

WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

REGULAR MEETING

September 15, 2010

A. Call to Order, Ms. Wisniewski

12:00 NOON - 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

(approx.) 1:30 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, August 18, 2010

(Pages 1 - 1r)

d) Claims

1) WCCA Unrestricted Fund - \$1,622,779.59

(Pages 1 - 12)

2) WCCA Restricted Fund - \$21,097.76

(Pages 12 - 14)

3) WCCA Federal Fund - \$5,729.84

(Page 14)

4) WCCA Agency Fund - \$6,453.67

(Pages 14 - 15)

5) WCCA Loan Fund - \$ -0-

6) WCCA Plant Fund - \$109,643.84

(Page 15)

7) WCCA Auxiliary Fund - \$127,575.13

(Pages 15 - 19)

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

(Page 2)

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):
 - 1) Ms. Jacqueline Mohlman, Developmental Education/English Composition Instructor (Pages 3 – 3a)
 - b) Appointment(s):
 - 1) Dr. Tracy L. O’Neal, Temporary Full-Time Anatomy and Physiology Instructor (Pages 3b – 3d)
 - 2) Ms. Paula J. Abbott, Sidney Campus Director (Pages 3e – 3g)
 - 3) Ms. Carolyn L. Nading, AOS Recruiting/Marketing Director (Pages 3h – 3m)
- 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) Authorize Secretary to Execute Bank Account Resolution (Pages 4 – 4b)

I. Monitoring Reports

- 1) Enrollment Report – Mr. Hovey (Handout)
 - a) Ten Day Report, Fall Semester 2010
- 2) Update, Development of Funding Formula – Mr. Douglas, Dr. Holcomb

I. Monitoring Reports – Cont

- 3) Update, Panhandle P-16 Initiative – Dr. Shirley (Page 5)
- 4) Nebraska Educational Telecommunications Commission – Mr. Miller
- 5) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
 - a) Board of Directors Special Meeting
 - 1) September 1, 2010
 - 2) Southeast Community College – Lincoln Campus
- 6) Association of Community College Trustees – Dr. Perkins

J. Western Nebraska Community College Facilities – Mr. Knapper

- 1) Construction Update
 - a) Sidney Campus Remodeling Projects

K. Board Member Comments

L. President's Comments

M. Upcoming Meetings

- 1) Association of Community College Trustees
 - a) 2010 Annual Leadership Congress
 - 1) October 20 – 23, 2010
 - 2) Toronto, Canada
 - b) 2011 National Legislative Seminar
 - 1) February 13 – 16, 2011
 - 2) Washington, DC
- 2) Nebraska Community College Association
 - a) Regular Meeting
 - 1) Annual Meeting/Legislative Seminar
 - A) October 5 and 6, 2010
 - B) Host: Western Community College Area

N. Next Regular Meeting: Wednesday, October 20, 2010, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

O. Adjournment

MINUTES OF MEETING
BOARD OF GOVERNORS
WESTERN COMMUNITY COLLEGE AREA

TIME AND PLACE ROLL CALL NOTICE OF MEETING	<p>A regular meeting of the Western Community College Area Board of Governors was held at 2:09 p.m., on Wednesday, September 15, 2010, 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 <u>Star-Herald</u>, on Saturday, September 11, 2010, 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 Representative present: Guy Wylie, Scottsbluff Campus; Von Schlaman, Sidney Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Kathryn J. Shirley, Paul G. Jacobsen, Dayle L. Wallien, John D. Corum, Judith L. Amoo, Roger S. Hovey, Susan Verbeck. College Attorney present: Richard A. Douglas. A current agenda was available in the College President's office and Board Secretary's office on the Scottsbluff Campus at the time of the publicized notice.</p>
QUORUM	<p>Ms. Wisniewski declared a quorum was present for the transaction of business.</p>
VISITORS	<p>Visitors were: Becky McMillen, Jeff West, Scottsbluff.</p>
COMMUNITY COMMENTS	<p>Ms. Wisniewski asked for comments from the community. There were none.</p>
BOARD CHAIRPERSON COMMENTS	<p>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.</p>
CONSENT CALENDAR Review Contents	<p>Ms. Wisniewski reviewed the contents of the Consent Calendar which include the following items:</p> <ol style="list-style-type: none">1) Agenda, September 15, 20102) Excuse Absent Board Members(s) – None3) Minutes<ol style="list-style-type: none">a) Regular Meeting, August 18, 2010

CONSENT CALENDAR
Review Contents
Cont

- 4) Claims
 - a) WCCA Unrestricted Fund - \$1,622,779.59
 - b) WCCA Restricted Fund - #21,097.76
 - c) WCCA Federal Fund - \$5,729.84
 - d) WCCA Agency Fund - \$6,453.67
 - e) WCCA Loan Fund - \$ -0-
 - f) WCCA Plant Fund - \$109,643.84
 - g) WCCA Auxiliary Fund - \$127,575.13
- 5) City Planning Commission Reports – None
- 6) Reports and Proposals
 - a) From the Students
 - b) From the Faculty – Attachment A
 - 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. Mr. Miller requested that Item 6-d, Reports and Proposals from the Board, be extracted.

CONSENT CALENDAR
Approval

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

CONSENT CALENDAR
Consider Items Extracted

Mr. Miller reported that he had requested Item 6-d, Reports and Proposals from the Board, be extracted so that he could advise the Board of his decision to resign from the Board of Governors.

Mr. Miller reported that he has submitted his letter of resignation as a member of the Board of Governors to Ms. Wisniewski, effective December 31, 2010. Mr. Miller reported that he was recently elected as Chair of the Garden County Health Services. With those added responsibilities in addition to his business, Mr. Miller remarked that he is feeling overwhelmed. He reported the decision to resign as a member of the Board of Governors was very difficult as he has found the position rewarding. He commented he is impressed with the manner in which this Board operates. Mr. Miller commented the College is very valuable to the Western Area, and he is impressed with the faculty and staff at the College.

Ms. Wisniewski commented it is with regret that she has received Mr. Miller's letter. She commented Board action

CONSENT CALENDAR
Consider Items Extracted
Cont

on Mr. Miller's resignation will occur at the October meeting.

Board members expressed regret over Mr. Miller's decision to resign, remarking that he will be sorely missed.

Mr. Leseberg moved the Board accept Item 6-d, Reports and Proposals from the Board, as presented. Seconded by Mr. Daniels. 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
Review Contents

There were no items on 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):

- 1) Resignation(s):
 - a) Ms. Jacqueline Mohlman, Developmental Education/English Composition Instructor, effective August 31, 2010.
- 2) Appointment(s):
 - a) Dr. Tracy L. O'Neal, Temporary Full-time Biology Instructor, effective August 31, 2010, through December 17, 2010, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
 - b) Ms. Paula J. Abbott, Sidney Campus Director, effective September 27, 2010, through June 30, 2011, salary to be prorated from an annual salary of \$58,000.00.
 - c) Ms. Carolyn L. Nading, AOS Recruiting/Marketing Director, effective July 1, 2010, through June 30, 2011, salary to be \$42,500.00.

Ms. Wisniewski inquired if there were any items on the Personnel Consent Calendar which any Board member wished to have removed for separate consideration. There were none.

PERSONNEL CONSENT
CALENDAR
Approval

Dr. Gramberg moved the Personnel Consent Calendar be approved as presented. Seconded by Ms. Ostrander. The vote was, Yes: Gramberg, Leseberg, Miller, Nelson,

PERSONNEL CONSENT
CALENDAR
Approval - Cont

Ostrander, Perkins, Roberts, Stickney, Cervantes-Guzman, Daniels, Wisniewski. No: None. Absent: None. Motion carried.

PERSONNEL CONSENT
CALENDAR
Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY
COLLEGE AREA BOARD
OF GOVERNORS
Authorize Secretary to
Execute Bank Account
Resolution

Ms. Wisniewski reported the authorized signatures for a College owned Money Market Account at First State Bank need to be updated. She reported that Mr. Knapper, Dean of Administrative Services and Ms. Patricia Siegfried, Assistant Accounting Services Director, should be authorized on this account. Ms. Wisniewski asked for a motion to authorize Ms. Richards to execute the appropriate resolution for this account.

Mr. Daniels moved the Board authorize the Secretary to execute the appropriate resolution for the following depository, account and authorized signatures:

First State Bank, Scottsbluff, NE, WNCC Money Market, Account #7086679: William D. Knapper, Patricia Siegfried.

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

MONITORING REPORTS
Enrollment Report
Ten Day Report
Fall Semester 2010

Mr. Hovey referred Board members to the handout material which includes the Fall Semester 2010 Ten Day Enrollment Report.

Mr. Hovey reported the number of full-time students is 1,219 which is an eight percent increase over the previous fall semester. He reported the total credit hour production of 23,790.5 has increased 8.8 percent. Mr. Hovey reported as of the date of the Ten Day Report part-time enrollment was 1,198 students. Today, there are 1,611 part-time students primarily as result of enrollment in Business and Industry courses.

Mr. Hovey reported the number of students who are taking online courses has grown 135 percent since the Fall Semester 2005. The number of full-time online students is 58 which is another significant increase over last year.

MONITORING REPORTS
Enrollment Report
Ten Day Report
Fall Semester 2010
Cont

Mr. Hovey reported the end-of-semester projection for total headcount is 5,236. The full-time equivalent enrollment is projected to be 1,070. The projected full-time equivalent enrollment is a 10 percent increase over last fall even though the projected enrollment for part-time students is lower than in previous years.

Mr. Hovey reviewed the demographic information included in the report. The average age of full-time students has increased slightly (from 22.7 to 23.6 year of age) as there are more nontraditional students attending. There has been a significant decrease in the average age of part-time students as a result of 16 and 17 year old students enrolled in dual credit classes. Mr. Hovey reported the percentage of full-time students who are Hispanic is 15.5 percent which is slightly higher than the previous year.

Mr. Hovey reported the College attracted 22.2 percent of the high school graduates from the 24 high schools within the Western Area. He reported the counties with the highest yield were: Banner – 43.7 percent; Scotts Bluff – 32.6 percent; Cheyenne – 21.1 percent; and Kimball – 20 percent. Mr. Hovey commented enrollment gains were seen in nearly every county in the panhandle.

Dr. Holcomb commented that he is working with the College Admissions Counselor with the objective of increasing the yield from every high school within the service area.

Mr. Hovey reported out-of-state and international students represented 17 percent of the full-time enrollment. He commented there are 54 international students enrolled, and there was a possibility of more than 70 international students had all visas been approved.

Dr. Wylie commented he has three international students in his classes. They are very serious students and are interested in learning. He remarked they are not participating in any of the athletic programs.

Mr. Hovey reviewed the Student Analysis by Academic and Vocational Areas of Emphasis. The largest program enrollment continues to be General Studies. He commented there is a large interest in the Nursing program and it is full. He reported until students are accepted into the Nursing Program their enrollment is classified as General Studies.

Ms. Wisniewski thanked Mr. Hovey for his report.

MONITORING REPORTS
Update, Development
of Funding Formula

Mr. Douglas reported that he and Dr. Holcomb met with the Council of Chief Executive Officers two weeks ago (September 1, 2010,) and again on September 10, 2010. There was also a telephone conversation this morning, during which the College Presidents provided information for calculating a dollar amount which might be acceptable to all colleges.

Mr. Douglas reported that in a meeting with the Senators on September 10, 2010, he continued to stress the need for the two rural college areas to be fully funded. Mr. Douglas reported as a result of the meeting with the Senators, they are now asking for a dollar amount that the colleges can agree to for the next two years rather than a formula. Because of the differences in urban and rural valuations and enrollments, finding a formula to meet the needs of all areas is very difficult. The real issue is between the Metro and Southeast Areas. Now that the issue has been identified, there is pressure from the Senators to reach an acceptable dollar amount. He commented there is a sense among the College Presidents that the colleges need to come together as a system.

Mr. Douglas reported the Council of Chief Executive Officers will meet again on October 5, 2010, to again consider a funding agreement for the next biennium.

Dr. Holcomb commented the telephone conversation this morning was more productive than previous meetings. The College Presidents want to move forward.

On behalf of the Board, Ms. Wisniewski thanked Mr. Douglas and Dr. Holcomb for their efforts to satisfactorily resolve the funding issues.

MONITORING REPORTS
Update, Panhandle
P-16 Initiative

Dr. Shirley and Dr. Jeff West, Administrator, Educational Service Unit 13, demonstrated the Panhandle P-16 Website, www.panhandlep16.org.

Dr. Shirley reviewed the purpose of Panhandle P-16 which is: "The purpose of Panhandle P-16 is to educate the Panhandle about the need and benefits of collaboration. Leveraging technology, we will provide information, data, examples of best practices and successes in order to build a shared understanding of the urgency of the challenges and opportunities in the region. The goal of Panhandle P-16 is to keep well-educated and skilled people in the Panhandle."

MONITORING REPORTS
Update, Panhandle
P-16 Initiative
Cont

Goal 1 – To create an awareness and educate about the need for collaboration in order to build a culture of expectations of post-secondary education for all students (Traditional and non-traditional).

Because the service area of the College and Educational Service Unit are similar, Dr. Shirley and Dr. West explained they became involved with the Panhandle P-16 Initiative.

The Board viewed a video production, developed by Ms. Becky McMillen, Insight Creative Independent Digital Productions, which shows the need to work together to remove boundaries. The video is the first piece that has been developed to create awareness, and will be available for use throughout the region.

Goal 2 is: "Train youth, young adults and adults with leadership skills that will nurture a culture of higher learning and better paying jobs."

Goal 3 is: "Establish projects that require young people throughout the Panhandle to work with educators, community members, businesses, and government officials in order to solve problems and/or create products that improve the quality of life in western Nebraska."

Dr. Shirley and Dr. West reported each goal will have a strategic plan that will be developed by the Panhandle P-16 Steering Committee and will be shared throughout the region. Each goal will have measurable outcomes. Panhandle P-16 has 125 members who are committed to making a difference in western Nebraska. They commented the Panhandle P-16 Initiative is the only regional one in the state.

Through a grant application process, there is seed money available for projects. The projects are determined by the communities.

MONITORING REPORTS
Nebraska Educational
Telecommunications
Commission

Mr. Miller reported he attended the Nebraska Educational Telecommunications Commission meeting held on August 26, 2010, in Lincoln. He reported the Commission reviewed the Fiscal Year 2012-2013 General and Capital Budget Requests. He reported the budgets represent a 2.9 percent increase. The Commission is funded by the State of Nebraska. He reported the projected revenue shortfall for the State of Nebraska and the possibility of a ten percent budget reduction will have a negative effect on the

