hovey referred Board members to the handout materials which contain a copy of the Ten Day Enrollment Report for the Fall Semester 2009.

Mr. Hovey reported the full-time enrollment is 1,129 students which is an all-time high, and represents a 14.7 percent increase over the Fall Semester 2008. The previous record was in the Fall Semester 2003. Mr. Hovey reported the part-time student enrollment is 2,307, a twenty-two percent decrease from the Fall Semester 2008. Mr. Hovey commented there was an increase in part time enrollment at each site and in online classes; however, Business and Industry enrollment has dropped as a result of the economy. Some of the College's corporate partners are doing more non-credit training rather than training for credit. Mr. Hovey reported credit hour production is 21,874.5 hour a 6.2 percent increase over the 2008 Fall Semester. Mr. Hovey reported the number of students enrolled in online courses has increased from 313 students in the Fall 2005 Semester to 653 students for the current semester.

Mr. Hovey reported Hispanic students represent 14.7 percent of the full-time student enrollment; a decrease from a high of 17.1 percent in the 2008 Fall Semester. The average age of full-time students has increased slightly to 23.4 years while the average age of part-time students has dropped to 29.2 years. This is the first time the average age of part-time students has been below 30 years since the 2002 Fall Semester.

Mr. Hovey reported the end of fall semester enrollment projection is 1,135 full-time students and 3,892 part-time students. Mr. Hovey reported the full-time enrollment is 1,138 as of today, September 9, 2009. The projection of part-time student enrollment is lower than in previous years, primarily as a result of corporate partners requesting less training.

