

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS  
JUNE 20, 2018  
AGENDA**

**LUNCH – 12:00 P.M.**

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

**REGULAR MEETING – 1:00 P.M.**

Western Nebraska Community College,  
Scottsbluff Campus  
Pioneer Activity Center, Conference Room  
1409 East 27th Street, Scottsbluff, Nebraska

**PROPOSED AGENDA**

**A. Call to Order, Ms. Walworth**

**B. Roll Call**

**C. Community Comments**

**D. Board Chairperson Comments**

1. Copy of Nebraska Open Meetings Act Available at the Back of the Room

**E. Consent Calendar**

1. Review Contents of Consent Calendar
  - a) Agenda
  - b) Excuse Absent Board Member(s)
  - c) Minutes
    1. Regular Meeting, May 16, 2018 ..... 1-29
  - d) Claims:
    1. WCCA Unrestricted Fund - \$2,333,319.23 ..... 31-47
    2. WCCA Restricted Fund - \$67,922.77 ..... 47-48
    3. WCCA Federal Fund - \$4,169.57 ..... 48
    4. WCCA Agency Fund - \$19,519.64..... 48-49
    5. WCCA Loan Fund - \$-0- ..... NA
    6. WCCA Plant Fund - \$764,990.86..... 49
    7. WCCA Auxiliary Fund - \$91,002.90..... 49-53
  - e) City Planning Commission Report(s)
    1. City of Bayard..... 55
  - f) Reports and Proposals
    1. From the Students
    2. From the Faculty ..... 57
    3. From the Administration
    4. From the Board
2. Approval of Consent Calendar
3. Consideration of Items Extracted from Consent Calendar

**F. Board Member Mileage and/or Expense Reimbursement**

1. Dr. Merlyn L. Gramberg – \$775.61 .....	59
2. Ms. Linda Guzman-Gonzales – \$83.60 .....	59
3. Ms. Lynn Klemke – \$150.75 .....	59
4. Ms. Kimberly A Marcy – \$212.22 .....	59
5. Dr. William Packard – \$83.49 .....	59
6. Dr. Thomas M. Perkins – \$895.40 .....	59
7. Mr. Thomas L. Perlinski – \$89.38 .....	59
8. Mr. R.J. Savely, Jr. – \$118.92 .....	59
9. Mr. Richard G. Stickney – \$144.53 .....	59
10. Ms. Julienne K. Walworth – \$95.05 .....	59

**G. Bid Consent Calendar**

1. Review of Bid Consent Calendar	
a) Bid No. 18-VEH-21 – Powerline Bucket Truck .....	61-62
b) Bid No. 18-VEH-23 – Powerline Digger Derrick .....	63-64
c) Bid No. 18-EQ-24 – Welding Equipment .....	65
d) Bid No. 18-FAC-31 – 20-Ton Roof Top Unit – HVAC for D-Pod .....	67-68
e) Bid No. 19-SE-05 – Hobson Intersect Recruiting Tool – Sole Source .....	69-70
f) Bid No. 18-EQ-33 – 15 Apple iPads – Sole Source .....	Handout
g) Bid No. 19-EQ-08 – Anatomage Classroom-Electrical & Audio Visual .....	Handout
h) Bid No. 19-EQ-09 – Testing Center-Electrical & Audio Visual .....	Handout
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):	
1. Ms. Courtney Roberts, Digital Communication Specialist .....	71
b) Appointment(s):	
1. Ms. Gina Ackerman Courtade, Nursing Instructor .....	73-76
2. Mr. Christopher Armstrong, Instructional Technology Systems Specialist .....	77-80
3. Ms. Jessica Brumbaugh, Nursing Instructor .....	81-84
4. Ms. Karalea Fisher, Health Information Management Systems Instructor .....	85-90
5. Ms. Amber Jacoby, Nursing Instructor .....	91-95
6. Mr. Frank Riley, Automotive Technology Instructor .....	97-99
7. Ms. Robynn Whittier, English Composition / Achieving College Success Instructor .....	101-104
8. Ms. Sherri Yorges, Nursing Instructor .....	105-109
2. Approval of Personnel Consent Calendar	
3. Consideration of Items Extracted from Personnel Consent Calendar	

**I. Western Community College Area Board of Governors – Ms. Julie Walworth**

1. Informal Meetings
  - a) Budget Work Session(s)
    1. July 18, 2018, 10:30 a.m. - Designated Fund, Restricted Fund  
Pioneer Activity Center, Conference Room
2. Regular Board of Governors Meeting(s)
  - a) Wednesday, November 14, 2018
  - b) Wednesday, December 19, 2018

**J. Old Business**

1. **Reports and Recommendations from Board Policy Committee – Ms. Linda Guzman Gonzales, Dr. Kim Kuster Dale**
  - a) Second and Final Reading: Conflict of Interest and Code of Ethics Policy for Western Community College Area Board of Governors..... 111-124
  - b) Second and Final Reading: Conflict of Interest and Code of Ethics Policy All Employees of Western Nebraska Community College..... 125-140
  - c) Policies Being Repealed
    1. Policy No. 410.0250.17 – Employment of Family Members (Nepotism)..... 141
    2. Policy No. 415.0800.79 – Code of Ethics..... 142
    3. Policy No. 415.1000.79 – Ongoing Outside Employment ..... 142
    4. Policy No. 415.1100.79 – Political Activities/Controversial Issues ..... 142
    5. Policy No. 415.1900.79 – Acceptance of Gifts..... 142
    6. Policy No. 835.0000.79 – Code of Ethics..... 142-143
    7. Policy No. 835.0100.00 – Employment by the College..... 143
    8. Policy No. 835.0200.79 – Acceptance of Gifts..... 143
    9. Policy No. 835.0300.96 – Board Travel ..... 143

**K. New Business**

1. **Reports and Recommendations from Board Policy Committee – Ms. Linda Guzman Gonzales, Dr. Kim Kuster Dale**
  - a) First Reading: Graham-Leach-Bliley Student Financial Information Security Program Board Policy..... 145-146
  - b) First Reading: Standards of Student Academic Progress Board Policy ..... 147-148
2. Information Only
  - a) Graham-Leach-Bliley President’s Procedure ..... 149-153
  - b) Standards of Student Academic Progress President’s Procedure ..... 155-160
3. Board Policy Notebook Information

**L. Monitoring Reports**

1. Report from Executive Director, Mr. Greg Adams
2. Cougar Leadership Presentation – Ms. Megan Wescoat
3. Nebraska Community College Association – Dr. Merlyn L. Gramberg, Dr. M. Thomas Perkins
4. Association of Community College Trustees – Dr. M. Thomas Perkins
5. Western Nebraska Community College Foundation – Ms. Karen Anderson

**M. Western Nebraska Community College / Scottsbluff Campus Main Building Addition and Renovation Update – Dr. Todd R. Holcomb**

**N. Board Member Comments**

**O. President's Comments**

**P. Notice of Political Subdivision Tort Claim**

**Q. Executive Session**

1. Strategy Session Concerning Pending or Threatened Litigation

**R. Upcoming Meetings and Events**

1. Western Community College Area Board of Governors
  - a) Informal Meetings
    1. Budget Work Sessions
      - a. July 18, 2018, 10:30 a.m. – General Fund
      - b. August 15, 2018, 10:30 a.m. – Capital Construction Fund
      - c. September 12, 2018, 10:30 a.m. – Final Review of All Budgets
    - b) Public Hearings on Proposed 2018-2019 WCCA Budgets
      1. September 12, 2018, 1:00 p.m.  
Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus
    - c) Regular Board of Governors Meetings
      1. September 12, 2018, immediately following the Public Hearings on the Proposed 2018-2019 WCCA Budgets
      2. October 17, 2018, 1:00 p.m. Western Nebraska Community College, Alliance Campus
  2. Nebraska Community College Association
    - a) 2018 Regular Meetings
      1. Third Quarter Meeting  
August 6, 2018  
Lincoln, NE
      2. Fourth Quarter Meeting (Annual Meeting)  
November 5 and 6, 2018  
Norfolk, NE

**R. Upcoming Meetings and Events (Cont.)**

3. Association of Community College Trustees
  - a) 2018 ACCT Leadership Congress  
October 24-27, 2018  
Marriott Marquis, Times Square  
New York City, New York

4. Western Nebraska Community College Foundation
  - a) Monument Marathon  
September 29, 2018

**S. Next Regular Meeting:** Wednesday, July 18, 2018, 1:00 p.m., Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

**T. Adjournment**

**MISSION STATEMENT**

*WNCC assures learning opportunities for all - enriching lives, invigorating communities, creating futures.*

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**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, June 20, 2018  
1:00 p.m.

The Western Community College Area Board of Governors held a regular Board Meeting at 1:00 p.m. on Wednesday, June 20, 2018, in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, located at 1409 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 Wednesday, June 13, 2018.

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.

**AREA BOARD**

Karen S. Anderson.....	Present
Merlyn L. Gramberg.....	Present
Linda A. Guzman-Gonzales .....	Present
F. Lynne Klemke .....	Absent
Kimberly A. Marcy.....	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Thomas L. Perlinski.....	Present
R. J. Savely, Jr .....	Present
Richard G. Stickney, Vice-Chairperson.....	Present
Julienne K. Walworth, Chairperson.....	Present

**OTHERS PRESENT**

Greg Adams, Nebraska Community College Association Executive Director  
Kimberly J. Dale, Executive Vice President  
Evangeline K. Grant, Student Services Vice President  
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary  
Todd R. Holcomb, President  
Philip M. Kelly, College Attorney  
Lorin R. King, Faculty Representative, Scottsbluff Campus  
William D. Knapper, Administrative Services Vice President and Board Treasurer  
Megan S. Wescoat, Student Engagement Director

**QUORUM**

Ms. Walworth declared a quorum was present for the transaction of business.

**COMMUNITY COMMENTS**

Ms. Walworth asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Walworth reminded community members who wish to make comments that each speaker will be limited to a five minute presentation. There were no community comments.

**BOARD CHAIRPERSON COMMENTS**

Ms. Walworth 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. Walworth informed the Board that, per the request of a Board member, a copy of section 825.0000.13 Standing Committees, of the Western Community College Area Board of Governors Revised Manual of Policies, is included in their handout packet, as well as information on authorized travel agents approved by the College.

Ms. Walworth reported Ms. Klemke notified Ms. Hernandez that she would be unable to attend the meeting because of Community or Public Service.

## **CONSENT CALENDAR**

### **Review Contents**

Ms. Walworth reviewed the contents of the Consent Calendar which include the following item(s):

- 1) Agenda, June 20, 2018
- 2) Excuse Absent Board Member(s) – Ms. F. Lynn Klemke
- 3) Minutes
  - a. Regular Meeting, May 16, 2018
- 4) Claims
  - a. WCCA Unrestricted Fund - \$2,333,319.23
  - b. WCCA Restricted Fund - \$67,922.77
  - c. WCCA Federal Fund - \$4,169.57
  - d. WCCA Agency Fund - \$19,519.64
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$764,990.86
  - g. WCCA Auxiliary Fund - \$91,002.90
- 5) City Planning Commission Reports – (Attachment A)
- 6) Reports and Proposals
  - a. From the Students
  - b. From the Faculty – (Attachment B)
  - c. From the Administration
  - d. From the Board

Ms. Walworth inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

Ms. Guzman-Gonzales MOVED the Consent Calendar be approved as presented. **SECONDED** by Mr. Savely.

**Voting Yes:** Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, Stickney, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

## **CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Consent Calendar.

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Dr. Merlyn L. Gramberg**

Mr. Stickney MOVED to approve the travel expense of Dr. Gramberg in the amount of \$775.61. SECONDED by Dr. Perkins.

**Voting Yes:** Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, Stickney, Anderson and Walworth

**Voting No:** None

**Abstain:** Gramberg

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Ms. Linda A. Guzman-Gonzales**

Ms. Anderson MOVED to approve the travel expense of Ms. Guzman-Gonzales in the amount of \$83.60. SECONDED by Ms. Marcy.

**Voting Yes:** Marcy, Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, and Walworth

**Voting No:** None

**Abstain:** Guzman-Gonzales

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Ms. F. Lynne Klemke**

Dr. Packard MOVED to approve the travel expense of Ms. Klemke in the amount of \$150.75. SECONDED by Ms. Anderson.

**Voting Yes:** Marcy, Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Ms. Kimberly A. Marcy**

Dr. Perkins MOVED to approve the travel expense of Ms. Marcy in the amount of \$212.22. SECONDED by Mr. Savely.

**Voting Yes:** Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, and Walworth

**Voting No:** None

**Abstain:** Marcy

**Absent:** Klemke

**MOTION CARRIED**



**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Dr. William M. Packard**

Ms. Guzman-Gonzales MOVED to approve the travel expense of Dr. Packard in the amount of \$83.49. SECONDED by Ms. Marcy.

**Voting Yes:** Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, and Walworth

**Voting No:** None

**Abstain:** Packard

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Dr. Thomas M. Perkins**

Mr. Stickney MOVED to approve the travel expense of Dr. Perkins in the amount of \$895.40. SECONDED by Ms. Guzman-Gonzales.

**Voting Yes:** Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, and Walworth

**Voting No:** None

**Abstain:** Perkins

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Mr. Thomas L. Perlinski**

Ms. Anderson MOVED to approve the travel expense of Mr. Perlinski in the amount of \$89.38. SECONDED by Dr. Packard.

**Voting Yes:** Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, and Walworth

**Voting No:** None

**Abstain:** Perlinski

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Mr. R.J. Savely, Jr.**

Ms. Guzman-Gonzales MOVED to approve the travel expense of Mr. Savely in the amount of \$118.92. SECONDED by Ms. Marcy.

**Voting Yes:** Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, and Walworth

**Voting No:** None

**Abstain:** Savely

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Mr. Richard G. Stickney**

Ms. Marcy MOVED to approve the travel expense of Mr. Stickney in the amount of \$144.53. SECONDED by Ms. Anderson.

**Voting Yes:** Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, and Walworth

**Voting No:** None

**Abstain:** Stickney

**Absent:** Klemke

**MOTION CARRIED**

**BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE**

**Ms. Julienne K. Walworth**

Mr. Savely MOVED to approve the travel expense of Ms. Walworth in the amount of \$95.05. SECONDED by Dr. Packard.

**Voting Yes:** Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, Stickney, and Anderson

**Voting No:** None

**Abstain:** Walworth

**Absent:** Klemke

**MOTION CARRIED**

**BID CONSENT CALENDAR**

**Review Contents**

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

- 1) 18-VEH-21 – Powerline Bucket Truck (Attachment C)
- 2) 18-VEH-23 – Powerline Derrick Digger (Attachment D)
- 3) 18-EQ-24 – Welding Equipment (Attachment E)
- 4) 18-FAC-31 – 20-Ton Roof Top Unit – HVAC for D-Pod (Attachment F)
- 5) 19-SE-05 – Hobson Intersect Recruiting Tool – Sole Source (Attachment G-G1)
- 6) 18-EQ-33 – 15 Apple iPads – Sole Source (Attachment H)
- 7) 19-EQ-08 – Anatomage Classroom-Electrical & Audio Visual (Attachment I)
- 8) 19-EQ-09 – Testing Center-Electrical & Audio Visual (Attachment J)

Ms. Walworth inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

## **BID CONSENT CALENDAR**

### **Approval**

Mr. Perlinski MOVED to approve the Bid Consent Calendar as submitted. Dr. Gramberg SECONDED the motion.

**Voting Yes:** Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Bid Consent Calendar.

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents**

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

- 1) Resignation(s):
  - a. Ms. Courtney Roberts, Digital Communication Specialist, effective May 24, 2018.
- 2) Appointment(s):
  - a. Ms. Gina Ackerman Courtade, Nursing Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - b. Mr. Christopher Armstrong, Instructional Technology Systems Specialist, effective July 1, 2017, through June 30, 2018, wage to be \$17.44 per hour.
  - c. Ms. Jessica Brumbaugh, Nursing Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - d. Ms. Karalea Fisher, Health Information Management Systems Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - e. Ms. Amber Jacoby, Nursing Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - f. Mr. Frank Riley, Automotive Technology Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - g. Ms. Robynn Whittier, English Composition / Achieving College Success Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - h. Ms. Sherri Yorges, Nursing Instructor, effective August 13, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.

Ms. Walworth inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

## **PERSONNEL CONSENT CALENDAR**

### **Approval**

Dr. Packard MOVED to approve the Personnel Consent Calendar as submitted. Ms. Marcy SECONDED the motion.

**Voting Yes:** Marcy, Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**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**

### **Informal Meetings**

Ms. Walworth reminded the Board the next informal meeting will be for the purpose of a Budget Work Session, on July 18, 2018, at 10:30 a.m. to speak on the Designated Fund and the Restricted Fund, and will be held in the Pioneer Activity Center, Conference Room.

## **WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

### **Regular Board Meetings**

Ms. Walworth reported the Regular November 2018 meeting of the Board of Governors (the third Wednesday of the month) is the day before Thanksgiving. The College closes at 12:00 noon on that day. When this situation has occurred in the past, it has been the custom to move the Board meeting to the second Wednesday on November. However, since the Regular December 2018 meeting of the Board of Governors (the third Wednesday of the month) is the week before the Christmas holiday, Ms. Walworth proposed combining both, the Regular November meeting and the Regular December meeting of the Board of Governors, to have only one meeting on December 5, 2018, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

Ms. Anderson MOVED the Board hold the Regular November and December 2018 meetings of the Board of Governors to Wednesday, December 5, 2018, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska. SECONDED by Ms. Marcy.

**Voting Yes:** Packard, Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

**OLD BUSINESS**

**Reports and Recommendations from Board Policy Committee: Second and Final Reading: Conflict of Interest and Code of Ethics Policy for Western Community College Area Board of Governors**

Ms. Walworth introduced the revised Conflict of Interest and Code of Ethics Policy for Western Community College Area Board of Governors and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales presented the Conflict of Interest and Code of Ethics Policy for Western Community College Area Board of Governors on second and final reading, which includes the Board’s recommended changes and revisions from the first reading.

Ms. Guzman-Gonzales MOVED the Board approve the Conflict of Interest and Code of Ethics Policy for Western Community College Area Board of Governors on second and final reading. SECONDED by Dr. Perkins. A copy of the adopted policy is attached in the official minute book.

- Voting Yes:** Perkins, Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, and Walworth
- Voting No:** None
- Abstain:** None
- Absent:** Klemke

**MOTION CARRIED**

**Second and Final Reading: Conflict of Interest and Code of Ethics Policy All Employees of Western Nebraska Community College**

Ms. Walworth introduced the revised Conflict of Interest and Code of Ethics Policy All Employees of Western Nebraska Community College and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this items. Ms. Guzman-Gonzales presented the Conflict of Interest and Code of Ethics Policy All Employees of Western Nebraska Community College on second and final reading, which includes the Board’s recommended changes and revisions from the first reading.

Ms. Guzman-Gonzales MOVED the Board approve the Conflict of Interest and Code of Ethics Policy All Employees of Western Nebraska Community College on second and final reading. SECONDED by Dr. Perkins. A copy of the adopted policy is attached in the official minute book.

- Voting Yes:** Perlinski, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, and Walworth
- Voting No:** None
- Abstain:** None
- Absent:** Klemke

**MOTION CARRIED**

**Policies Being Repealed**

Ms. Walworth introduced the policies being repealed and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on these items. Ms. Guzman-Gonzales presented the Policies Being Repealed on second and final reading. There were no changes from first reading.

Ms. Guzman-Gonzales MOVED the Board repeal the following policies: Policy No. 410.0250.17 – Employment of Family Members (Nepotism), Policy No. 415.0800.79 – Code of Ethics, Policy No. 415.1000.79 – Ongoing Outside Employment, Policy No. 415.1100.79 – Political Activities/Controversial Issues, Policy No. 415.1900.79 – Acceptance of Gifts, Policy No. 835.0000.79 – Code of Ethics, Policy No. 835.0100.00 – Employment by the College,

Policy No. 835.0200.79 – Acceptance of Gifts, and Policy No. 835.0300.96 – Board Travel. Dr. Perkins SECONDED the motion.

**Voting Yes:** Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

## **NEW BUSINESS**

### **Reports and Recommendations from Board Policy Committee: First Reading: Gramm-Leach-Bliley Student Financial Information Security Program Board Policy**

Ms. Walworth introduced First Reading: Gramm-Leach-Bliley Student Financial Information Security Program Board Policy and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales asked Dr. Dale to speak on this item.

Dr. Dale presented the Gramm-Leach-Bliley Student Financial Information Security Program Board Policy, which is intended to protect the security of student financial information. The Policy ensures the confidentiality, security, and integrity of Title IV financial aid information.

In response to a question from the Board, Dr. Dale informed the Board there will be a process to review any changes to organizational structure under the established President's Procedures if deemed necessary.

### **First Reading: Standards of Student Academic Progress Board Policy**

Ms. Walworth introduced First Reading: Standards of Student Academic Progress Board Policy and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales asked Ms. Grant to speak on this item.

Ms. Grant presented the Standards of Student Academic Progress Board Policy, and reported the College is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal, state and institutional aid including but not limited to grants, loans, federal work study, institutional scholarships and waivers. Western Nebraska Community College must notify students of this policy and monitor the progress of all students receiving financial aid to ensure their continued compliance with the policy.

Students who are receiving financial aid or seek to receive financial aid in the future are required to meet these minimum academic standards. Failure to meet these standards may result in the student's ineligibility to receive financial aid. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to ensure that the standards are met.

Students must meet both a qualitative requirement (GPA) and a quantitative requirement (number of credit hours completed) to maintain eligibility. Standards of satisfactory academic progress shall be in accordance with college procedures.

### **Information Only**

The following items were for informational purposes only, and no action was taken by the Board: Gramm-Leach-Bliley President's Procedure, and Standards of Student Academic Progress President's Procedure.

### **Board Policy Notebook Information**

Dr. Dale presented on this item and thanked Ms. Susan Verbeck, Higher Learning Commission Program Assistant, for putting together the Board Policy Manual binders and for helping with the project. Dr. Dale reported the binder contains each individual policy from the Board Manual in one page per policy, making it easy to remove policies that have been repealed and replace them with newly adopted policies. Dr. Dale reported there are over four hundred and twenty policies, and reviewing each one could take several years.

Board Policy Committee Chair, Ms. Guzman-Gonzales, informed the Board the Standards of Satisfactory Academic Progress policy will be revised to remove the Definitions and Applicability sections since they do not apply to this policy.

Ms. Grant reported that, per the recommendation of the Board Policy Committee, the Standards of Satisfactory Academic Progress President's Procedures will be revised to clarify that a suspension of financial aid would occur if requirements are not met, this is not an academic suspension.

Dr. Dale thanked the Board Policy Committee for the heavy lifting they will be doing in the coming months.

Ms. Walworth thanked Administration, the President's Cabinet, and everyone else involved for the time spent revising the Board Policy Manual.

### **MONITORING REPORTS**

#### **Report from Nebraska Community College Association Executive Director Greg Adams**

Ms. Walworth introduced and welcomed Mr. Greg Adams, Executive Director of the Nebraska Community College Association. Mr. Adams thanked the Board for the opportunity to meet with them today.

Mr. Adams initiated his report by giving the Board a summary of the Legislative Sixty Day Session. He stated this year was not a productive one. There were many people who are leaving, some who are running for a higher office, and others who are running for re-election. He reported senators voted in ways that were out of the ordinary.

Mr. Adams reported a sixty-day session starts right away. Day one is formality and on day two bills that were left over from the last session are already being debated. Mr. Adams reported they started in January 2017 with forty-two bills that community colleges took positions on. Of those, only six was there any action taken. That means thirty-six bills carried over to January of 2018 waiting to be debated on day two of a short session. There were ten bills that made it to general file. Of those, there was only one that was concerning: Legislative Bill 515.

Mr. Adams reported Legislative Bill 515 was introduced in 2017 by Senator Bolz. The bill created a community college grant program. The grant money was to be used to develop "integrated training/education" programming. Unfortunately for Senator Bolz and community colleges, the bill was debated the day of a significant snow storm. As a result, when a vote was taken, several senators who had promised to vote in favor of the bill were not present. The bill did not advance. Senator Bolz tried through the vehicle of two 2018 introduced bills to bring the grant program back but had no success.

Mr. Adams reported there were twenty-one new bills in 2018 introduced that would have affected community colleges in either a negative way or positive way. One of the bills was the GAP assistance grant program (Legislative Bill 917), which is a bill that already exists. It attempts to fill in tuition for students that don't meet the Pell qualifications for what they are supposed to be taking. The bill came out of the Education Committee early. It was placed on General File in what is called "worksheet order," which means that it was placed at the end of the line of bills already on General File. It did not get debated before debate switched to priority bills. Legislative Bill 917 was not prioritized. An attempt to amend Legislative Bill 917 on to Legislative Bill 1081 (a K-12 technical bill) was quashed by the Chair of the Education Committee. Mr. Adams stated it was a disappointing action, but correct.

Mr. Adams also reported on Legislative Bill 1000, a bill that would amend the Public Finance statutes. Prior to the passage of Legislative Bill 1000, political subdivisions could jointly issue general obligation bonds without a vote of the public. Unfortunately, a small rural school and its ESU went together, issued bonds, collected the bond proceeds, divided them up, and went their separate ways. There apparently was no joint project as the law intended. The Legislature reacted with a vote of 46-0 to amend the statutes to require a vote of the public.

Ms. Walworth thanked Mr. Adams for his report and for the hours spent at the sessions representing community colleges.

### **Cougar Leadership Presentation, Ms. Megan Wescoat, Student Engagement Director**

Ms. Wescoat presented to the Board Cougar Leadership, a program based on leadership, mentorship and community service in the community. Students who participate are able to obtain the following four certificates:

(1) Certificate in Engagement: the student must (a) complete three hours of community service OR complete three hours working with the WNCC Alumni Association helping with events, (b) attend four leadership workshops, and (c) meet with a self-selected mentor at least once a semester;

(2) Leader of the Pride Certificate: the student must (a) hold a leadership position, preferably at the College, approved by the Student Engagement Director, (b) attend the annual Student Leadership Conference (Friday, September 28, 1:30 p.m. – 3:30 p.m. at the Bishop Dining Hall), (c) complete two additional hours of community service OR complete two additional hours working with the WNCC Alumni Association helping with events, and (d) attend two additional leadership workshops;

(3) Exemplary Leadership Certificate: the student must (a) complete the five-session Leadership Challenge Program, (b) complete two additional hours of community service OR complete two additional hours working with the WNCC Alumni Association helping with events (c) attend two additional leadership workshops; and lastly,

(4) an Excellence in Leadership Certificate: the student must (a) participate in the annual week-long Alternative Spring Break event OR complete twenty-five hours of community service/working with the WNCC Alumni Association (Alternative Spring Break, March 10, 2019 - March 15, 2019), (b) write their Personal Leadership Statement (including Personal Vision Statement and Personal Slogan), and (c) attend two additional leadership workshops.

The completion date of the program is Friday, March 29, 2019.

Dr. Holcomb thanked Ms. Wescoat for the phenomenal work done with the Cougar Leadership program, and introduced her to the Board as the 2018 Outstanding Professional Employee of the year.

Ms. Walworth thanked Ms. Wescoat for her report.

### **Nebraska Community College Association**

No report was given.

### **Association of Community College Trustees**

No report was given.



### **Western Nebraska Community College Foundation**

Ms. Anderson reported on May 23, 2018, the Foundation partnered with West Nebraska CPA's and sponsored a tax strategies class to explain some of the changes in the laws. Twenty-eight people attended with the focus being on 2018 tax changes.

Ms. Anderson reported on June 25, 2018 and June 26, 2018, the Foundation held intensive training for Raiser's Edge Software, which is donor tracking software.

Ms. Anderson reported the Monument Marathon event is coming up, and so far two hundred and thirty runners have signed up. This concluded Ms. Anderson's report.

Ms. Walworth thanked Ms. Anderson for her report.

### **WESTERN NEBRASKA COMMUNITY COLLEGE / SCOTTSBLUFF CAMPUS MAIN BUILDING ADDITION AND RENOVATION UPDATE**

Dr. Holcomb reported one of the things recently completed in the addition / renovation of the main building, are the footings in the Theatre area. He stated the footings will be much better reinforced than before. Additionally, he reported the west wall is going up, which is where the Library and the Learning Commons are going to be. Dr. Holcomb reported the College is on schedule and on track with the renovation project.

Dr. Holcomb reported that due to inclement weather, construction in Alliance at the new indoor Powerline Arena has been delayed and they have not been able to pour the footings.

Ms. Walworth thanked Dr. Holcomb for his update.

### **BOARD MEMBER COMMENTS**

Ms. Walworth asked for Board Member comments.

Dr. Perkins stated he hopes the College has representation at Northeast Community College in the fall. He stated Dr. Noah Brown, President and CEO of the Association of Community College Trustees, is an excellent speaker and is heavily involved in discussion in Washington D.C. with regards to higher education. He also reported Dr. Martha Kanter will also be a speaker and is very good as well. He encouraged Board members to attend.

### **PRESIDENT'S COMMENTS**

Dr. Holcomb reported on a handout pertaining to the Accreditation and Community College Trustees. He provided this packet for the Board's edification. Dr. Holcomb also reported he has had the opportunity to listen to both Dr. Noah Brown and Dr. Martha Kanter speak in the past, and they are both very good speakers.

Dr. Holcomb reported he had the opportunity to speak with Congressman Adrian Smith for nearly an hour on June 11, 2018, to discuss the PROSPER Act. Dr. Holcomb believes Congressman Smith now understands this topic is very concerning for community colleges statewide.

Dr. Holcomb informed the Board they will be receiving a copy of the presidential evaluation in the next few weeks.

Dr. Holcomb reported the College has been rewarded for its efforts in successfully engaging its students in the process to become a tobacco free college. Out of eighteen institutions, the College won third place for the number of students who signed up for this initiative. This means the College has won an official "Truth Tour Stop." The potential date for the Truth Tour Stop will be between September 17, 2018, and November 9, 2018.

Dr. Holcomb reported through the efforts of Ms. Carrie Howton, Social Science Instructor, the College was selected as a successful grant award recipient of Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act funding for Program Year 2019, beginning July 1, 2018 through June 30, 2019.

Dr. Holcomb reported Alliance Campus Director, Ms. Robyn Iossi, attended the Alliance Joint Community and the Western Nebraska Development Network May meetings.

Dr. Holcomb reported the Rural Future Institute from the University of Nebraska-Lincoln has two interns working with Box Butte Development Corporation on the Marketing Hometown America campaign.

Dr. Holcomb reported the Indoor Powerline Arena groundbreaking in Alliance was held on June 7, 2018.

Dr. Holcomb reported on the Sidney Innovation & Entrepreneurship Center, and stated the next Business Resource Meeting will be held on Friday, June 22, 2018. There have been a total of eight meetings, with a total of one hundred and sixty-five participants.

Ms. Walworth thanked Dr. Holcomb for his report.

#### **NOTICE OF POLITICAL SUBDIVISION TORT CLAIM**

Mr. Kelly, College attorney reported on the Political Subdivision Tort Claim the Board received in the mail concerning Seth R. Bernhardt. He stated the claim has been sent to the insurance company and no action must be taken by the Board at this time.

#### **RECESS**

Ms. Walworth declared a ten minute recess at 2:25 p.m.

#### **OPEN MEETING**

Ms. Walworth declared the Open meeting in session at 2:34 p.m.

#### **EXECUTIVE SESSION**

##### **Strategy Session Concerning Pending or Threatened Litigation**

Ms. Anderson MOVED, pursuant to Section 84-1410(1), of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board of Governors hold a closed session with Dr. Todd R. Holcomb, Ms. Rosie Hernandez, and Mr. Philip M. Kelly, for the purpose of a Strategy Session Concerning Pending or Threatened Litigation.

She further moved this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to pending or threatened litigation are specifically authorized by the Nebraska Public Meetings Law. Ms. Guzman-Gonzales SECONDED the motion.

**Voting Yes:** Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Perlinski, Savely, and Walworth

**Voting No:** None

**Abstain:** None

**Absent:** Klemke

**MOTION CARRIED**

Ms. Walworth stated the reason for the Executive Session is a Strategy Session Concerning Pending or Threatened Litigation.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:35 p.m.

The Executive Session ended at 2:40 p.m.

#### **UPCOMING MEETINGS AND EVENTS**

Ms. Walworth reminded Board members of the following Upcoming Meetings and Events:

- 1) Western Community College Area Board of Governors Informal Meetings for the purpose of Budget Work Sessions: a) July 18, 2018, 10:30 a.m. – General Fund; b) August 15, 2017, 10:30 a.m. – Capital Construction Fund; and c) September 12, 2018, 10:30 a.m. – Final Review of All Budgets.
- 2) The Western Community College Area Board of Governors Public Hearings on the Proposed 2018 - 2019 WCCA Budgets to be held on September 12, 2018, at 1:00 p.m., in the Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus.
- 3) The Western Community College Area Board of Governors Regular meetings to be held: a) September 12, 2018, immediately following the Public Hearings on the Proposed 2018 – 2019 WCCA Budgets; b) October 17, 2018, 1:00 p.m. Western Nebraska Community College Alliance Campus.
- 4) Nebraska Community College Association 2018 Regular Meetings to be held as follows: a) Third Quarter Meeting, August 6, 2018, in Lincoln, Nebraska; b) Fourth Quarter (Annual Meeting) November 5 and 6, 2018, in Norfolk, Nebraska.
- 5) The Association of Community College Trustees 2018 Annual Leadership Congress to be held on October 24-27, 2018, at the Marriott Marquis, Times Square, New York, New York.
- 6) The Western Nebraska Community College Foundation Monument Marathon to be held on September 29, 2018

#### **NEXT REGULAR MEETING**

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, July 18, 2018, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 2:44 p.m.

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Julienne K. Walworth, Chairperson

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Rosie Hernandez, Secretary

City of  
*Bayard*

HOME OF  
CHIMNEY ROCK  
HISTORICAL SITE

P.O. Box 160  
Bayard, NE 69334  
308-586-1121

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June 4, 2018

To Whom This May Concern:

This letter is being sent to you as required by State Statute, being a political sub-division that could be affected. The property owners of properties **LOT 4, BLOCK 14, 5<sup>TH</sup> ADDITION, Morrill County, Nebraska**, have requested "TIF", Tax Increment Finance . Because of this request, you have the right to protest against this action.

This issue will addressed at the next Planning Commission meeting June 25, 2018 at 6:00PM., as there will be a public hearing on this matter. If you should require any further information concerning this, please contact the City Clerk at 308-586-1121.

Sincerely,

Jennifer Tressler  
City Clerk



# MEMORANDUM

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**Date:** June 13, 2018  
**To:** WCCA Board of Governors  
**From:** Lorin R. King, Science Instructor and Science Lead  
**Re:** June 2018 Board of Governors Faculty Report

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Mary Kay Versen attended a Granting Writing USA seminar on May 6-7 in Cheyenne, WY.

Mary Kay Versen and Tia Lively attended the COABE (National Adult Education Conference) – March 25th - 29th, 2018 – Phoenix AZ

MEMORANDUM

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**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** June 20, 2018  
**RE:** Board Approval, Bid Number 18-VEH-21

On May 15, 2018 bids were taken for one used Powerline Bucket Truck

**ACCOUNT NUMBER:** 10.3.11800.5611.12

**TOTAL BUDGET:** \$50,000.00

**TABULATION:**

Company	City/State	Total Amount
Volvo Truck of Omaha	Omaha, NE	\$46,500.00
Altec Nueco	Birmingham, AL	\$55,900.00

**Recommendation to come from the Finance Committee.**

MEMORANDUM

**TO: Board of Governors**

**FROM: William D. Knapper**

**DATE: June 20, 2018**

**RE: Board Approval, Bid Number 18-VEH-23**

On May 15, 2018 bids were taken for one used Powerline Digger Derrick

**ACCOUNT NUMBER: 10.3.11800.5611.12**

**TOTAL BUDGET: \$50,000.00**

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Volvo Truck of Omaha	Omaha, NE	<b>\$50,500.00</b>

**Recommendation to come from the Finance Committee.**

**MEMORANDUM**

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**TO: Board of Governors****FROM: William D. Knapper****DATE: June 20, 2018****RE: Board Approval, Bid Number 18-EQ-24****On May 31, 2018 bids were taken for Welding Equipment****ACCOUNT NUMBER: 20.1.18010.5626.12****TOTAL BUDGET: \$45,000.00****TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Rocky Mountain Air Solutions	Scottsbluff, NE	<b>\$43,280.52</b>
Matheson Tri-Gas	Gering, NE	<b>\$44,149.00</b>

**Recommendation to come from the Finance Committee.**



**MEMORANDUM**

**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** June 12, 2018  
**RE:** Board Approval, Bid Number 18-FAC-31

On June 8, 2018 bids were taken for replacement of a 20-Ton Roof Top Unit – HVAC for D-pod

**ACCOUNT NUMBER:** 10.1.60200.5262.72

**TOTAL BUDGET:** \$100,000.00

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Gering Valley Plumbing	Scottsbluff, NE	<b>\$61,030.00</b>
Independent Plumbing	Scottsbluff, NE	<b>\$85,754.00</b>
Snell Services	Scottsbluff, NE	<b>\$106,270.00</b>

**Recommendation to come from the Finance Committee.**

# Memo

To: WCCA Board of Governors  
From: William D. Knapper  
Date: 6/12/2018  
Re: Bid Results: Hobson Intersect Recruiting Tool, 19-SE-05 – Sole Source

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The College has learned of a cloud based service or tool, Hobson Intersect, that is utilized by 80% of Colorado high school students.

The cost for the College to access this tool is \$10,000 annually. The Admissions Department has outlined below several of the benefits of utilizing the service.

**Hobsons Intersect will support the Missions, Vision and Values of the College in the following areas:**

- Student Recruitment and Completion
    - Outcome 2: increase students' recruitment rates primarily in the Colorado (Front range and Northeast areas)
    - Outcome 4: Expand electronic tools to enhance student communications
  - Diversity Equity and Inclusion
    - Strategic Outcome 1: Ensure a welcoming, inclusive and accessible environment for students, employees, and community members
    - Outcome 2: Expand efforts to recruit and retain diverse students and employees
  - Operational Efficiencies
    - Outcome 1: Utilize technology solutions to streamline processes, enhance workflow, and realize efficiencies
- Institutional Impact and Recruitment Benefits**
- Enhance recruitment efforts:
    - 80% of Colorado high schools use this product and require their students to use it
    - Allows WNCC to increase awareness and facilitate communications with high school counselors and students
    - Enables WNCC to better identify and connect with HS students while they are actively engaged in the college search process
    - Enables WNCC to match with HS students that are a fit for the College and for them, which enhances the likelihood that the students will apply and enroll

- Increased Awareness about WNCC in Colorado
  - WNCC profile – includes key data, photos, video tours (which would need to be produced, student profiles)
  - Counselor Community has access to WNCC’s profile, increase communications, provides info for the counselors and students about WNCC

**Increased Connections with WNCC in Colorado**

- “Active Match”
  - WNCC defines the characteristics indicating a “good match”
  - Students who choose these characteristics see messages about WNCC
  - Students choose to “connect” with WNCC and share their contact info with the College
  - Enables WNCC to target underrepresented students, target students by programs of study, by geographic areas
  - WNCC will receive weekly reports of new connections. Those new prospects are added to the CRM and recruiting continues through the CRM and Intersect

**Increased Presence primarily in Colorado**

- RepVisits: provides an efficient way to schedule high school visits, enables HS counselors to provide feedback to WNCC, provides communications to students that WNCC is coming to visit
- Events Overview: promotes WNCC open houses and other events to targeted students, allows students to RSVP for events within the system and Admissions will receive email messages re: RSVPs

**Recommendation to come from the Budget and Finance Committee.**

**Administrative Services**

# Memo

**To:** WCCA Board of Governors  
**From:** William D. Knapper  
**Date:** 6/19/2018  
**Re:** Bid Results: Apple iPad Meeting Equipment, 18-EQ-33 – Sole Source

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The College solicited educational pricing from Apple, Inc. to supply iPads with a 12.9-inch screen for use in accessing meeting materials and conducting meetings. Fifteen iPads were quoted at a total price of \$14,505.00.

**Recommendation to come from the Budget and Finance Committee.**

MEMORANDUM

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**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** June 20, 2018  
**RE:** Board Approval, Bid Number 19-EQ-08

On June 11, 2018 bids were taken for the Electrical and Audio-Visual Requirements for the Anatomage Classroom

**ACCOUNT NUMBER:** Fiscal Year 2018-2019 Budget

**TOTAL BUDGET:** \$160,000.00

**TABULATION:**

Company	City/State	Total Amount
Adams Electric	Scottsbluff, NE	152,260.70
Second Bidder	Scottsbluff, NE	Not Responsive to all bid components

**Recommendation to come from the Finance Committee.**

MEMORANDUM



**TO:** Board of Governors

**FROM:** William D. Knapper

**DATE:** June 19, 2018

**RE:** Board Approval, Bid Number 19-EQ-09

On June 11, 2018 bids were taken for the Electrical and Audio-Visual Requirements for the Main Building Testing Center and Active Learning Classroom (D-Pod)

**ACCOUNT NUMBER:** Fiscal Year 2018-2019 Budget

**TOTAL BUDGET:** \$165,000.00

**TABULATION:**

Company	City/State	Total Amount
Adams Electric	Scottsbluff, NE	163,107.16
Second Bidder	Scottsbluff, NE	Not Responsive to all bid components

**Recommendation to come from the Finance Committee.**