

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS  
MARCH 20, 2019  
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**, Vice Chair Richard Stickney

**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) – Ms. F. Lynne Klemke
  - c) Minutes
    - i. Regular Meeting, February 20, 2019 .....3-29
  - d) Claims:
    - i. WCCA Unrestricted Fund - \$3,075,146.04 .....31-41
    - ii. WCCA Restricted Fund - \$473.78 .....41-42
    - iii. WCCA Federal Fund - \$2,849.21 .....42
    - iv. WCCA Agency Fund - \$22,064.13 .....42-43
    - v. WCCA Loan Fund - \$-0-.....N/A
    - vi. WCCA Plant Fund - \$1,357,030.00.....43
    - vii. WCCA Auxiliary Fund - \$81,199.78 .....43-46
  - e) City Planning Commission Report(s)
    - i. City of Scottsbluff .....47
  - f) Reports and Proposals
    - i. From the Students
    - ii. From the Faculty
    - iii. From the Administration
    - iv. 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. Thomas M. Perkins – \$2,821.67 .....	49
Ms. F. Lynne Klemke – \$278.40.....	49
2. Mr. Allan D. Kreman – \$45.24 .....	49
Ms. Kimberly A. Marcy – \$110.20.....	49
3. Mr. R. J. Savely, Jr. – \$104.98 .....	49
Mr. Richard G. Stickney – \$107.06.....	49

**G. Bid Consent Calendar**

1. Review of Bid Consent Calendar	
a) 19-VEH-26 – Intermediate Size Sedan .....	51-52
b) 19-SE-28 – Ellucian Technology Consulting Services – Sole Source .....	53-54
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):	
i. Ms. Laurie A. Alkire, Mathematics Instructor and Division Chair.....	55
b) Appointment(s):	
i. Ms. Alena Haun, Foundation Program and Giving Coordinator .....	57-60
ii. Ms. Mary Sheffield, Foundation Alumni Relations and Stewardship Director .....	61-63
2. Approval of Personnel Consent Calendar	
3. Consideration of Items Extracted from Personnel Consent Calendar	

**I. Western Community College Area Board of Governors**

1. Authorization for Board Member Travel	
a) Association of Community College Trustees .....	65-66
2019 Leadership Congress	
October 16-19, 2019	
San Francisco, California	
Early Bird Registration – August 9, 2019	
2. Amendment to 2019 Standing Committees.....	67

**J. Old Business**

No Old Business

**K. New Business**

1. Reports and Recommendation from Human Resources Committee
  - a) First and Single Read: Repeal Board Policy 425.0800.79 Full Time Faculty Grievances – Ms. Kathy Ault .....69
  - b) First Reading: Employee Retirement Eligibility Policy – Ms. Kathy Ault .....71-72
  - c) First Reading: Repeal(s):
    - i. Board Policy 420.2100.96 Retirement Plan (Support Staff) .....73
    - ii. Board Policy 425.2100.96 Retirement Plan (Full-Time Faculty) .....75
    - iii. Board Policy 435.2100.96 Retirement Plan (Temp Full-Time Faculty) ..77
    - iv. Board Policy 450.2100.96 Retirement Plan (Administrative/Professional Staff) .....79
2. Reports and Recommendation from Board Policy Committee
  - a) First Reading: Board Policies, President's Procedures, and Institutional Guidelines – Dr. Kim Kuster Dale .....81-83
3. First and Single Reading: Changes to 2019-2020 Course Fees – Mr. William Knapper .....85-88

**L. Institutional Reports**

1. WNCC Foundation Report – Ms. Jennifer Reisig
2. Future of Diversity Report & Food Bank Update – Mr. Maricia Guzman.....89-90
3. Higher Learning Commission Update – Kim Kuster Dale .....91-117
4. Nebraska Community College Association – Dr. Merlyn Gramberg, Dr. M. Thomas Perkins
5. Association of Community College Trustees – Dr. M. Thomas Perkins
6. Western Nebraska Community College Foundation – Ms. Karen Anderson

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

**N. Board Member Comments**

**O. President's Comments**

**P. Upcoming Meetings and Events**

1. Association of Community College Trustees
  - a) 2019 ACCT Leadership Congress  
October 16-19, 2019  
San Francisco, CA  
Early Bird Registration – August 9, 2019

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

1. Nebraska Community College Association
  - a) 2019 Regular Meetings
    - i. Second Quarter Meeting  
May 6, 2019  
Lincoln, NE
    - ii. Third Quarter Meeting  
August 5, 2019  
Lincoln, NE
    - iii. Fourth Quarter Meeting (Annual Meeting)  
November 4, 2019  
Southeast Community College  
Lincoln, NE

**Q. Next Regular Meeting:** Wednesday, April 17, 2019, 1:00 p.m., Rooms 115 and 116, Western Nebraska Community College, Sidney Campus, 371 College Drive, Sidney, NE.

**R. Adjournment**

**MISSION STATEMENT**

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

[www.wncc.edu](http://www.wncc.edu)

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, March 20, 2019  
1:00 p.m.

The Western Community College Area Board of Governors held a regular Board Meeting at 1:00 p.m. on Wednesday, March 20, 2019, 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, March 13, 2019.

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, Chair .....	Absent
Allan D. Kreman .....	Absent
Kimberly A. Marcy.....	Present
William M. Packard.....	Present
M. Thomas Perkins.....	Present
Coral E. Richards.....	Present
R. J. Savely, Jr .....	Present
Richard G. Stickney, Vice-Chairperson .....	Present

**OTHERS PRESENT**

Kim Kuster Dale, Executive Vice President  
Sebastian Escudero, Student Representative  
Maricia Guzman, Multicultural & Inclusion Director  
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary  
Todd R. Holcomb, President  
Philip M. Kelly, College Attorney  
William D. Knapper, Administrative Services Vice President and Board Treasurer  
Aletia Norwood, Faculty Representative  
Madison Reed, Student Representative  
Jennifer Reisig, Foundation Executive Director  
Stacey Wilson, Faculty Representative

**QUORUM**

Mr. Stickney declared a quorum was present for the transaction of business.

### **COMMUNITY COMMENTS**

Mr. Stickney asked for comments from the community. Pursuant to Board Policy 830.1000.79, Mr. Stickney 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**

Mr. Stickney 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.

Mr. Stickney reported Ms. Klemke would be unable to attend the meeting because of Personal Business. He also reported Mr. Kreman would be unable to attend the meeting because of Personal Business.

Mr. Stickney introduced and welcomed the following visitors to the meeting: Sebastian Escudero, Student Representative, Madison Reed, Student Representative, Alena Haun, Foundation Program and Giving Coordinator, and Ms. Mary Sheffield, Foundation Alumni Relations and Stewardship Director.

### **CONSENT CALENDAR**

#### **Review Contents**

Mr. Stickney reviewed the contents of the Consent Calendar which include the following item(s):

- 1) Agenda, March 20, 2019
- 2) Excuse Absent Board Member(s) – Ms. F. Lynne Klemke, Mr. Allan D. Kreman
- 3) Minutes
  - a. Regular Meeting, February 20, 2019
- 4) Claims for February 2019:
  - a. WCCA Unrestricted Fund - \$3,075,146.04
  - b. WCCA Restricted Fund - \$473.78
  - c. WCCA Federal Fund - \$2,849.21
  - d. WCCA Agency Fund - \$22,064.13
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$1,357,030.00
  - g. WCCA Auxiliary Fund - \$81,199.78
- 5) City Planning Commission Reports (Attachment A)
- 6) Reports and Proposals
  - a. From the Students
  - b. From the Faculty
  - c. From the Administration
  - d. From the Board

Mr. Stickney inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration.

## **CONSENT CALENDAR (Cont.)**

### **Review Contents**

Ms. Anderson requested an item in the amount of \$250.00, payable to Scottsbluff / Gering United Chamber of Commerce for tickets to the Annual Banquet, be extracted from the WCCA Unrestricted Fund.

## **CONSENT CALENDAR**

### **Approval**

Dr. Perkins MOVED to approve the amended Consent Calendar. SECONDED by Ms. Marcy.

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, Klemke

**MOTION CARRIED**

## **CONSENT CALENDAR**

### **Consider Extracted Items**

Ms. Anderson reported she has a business relationship with the Scottsbluff/Gering Chamber of Commerce. Because of this relationship, she is requesting the Annual Banquet fee payable to the Scottsbluff/Gering Chamber of Commerce be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Dr. Perkins MOVED the claim for \$250.00 for tickets to the Annual Banquet, payable to the Scottsbluff/Gering United Chamber of Commerce be approved. SECONDED by Ms. Guzman-Gonzales.

**Voting Yes:** Gramberg, Guzman-Gonzales, Marcy, Packard, Perkins, Richards,  
Savely, Stickney

**Voting No:** None

**Abstain:** Anderson

**Absent:** Kreman, Klemke

**MOTION CARRIED**

## **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

### **Dr. Thomas M. Perkins, Ms. F. Lynne Klemke**

Ms. Anderson MOVED to approve the following travel expenses: Dr. Thomas M. Perkins for \$2,821.67, and Ms. F. Lynne Klemke for \$278.40. SECONDED by Mr. Savely.

**BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT (Cont.)**

**Dr. Thomas M. Perkins, Ms. F. Lynne Klemke**

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

**MOTION CARRIED**

**BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

**Mr. Allan D. Kreman, Ms. Kimberly A. Marcy**

Ms. Richards MOVED to approve the following travel expenses: Mr. Allan D. Kreman for \$45.24, and Ms. Kimberly A. Marcy for \$110.20. SECONDED by Ms. Anderson.

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

**MOTION CARRIED**

**BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

**Mr. R. J. Savely, Jr., Mr. Richard G. Stickney**

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Mr. R. J. Savely, Jr. for \$107.06, and Mr. Richard G. Stickney for \$107.06. SECONDED by Ms. Marcy.

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

**MOTION CARRIED**

**BID CONSENT CALENDAR**

**Review Contents**

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

- 1) Bid No. 19-VEH-26 – Intermediate Size Sedan (Attachment B)
- 2) Bid No. 19-SE-28 – Ellucian Technology Consulting Services – Sole Source



## **BID CONSENT CALENDAR (Cont.)**

### **Review Contents**

Mr. Stickney inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. Ms. Anderson requested Bid #19-SE-28 – Ellucian Technology Consulting Services – Sole Source be extracted to allow for further discussion.

## **BID CONSENT CALENDAR**

### **Approval**

Dr. Perkins MOVED to approve the Bid Consent Calendar as amended. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, Klemke

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Consider Items Extracted**

Ms. Anderson requested Bid #19-SE-28 – Ellucian Technology Consulting Services – Sole Source be extracted for separate consideration and asked Dr. Holcomb to further speak on this item.

Dr. Holcomb reported Colleague by Ellucian is the College's primary operations supporting software system, and the Information Technology Department has reached out to them to assist with several projects that require high-level technical expertise, advice and direction.

The Information Technology Department reached an agreement with the vendor to provide the consulting hours at a discount rate of \$50 per hour. An estimate of the hours appears in the project listing. The package of hours and projects totals \$72,675. The College is not obligated to utilize all of the hours.

In response to a question from the Board, Dr. Holcomb reported costs associated with this service will be taken from the Information Technology Budget.

Ms. Anderson MOVED to approve Bid #19-SE-28 – Ellucian Technology Consulting Services – Sole Source. SECONDED by Mr. Savely

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, Klemke

**MOTION CARRIED**

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents**

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

- 1) Resignation(s)
  - a. Ms. Laurie A. Alkire, Mathematics Instructor and Division Chair, effective August 31, 2019.
- 2) Appointment(s)
  - a. Ms. Alena Haun, Foundation Program and Giving Coordinator, effective March 11, 2019, through June 30, 2019, wage to be \$21.00 per hour.
  - b. Ms. Mary Sheffield, Foundation Alumni Relations and Stewardship Director, effective March 18, 2019, through June 30, 2019, salary to be prorated from an annual salary of \$48,856.

Mr. Stickney 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**

Ms. Richards MOVED to approve the Personnel Consent Calendar as submitted. Ms. Anderson SECONDED the motion.

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, 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**

### **Authorization for Board Member Travel**

Ms. Richards MOVED to authorize the Board Member travel for Dr. M. Thomas Perkins, and Mr. R.J. Savely, Jr., to attend the Association of Community College Trustees 2019 Leadership Congress, which will be held October 16-19, 2019. Ms. Anderson SECONDED the motion.

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**  
**Authorization for Board Member Travel**

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

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**  
**Amendment to 2019 Standing Committees**

Mr. Stickney reported in the past there have been a total of three Board member representatives on the WNCC/ESU #13 Technology Center Board of Directors. Currently, Ms. F. Lynne Klemke, and Mr. R. J. Savely, Jr., are the only representatives on this Board. Mr. Stickney asked the Board members for nominations to include a third representative.

Mr. Stickney MOVED to add Ms. Linda Guzman-Gonzales as a Board member representative to the WNCC/ESU #13 Technology Center Board of Directors. SECONDED by Dr. Packard.

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

**MOTION CARRIED**

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

**Reports and Recommendation from Human Resources Committee**

**First and Single Read: Repeal Board Policy 425.0800.79 Full Time Faculty Grievances**

Mr. Stickney introduced the repeal of Board Policy No. 425.0800.79 Full Time Faculty Grievances on first and single read and asked Ms. Ault to speak on it. Ms. Ault reported the Amended 2016-2019 Collective Bargaining Agreement approved at the February 20, 2019, Board of Governors Meeting, included a revised Full-Time Faculty Grievances Board Policy, making Policy No. 425.0800.79 Full Time Faculty Grievances, obsolete. Therefore, Ms. Ault recommended the Board repeal this policy.

Dr. Perkins MOVED the Board repeal Policy No. 425.0800.79, Full-Time Faculty Grievances. SECONDED by Dr. Packard.

**NEW BUSINESS (Cont.)**

**Reports and Recommendation from Human Resources Committee**

**First and Single Read: Repeal Board Policy 425.0800.79 Full-Time Faculty Grievances**

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, Klemke

**MOTION CARRIED**

**NEW BUSINESS**

**Reports and Recommendation from Human Resources Committee**

**First Reading: Employee Retirement Eligibility Policy**

Mr. Stickney introduced the Employee Retirement Eligibility Board Policy on first reading and asked Ms. Ault to speak on this item. Ms. Ault reported this policy establishes the requirements an employee must meet to be eligible for retirement benefits.

Ms. Ault reported the retirement plan would be available for all employees that regularly work twenty or more hours per week. Faculty, administrative and professional employees, and support staff are included in this plan.

Ms. Ault reported employees must contribute the minimum current percent of his/her salary, which is matched by an equal contribution by the Board. Additionally, all full-time employees (faculty, administrative, professional, support staff), regardless of age, must participate in the plan.

No action was taken by the Board at this time.

**NEW BUSINESS**

**Reports and Recommendation from Human Resources Committee**

**First Reading: Repeal(s)**

Mr. Stickney introduced the following policies being repealed: Board Policy 420.2100.96 Retirement Plan (Support Staff); Board Policy 425.2100.96 Retirement Plan (Full-Time Faculty); Board Policy 435.2100.96 Retirement Plan (Temp Full-Time Faculty); Board Policy 450.2100.96 Retirement Plan (Administrative/Professional Staff), and asked Ms. Ault to speak on this item.

Ms. Ault reported the policies being repealed will be absorbed into the new Employee Retirement Eligibility Policy upon Board approval. Furthermore, she reported they will be presented at the next Board of Governors Regular Meeting on second and final reading with the recommendation to repeal.

No action was taken by the Board at this time.

**NEW BUSINESS**

**Reports and Recommendation from Board Policy Committee**

**First Reading: Board Policies, President's Procedures, and Institutional Guidelines**

Mr. Stickney introduced the President's Procedures, and Institutional Guidelines Board Policy on first reading and asked Dr. Dale to speak on this item. Dr. Dale reported this policy ensures compliance with the Nebraska Revised Statute(s) 85-9, 169 and 85-1511, and applies to all Board Policies, President's Procedures, and Institutional Guidelines.

Dr. Dale reported this Policy authorizes the Board to adopt and promulgate rules and regulations and perform all other acts as the Board may deem necessary or appropriate to the administration of the community college area. Dr. Dale reported the Board will work with the College President and staff to formulate activities and programs needed to carry out the requirements of the statutes as needed.

Dr. Dale reported a Board Policy is defined as a regulation, institutional standard, or directive that relates to and/or affects the overall governance, standard, or compliance with an applicable state or federal law, educational mission, employment, student affair, or administrative action; a President's Procedure is the protocol by which a Board Policy shall be adhered to. The President's Procedure should identify which College department, officer, or staff shall be responsible and accountable for complying with Board Policy; and an Institutional Guidelines is a step-by-step process identifying how a task shall be accomplished to ensure compliance with Board Policy, state, and/or federal regulations.

No action was taken by the Board at this time.

**NEW BUSINESS**

**First and Single Reading: Changes to 2019-2020 Course Fees**

Mr. Stickney introduced Changes to 2019-2020 Course Fees on First and Single Reading, and asked Dr. Holcomb to speak on this item. Dr. Holcomb reported the table of fee changes presented is a result from the realignment and renaming of courses. The collective fees collected in the realignment equal the fees approved earlier by the Board.

Mr. Savely MOVED the Board approve the changes to the 2019-2020 Course Fees. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** Kreman, Klemke

**MOTION CARRIED**

## **INSTITUTIONAL REPORTS**

### **WNCC Foundation Report**

Mr. Stickney introduced the WNCC Foundation Report and asked Ms. Jennifer Reisig, Foundation Executive Director, to speak on this item. Ms. Reisig reported the 2018-2021 WNCC Foundation Strategic Goals include: 1) engaging and recognizing existing donors in order to strengthen their giving relationship and support of the College; 2) strengthening alumni affinity with the College through volunteer and engagement opportunities; 3) providing ongoing stability to the College by expanding the annual donor base to enhance programs, scholarship funds, and facilities; 4) supporting future generations of students at the College by employing the full complement of giving strategies; and, 5) engaging WNCC Foundation Board ownership and leadership for positioning of future targeted campaigns.

Ms. Reisig reported action steps and strategies for 2019-2020 include: a) increasing donor stewardship through the creation of individualized stewardship plans for businesses, individuals, and foundations; b) expanding and developing additional recognition programs for annual donors; c) growing alumni engagement and re-engagement through additional targeted affinity; d) developing annual campaign goals based on identified priority areas; e) investing in staff and board training in fundraising and planned giving; and, f) maximizing existing and new technology to create efficiencies and identify prospects.

Mr. Stickney thanked Ms. Reisig for her report.

## **INSTITUTIONAL REPORTS**

### **Future of Diversity Report and Food Bank Update**

Mr. Stickney introduced the Future of Diversity and Food Bank Update and asked Ms. Maricia Guzman, Multicultural & Inclusion Director, to speak on this item. Ms. Guzman explained the purpose of the Initial Climate Assessment for Diversity, Equity, and Inclusion is to assist the College to obtain a baseline of information regarding two objectives: 1) in what ways do the students perceive diversity, equity, and inclusion on campus?; and, 2) what have been the actual experiences of the students in regards to diversity, equity, and inclusion while on campus?

Ms. Guzman reported the assessment was created by design, to ensure that the questions utilized tie back to the Strategic Master Plan's Diversity, Equity, and Inclusion Focus Area. She stated given the deadline of the Higher Learning Commission reaffirmation, the assessment was created in a way that will generate concrete data that can quickly inform Multicultural and Inclusion work. Ms. Guzman reported that although this assessment is designed only for students, a similar assessment is planned for College faculty and staff in late spring 2019.

Ms. Guzman reported on the Diversity Scholarship Program. This program is constructed to emphasize practices that are proven to support the retention of students. The goals of the Diversity Scholarship Program are; a) provide monetary support for students as they pursue higher education;; b) provide a professional support system that will assist students as they encounter challenges during their academic career at WNCC; c) provide formal opportunities for leadership and personal development; d) provide early intervention services for students that are struggling academically or personally;

## **INSTITUTIONAL REPORTS (Cont.)**

### **Future of Diversity Report and Food Bank Update**

e) serve as a guide for students (many of whom will be first generation college students) as they prepare to transfer to a four-year institution or enter the workforce; and, f) improve the overall retention and completion rate of historically underrepresented students at the College.

Ms. Guzman reported the implementation of the College Food Pantry began in December 2018, with a partnership with Our Lady of Guadalupe Church. It has already served thirty-seven individuals on sixty different occasions since it opened on December 5, 2018. The current location is in SWBC.

Ms. Guzman reported the Food Pantry addresses the needs of students experiencing homelessness and food insecurity. She stated future initiatives include: a) finding a permanent and suitable location; b) expanding the hours of availability; and, c) researching other institutions' initiatives for addressing food insecurity and homelessness to determine the College's direction.

In support of the Food Pantry, Dr. Perkins commented on the importance of supporting the students through this program. He encouraged Board members to bring an item for the Food Pantry to every meeting.

Mr. Stickney thanked Ms. Guzman for her report.

## **INSTITUTIONAL REPORTS**

### **Higher Learning Commission Update**

Mr. Stickney introduced the Higher Learning Commission Update and asked Dr. Dale to speak on this item. Dr. Dale reported this is the first quarterly Higher Learning Commission update, as requested by the Board.

Dr. Dale provided the Board the following items for the upcoming Higher Learning Commission Comprehensive Evaluation in February 2020: 1) a current task and timeline through February 2020; 2) Higher Learning Commission Criterion for Accreditation: Criterion One: Mission; 3) Draft Criterion One: Mission Assurance Arguments; and, 4) Draft of Criterion One: Mission Evidence Listing.

Dr. Dale reported the next critical deadline when all Criterion and Federal Compliance writers will be presenting the Higher Learning Commission Steering Committee with a final draft for their review is April 1, 2019. Once edits are made, all College employees will have an opportunity to view the draft and provide feedback prior to faculty's last contract day.

Dr. Dale reported each Criterion Team must write a component under each category and sub-category. She stated there are approximately fourteen people working on Criterion One, with Kyle Cummings, Marketing Specialist working on a draft document. Dr. Dale reported the College is limited to thirty-five thousand words for the entire document. However, some Criterion sections will have more words than others.

## **INSTITUTIONAL REPORTS (Cont.)**

### **Higher Learning Commission Update**

Dr. Dale reported nineteen faculty and staff, including Presidents Holcomb, will be travelling to the Higher Learning Commission Conference in Chicago to participate in a full-day training session on how to prepare for the comprehensive visit, as well as attending workshops related to accreditation.

Dr. Dale reported the College has secured the mock peer review team, which includes: a Provost and a Chief Financial Officer from Regis University, a representative from Wyoming Community College Commission, who has been a reviewer for years and has registrar background, a Chief Administrative Officer and a Student Services Vice President from Lamar Community College.

Mr. Stickney thanked Dr. Dale for her report and the information provided.

## **INSTITUTIONAL REPORTS**

### **Nebraska Community College Association, Dr. Merlyn Gramberg, Dr. M. Thomas Perkins**

Dr. Perkins reported he is not sure the College will receive the two percent increase in funding for community colleges. He reported the Nebraska Community College Association Executive Committee will be meeting on April 1, 2019, and he will have more information next month from Greg Adams, Nebraska Community College Association Executive Director.

Dr. Perkins reported Dr. Holcomb testified before the Appropriations Committee in Lincoln during the Legislative Session. Dr. Holcomb stated he would share more information concerning his comments to the Appropriations Committee during his President's Comments.

## **INSTITUTIONAL REPORTS**

### **Association of Community College Trustees, Dr. M. Thomas Perkins**

There was no report.

## **INSTITUTIONAL REPORTS**

### **Western Nebraska Community College Foundation, Ms. Karen Anderson**

Ms. Anderson congratulated Ms. Reisig on completing one year as Executive Director of the WNCC Foundation. She also welcomed new staff members Ms. Alena Haun, Foundation Program and Giving Coordinator, and Ms. Mary Sheffield, Foundation Alumni Relations and Stewardship Director.

## **WESTERN NEBRASKA COMMUNITY COLLEGE / SCOTTSBLUFF CAMPUS**

### **MAIN BUILDING ADDITION AND RENOVATION UPDATE**

Dr. Holcomb reported the construction crew has experienced a setback on the Scottsbluff Campus Main Building Addition and Renovation project. He reported the crew was originally going to connect to a large water main located in the Library that had been identified on the blueprints. However, when work began, the water main was not there.



**WESTERN NEBRASKA COMMUNITY COLLEGE / SCOTTSBLUFF CAMPUS  
MAIN BUILDING ADDITION AND RENOVATION UPDATE (Cont.)**

Dr. Holcomb reported construction manager, Sampson Construction, stated the best solution would be to connect to the nearest water main, which is located in the business division. He stated offices in the business division will have to be closed in order to connect to the water main, however, said offices were found to contain asbestos.

Dr. Holcomb reported that after a meeting to discuss options, it was determined all offices in the business division would be closed to remove the asbestos. Staff currently occupying those offices will be relocated during the removal of the asbestos, and construction crew will be able to connect to the water main. Dr. Holcomb reported this will cause a three-week delay. Dr. Holcomb recognized and thanked the faculty and staff in the business division, and the maintenance staff, Micah Findley and Michelle Coolidge, for their patience and hard work during this process.

Dr. Holcomb also recognized the staff in the Information Technology department for their hard work, especially during the blizzard where they travelled to the Scottsbluff Main Campus a few times to ensure to College servers remained operational. He also thanked them for assisting the business division with their move to their new space and doing so with such little notice, and demonstrating great patience.

Mr. Stickney thanked Dr. Holcomb for his report.

**BOARD MEMBER COMMENTS**

Dr. Perkins reported the Board has established an ad hoc committee to start the process of obtaining Board evaluations. The ad hoc committee will consist of three Board members: Mr. Stickney, Ms. Anderson, and Dr. Perkins. They will be responsible for reviewing an outline of the Board evaluation and will present it to the Board for further discussion and action. Lastly, Dr. Perkins reminded the Board to bring an item for the Food Pantry to the next meeting in support of the students.

Dr. Gramberg commented he would like the iPad training for the Board done at a slower pace to give Board members an opportunity to catch up.

**PRESIDENT'S COMMENTS**

Dr. Holcomb reported he was one of three community college presidents who gave comments to the Appropriations Committee in Lincoln during the Legislative Session. His comments focused on funding for community colleges, where he explained the current funding formula is not working for WNCC.

Dr. Holcomb informed the Appropriations Committee community colleges in Nebraska are falling behind compared to other states and they need to be investing in community colleges in the state. He stated that in 2013, State of Kansas senators and legislatures decided that every student who wanted a technical college course could get the course for free.

**PRESIDENT'S COMMENTS (Cont.)**

Dr. Holcomb reported that in 2017, South Dakota created a comprehensive state financial aid program, Dakota's Promise, aimed to support students who are in need by providing them free community college education in fifteen vocab fields. Lastly, the State of Wyoming recently expanded the Hathaway Scholarship to include technical college courses.

Dr. Holcomb reported many neighboring constituents understand the state has a skilled labor shortage, some estimate around thirty-five thousand unfilled jobs, and those jobs would be beneficial economically and bring in revenue to the state.

Dr. Holcomb reported he had good support from Senators Stinner and Erdman who are very supportive of community colleges.

Dr. Holcomb reported the Great Colleges to Work For survey is open and he sent out the first of several emails encouraging participation. He has identified a task force to ensure the survey results are reported appropriately.

Dr. Holcomb reported on Thursday, March 7, he attended a Conflict Management Training in the John C. Harms Center. The moderator was Jamie Weingart, with JNW Consulting, LLC. Dr. Holcomb reported she is a diamond in the rough and he is very grateful she's in the community and working for us.

Dr. Holcomb reported he, along with eleven students, participated in the Alternative Spring Break this year. On Monday, March 11, he joined the students as they assisted the staff in the Guadalupe Center with painting, organizing, and preparing food bags. Students also went to the Mitchell Care Center where they visited residents and played games. On Tuesday, March 12, students paired with community volunteers to fill shopping orders for seniors at Main Street Market. At the Lakota Luther Center, students served and ate lunch with patrons, and made s'mores outside of Conestoga Hall with a fire pit. On Wednesday, March 13, students called and thanked donors for giving to the Foundation and for their continued support in students' education. On Thursday, March 14, students wrote thank you cards to deliver on Friday, and on Friday students handed out popcorn and thank you notes to dining hall staff, maintenance crew, and staff in SWBC.

Dr. Holcomb reported that on March 18-19, he attended Project Management Training. He also reported the Phi Theta Kappa Induction Ceremony will be on Tuesday, March 26, at 7:00 p.m. in The Plex at the John C. Harms Center. The keynote speaker is Mark Wickard, who received an Aviation Maintenance Certificate from the College.

Dr. Holcomb reported the Vocal Music Program, under the direction of Dr. Patrick Newell, will present the 29th Annual Gala Evening at the Gering Civic Center next Friday, March 29 and Saturday, March 30, at 6:00 p.m. Tickets are still available and can be ordered through the Foundation.

Dr. Holcomb reported a contest to rename the bookstore is underway for students, faculty, staff, and alumni. The new bookstore will include a coffee shop, bistro, WNCC apparel, and gift items. The winner of the contest will receive a \$100 gift certificate to the bookstore and a cookie basket.

### **PRESIDENT'S COMMENTS (Cont.)**

All submissions have been gathered and the committee will be meeting this week to decide on a winner, which will be announced the first part of April.

Dr. Holcomb reported the Sidney Campus is working with the Department of Labor on Rapid Response meetings for both Sidney and Oshkosh in light of the latest Bass Pro layoffs. Dr. Holcomb reported there will be four sessions in Sidney and two sessions in Oshkosh. Individuals will be provided details on training opportunities through the College, assistance with unemployment benefits and training funds available through the Department of Labor.

Dr. Holcomb reported the Sidney Campus inducted nine new Phi Theta Kappa members on February 26. He thanked Dr. Dale and Mr. Norman Coley for attending the ceremony.

Mr. Stickney thanked Dr. Holcomb for his report.

### **UPCOMING MEETINGS AND EVENTS**

Mr. Stickney reminded Board members of the following Upcoming Meetings and Events:

- 1) The Association of Community College Trustees 2019 ACCT Leadership Congress to be held October 16-19, 2019, in San Francisco, California.
- 2) The Nebraska Community College Association 2019 Regular Meetings to be held as follows: a) Second Quarter Meeting to be held on May 6, 2019, in Lincoln, NE; b) Third Quarter Meeting to be held on August 5, 2019, in Lincoln, NE; and c) Fourth Quarter Meeting (Annual Meeting) to be held on November 5, 2019, in Southeast Community College, Lincoln, NE.

### **NEXT REGULAR MEETING**

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, April 17, 2019, 1:00 p.m., Rooms 115 and 116, Western Nebraska Community College, Sidney Campus, 371 College Drive, Sidney, NE.

### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 2:47 p.m.

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Richard G. Stickney, Vice Chairperson

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Rosie Hernandez, Secretary



308-632-4136  
2525 Circle Drive  
Scottsbluff, NE 69361

February 26, 2019

**Sent via Certified Mail: Return Receipt Requested**

Western Nebraska Community College  
c/o Chairperson of Board of Governors  
1601 E. 27<sup>th</sup> Street  
Scottsbluff, NE 69361

**Re: City of Scottsbluff Planning Commission; Notice of Public Hearing**

Notice is hereby given that the Planning Commission of the City of Scottsbluff, Nebraska will hold a public hearing at its regular meeting scheduled for Monday, March 11, 2019 at 6:00 p.m. in the Council Chambers, City Hall 2525 Circle Drive, Scottsbluff, Nebraska for the purpose of reviewing and obtaining comment on a Redevelopment Plan submitted by 26 Group, LLC for the Fuel Station and Convenience Store Project. The area to be redeveloped under the Redevelopment Plan is legally described as Lot 1, Block 1, Western Addition, City of Scottsbluff, Scotts Bluff County, Nebraska. This Redevelopment Plan includes a request for tax increment financing. A copy of the Redevelopment Plan, a map to show the area to be redeveloped, and any cost-benefit analysis of the Redevelopment Plan can be found at Development Services, City Hall 2525 Circle Drive, Scottsbluff, Nebraska during regular business hours. At the public hearing, all interested parties shall be afforded a reasonable opportunity to express their views respecting the proposed redevelopment plan.

Sincerely,

A handwritten signature in black ink that reads "Kimberley Wright". The signature is written in a cursive style with a large, prominent "K" and "W".

Kimberley Wright  
City Clerk, City of Scottsbluff

MEMORANDUM

**TO: Board of Governors**

**FROM: William D. Knapper**

**DATE: April 20, 2019**

**RE: Board Approval, Bid Number 19-VEH-26**

**On February 28, 2019 bids were taken for one (1) Intermediate Sedan**

**ACCOUNT NUMBER: 10.1.62010.5611.63**

**TOTAL BUDGET: \$25,000.00**

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Team Chevrolet	Scottsbluff, NE	<b>\$21,853.00</b>

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