# WESTERN COMMUNITY COLLEGE AREA **BOARD OF GOVERNORS JULY 18, 2018 AGENDA**

# <u>LUNCH - 12:00 P.M.</u>

# **REGULAR MEETING – 1:00 P.M.**

Western Nebraska Community College, Scottsbluff Campus

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

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

# PROPOSED AGENDA

- A. Call to Order, Ms. Julie 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, June 20, 2018	1-17
Cla	aims:	
1.	WCCA Unrestricted Fund - \$976,664.76	19-32
2.	WCCA Restricted Fund - \$4,388.15	32
3.	WCCA Federal Fund - \$9,474.68	32
4.	WCCA Agency Fund - \$6,388.70	33
5.	WCCA Loan Fund - \$-0-	NA
6.	WCCA Plant Fund 50 - \$603,841.73	33
7.	WCCA Plant Fund 51 - \$181,862.92	33
8.	WCCA Auxiliary Fund - \$74,120.14	33-36
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	•	37-54
	Cla 1. 2. 3. 4. 5. 6. 7. 8. Cit	<ol> <li>Regular Meeting, June 20, 2018</li> <li>WCCA Unrestricted Fund - \$976,664.76</li> <li>WCCA Restricted Fund - \$4,388.15</li> <li>WCCA Federal Fund - \$9,474.68</li> <li>WCCA Agency Fund - \$6,388.70</li> <li>WCCA Loan Fund - \$-0</li> <li>WCCA Plant Fund 50 - \$603,841.73</li> <li>WCCA Plant Fund 51 - \$181,862.92</li> <li>WCCA Auxiliary Fund - \$74,120.14</li> <li>City Planning Commission Report(s)</li> <li>City of Bayard</li> </ol>

- f) Reports and Proposals
  - 1. From the Students
  - 2. From the Faculty
  - 3. From the Administration
  - 4. From the Board
- 2. Approval of Consent Calendar
- 3. Consideration of Items Extracted from Consent Calendar

F.	Bo	oard Member Mileage and/or Expense Reimbursement	
	1.	Dr. Merlyn L. Gramberg – \$103.99, and Mr. Thomas L. Perlinski – \$28.99 55	
	2.	Mr. R.J. Savely, Jr. – \$98.75, and Mr. Richard G. Stickney – \$58.53	
G.	Bio	d Consent Calendar	
	1.	Review of Bid Consent Calendar	
		a) Bid No. 19-EQ-02 – Video Conferencing CODEC	,
		b) Bid No. 19-EQ-03 – Dell-WYSE Thin Clients	i
		c) Bid No. 19-EQ-07 – Touring Cart	,
		d) Bid No. 19-SE-12 – Ellucian Technical and Consulting Services – Sole Source 69-70	)
	2.	Approval of Bid Consent Calendar	
	3.	Consideration of Items Extracted From Bid Consent Calendar	
Н.	Pe	rsonnel Consent Calendar	
	1.	Review Contents of Personnel Consent Calendar	
		a) Resignation(s): None	
		b) Appointment(s):	
		1. Ms. Deb Carpenter-Nolting, English Composition/Achieving College Success	
		Instructor71-73	
		2. Dr. Carolyn Pevey, Sociology Instructor	
		3. Ms. Sarah Townsend, Digital Marketing Specialist	
	2.	Approval of Personnel Consent Calendar	
	3.	Consideration of Items Extracted from Personnel Consent Calendar	
I.	Ol	d Business	
	1.	<b>Report and Recommendations from Board Policy Committee</b> – Ms. Linda Guzman-Gonzales	
		a) Second and Final Reading: Gramm-Leach-Bliley Student Financial Information	
		Security Program Board Policy – Dr. Todd Holcomb	,
		b) Information Only: Gramm-Leach-Bliley President's Procedure –	
		Dr. Todd Holcomb	۲
		c) Second and Final Reading: Standards of Student Academic Progress Board	_
		Policy – Ms. Nina Grant	)
		d) Information Only: Standards of Student Academic Progress President's Procedure – Ms. Nina Grant	)2
J.	Ne	ew Business	
	1.		
		a) First Reading: Drug-Free Workplace – Ms. Kathy Ault	05
		b) First Reading: Board of Governor's Standing Committees – Mr. William Knapper 107	
	2.	· · · · · · · · · · · · · · · · · · ·	
		a) Drug-Free Workplace President's Procedure – Ms. Kathy Ault	.13

# **K.** Monitoring Reports

1.	2017-2018 Athletic De	oartment Overview -	Mr. Rya	n Burgner		.115	5-13	39	9
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- 3. 2018-2019 WCCA Budget Mr. William Knapper
  - a) Consider Authority to Exceed the Budget Limit for 2018-2019 Fiscal Year by an Additional 1% and Carry Forward All Unused Authority to 2019-2020.......163-164
- 4. National Association of College and University Attorneys Annual Conference Mr. Jason A. Ossian
- 5. Nebraska Community College Association Dr. Merlyn L. Gramberg, Dr. M. Thomas Perkins
- 6. Association of Community College Trustees Dr. M. Thomas Perkins
- 7. Western Nebraska Community College Foundation Ms. Karen Anderson

# L. Western Nebraska Community College Facilities Corporation Annual Meeting

- 1. Call to Order Mr. Richard Stickney
- 2. Roll Call
- 3. Election of Officers
  - a) President
  - b) Vice President
  - c) Secretary/Treasurer
- 4. Adjourn

# 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. Western Community College Area Board of Governors
  - a) Informal Meetings:
    - 1. Budget Work Sessions
      - a. August 15, 2018, 10:30 a.m. Capital Construction Fund
      - b. 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

- September 12, 2018, immediately following the Public Hearings on the Proposed 2018-2019 WCCA Budgets, Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus
- 2. October 17, 2018, 1:00 p.m. Western Nebraska Community College, Alliance Campus
- 3. December 5, 2018, 1:00 p.m., Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus

- 2. Nebraska Community College Association
  - a) 2018 Regular Meetings
    - Third Quarter Meeting August 6, 2018 Lincoln, NE
    - Fourth Quarter Meeting (Annual Meeting) November 5 and 6, 2018 Norfolk, NE
- 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
- **Q. Next Regular Meeting**: Wednesday, August 15, 2018, 1:00 p.m., Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.
- R. Adjournment

# WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

#### **MINUTES**

Wednesday, July 18, 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, July 18, 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, July 11, 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	Present
Kimberly A. Marcy	Present
William M. Packard	
M. Thomas Perkins	Present
Thomas L. Perlinski	Absent
R. J. Savely, Jr	Present
Richard G. Stickney, Vice-Chairperson	
Julienne K. Walworth, Chairperson	

#### OTHERS PRESENT

Kathy Ault, Human Resources Executive Director

Ryan Burgner, Athletic Director

Evangeline K. Grant, Student Services Vice President

Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary

Allison Judy, Public Relations and Marketing Director

Philip M. Kelly, College Attorney

Lorin R. King, Faculty Representative, Scottsbluff Campus

William D. Knapper, Administrative Services Vice President and Board Treasurer

Jason Ossian, College Attorney

#### **OUORUM**

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 stated that for informational purposes only, included in the Board's packet is a document containing a spreadsheet of all the Monitoring Reports presented to the Board from 2014 to July 2018.

Ms. Walworth also informed the Board that if any Board member has an old Board Policy Manual, they can bring it with them to the College to get recycled.

Ms. Walworth reported Mr. Perlinski notified Ms. Hernandez that he would be unable to attend the meeting because of Personal Business.

#### CONSENT CALENDAR

#### **Review Contents**

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

- 1) Agenda, July 18, 2018
- 2) Excuse Absent Board Member(s) Mr. Thomas L. Perlinski
- 3) Minutes
  - a. Regular Meeting, June 20, 2018
- 4) Claims
  - a. WCCA Unrestricted Fund \$976,664.76
  - b. WCCA Restricted Fund \$4,388.15
  - c. WCCA Federal Fund \$9,474.68
  - d. WCCA Agency Fund \$6,388.70
  - e. WCCA Loan Fund \$-0-
  - f. WCCA Plant Fund 50 \$603,841.73
  - g. WCCA Plant Fund 51 \$181,862.92
  - h. WCCA Auxiliary Fund \$74,120.14
- 5) City Planning Commission Reports (Attachment A-A5)
- 6) Reports and Proposals
  - a. From the Students
  - b. From the Faculty
  - 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.

Mr. Stickney MOVED the Consent Calendar be approved as presented. SECONDED by Mr. Savely.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Klemke, Marcy, Packard, Perkins,

Savely, Stickney, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski

**MOTION CARRIED** 

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#### CONSENT CALENDAR

#### **Consider Items Extracted**

There were no items extracted from the Consent Calendar.

# BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE

#### Dr. Merlyn L. Gramberg and Mr. Thomas L. Perlinski

Mr. Stickney MOVED to approve the travel expense of Dr. Gramberg in the amount of \$103.99, and the travel expense of Mr. Perlinski in the amount of \$28.99. SECONDED by Ms. Anderson.

Voting Yes: Guzman-Gonzales, Klemke, Marcy, Packard, Perkins, Savely, Stickney,

Anderson, and Walworth

Voting No: None
Abstain: Gramberg
Absent: Perlinski
MOTION CARRIED

#### BOARD MEMBER MILEAGE/REIMBURSEMENT EXPENSE

# Mr. R. J. Savely, Jr. and Mr. Richard G. Stickney

Dr. Gramberg MOVED to approve the travel expense of Mr. R. J. Savely, Jr. in the amount of \$98.75, and the travel expense of Mr. Richard G. Stickney in the amount of \$58.53. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Guzman-Gonzales, Klemke, Marcy, Packard, Perkins, Anderson, Gramberg,

and Walworth

**Voting No:** None

**Abstain:** Savely and Stickney

Absent: Perlinski
MOTION CARRIED

#### **BID CONSENT CALENDAR**

#### **Review Contents**

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

- 1) Bid No. 19-EQ-02 Video Conferencing CODEC (Attachment B)
- 2) Bid No. 19-EQ-03 Dell-WYSE Thin Clients (Attachment C)
- 3) Bid No. 19-EQ-07 Touring Cart (Attachment D)
- 4) Bid No. 19-SE-12 Ellucian Technical and Consulting Services Sole Source (Attachment D-D1)

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. Savely MOVED to approve the Bid Consent Calendar as submitted. Ms. Anderson SECONDED the motion.

Voting Yes: Klemke, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg,

Guzman-Gonzales, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski
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): None
- 2) Appointment(s):
  - a. Ms. Deb Carpenter-Nolting, 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.
  - b. Dr. Carolyn Pevey, Sociology Instructor, effective August 11, 2018, through August 11, 2019, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
  - c. Ms. Sarah Townsend, Digital Marketing Specialist, July 16, 2018, through June 30, 2019, wage to be \$17.44 per hour.

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**

Mr. Savely MOVED to approve the Personnel Consent Calendar as submitted. Ms. Klemke SECONDED the motion.

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

Gonzales, Klemke, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski

**MOTION CARRIED** 

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#### PERSONNEL CONSENT CALENDAR

#### **Consider Items Extracted**

There were no items extracted from the Personnel Consent Calendar.

# **OLD BUSINESS**

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

Ms. Walworth introduced the 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 presented the Gramm-Leach-Bliley Student Financial Information Security Program Board Policy on second and final reading.

There being no changes from first reading, Ms. Guzman-Gonzales MOVED the Board approve the Gramm-Leach-Bliley Student Financial Information Security Program Board Policy on second and final reading. SECONDED by Dr. Perkins. A copy of the adopted policy is attached in the official minute book.

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

Klemke, Marcy, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski

MOTION CARRIED

# **Information Only**

Ms. Walworth presented the Gramm-Leach-Bliley President's Procedure as an informational item only. No action was taken by the Board.

#### Second and Final Reading: Standards of Student Academic Progress Board Policy

Ms. Walworth introduced the Standards of Students Academic Progress Board Policy and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales presented the Standards of Student Academic Progress Board Policy on second and final reading. Per the Board's recommendation, the policy was amended to (a) remove the Definitions and Applicability sections since they are not applicable to this policy; and (b) to reflect that a suspension of financial aid, not of academic, would occur if requirements are not met by the student.

Ms. Guzman-Gonzales MOVED the Board approve the Standards of Student Academic Progress Board Policy on second and final reading. SECONDED by Ms. Klemke. A copy of the adopted policy is attached in the official minute book.

Voting Yes: Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke,

Marcy, Packard, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski
MOTION CARRIED

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#### **Information Only**

Ms. Walworth presented the Standards of Student Academic Progress President's Procedure as an informational item only. No action was taken by the Board.

# **NEW BUSINESS**

# Reports and Recommendations from Board Policy Committee: First Reading: Drug-Free Workplace

Ms. Walworth introduced the Drug-Free Workplace Board Policy on first reading and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales asked Ms. Ault to speak on this item.

Ms. Ault presented the Drug-Free Workplace Policy and stated it is the Board's and the College's responsibility to maintain a drug-free workplace environment strictly according to the terms and conditions of the Drug-Free Workplace Act of 1988. The College is obligated to provide a drug-free, safe, healthy, and secure workplace for employees.

Ms. Ault stated employees who work under a federal contract must be provided with a copy of this policy. This policy applies to all faculty, staff, and student employees, and includes any drug violation occurring on or off College premises while conducting College business.

This is a condition of employment and an acknowledgement form must be signed that they understand it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance on college property or while they're doing business with the College, and if they are convicted of a criminal drug crime they have five days to notify their supervisor.

In response to a question from the Board, Ms. Ault reported the only employees who receive random drug testing are bus drivers, and the only students who receive drug testing are athletes.

# First Reading: Board of Governor's Standing Committees

Ms. Walworth introduced the Board of Governor's Standing Committee Board Policy on first reading and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on this item. Ms. Guzman-Gonzales asked Mr. Knapper to speak on this item.

Mr. Knapper presented the Board of Governor's Standing Committees item for consideration from the Board to change the name of the Committee from Budget and Finance Committee to Finance and Facilities Committee, which is more indicative of the main purpose of the Committee.

The Budget and Finance Committee considers matters pertaining to the capital construction budget and the general operating budget, insurance, and any other financial matters, and it is the recommendation of the Committee to have the title modified.

Ms. Walworth thanked Mr. Knapper for his report and reminded the Board that the Drug-Free Workplace Policy and the Standing Committees Policy will both be presented at the Regular Board Meeting in August for second and final reading.

# MONITORING REPORTS

# 2017-2018 Athletic Department Overview, Mr. Ryan Burgner

Mr. Ryan Burgner, Athletic Director, reported the Athletic Department has wonderful support from the faculty and staff, as well as amazing coaches and student athletes who are all committed to their success. He stated the College is very fortunate to have the coaches that they have and he is very thankful for them.

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Mr. Burgner reported that during the 2017-2018 academic year, thirty-three Academic All-Region students obtained a 3.25 GPA or higher, seventeen National Junior College Athletic Association Academic All-Americans obtained 3.60 GPA or higher, and three National Junior College Athletic Association Academic All-Academic Teams (Softball, Baseball, and Women's Basketball) obtained a 3.0 GPA or higher.

Mr. Burgner reported the overall student athlete GPA is currently 2.64, which is a decrease from last year, however, the graduation rate has increased to 69.7%. He reported coaches are utilizing the portal to monitor student progress through reports, allowing them to see what assignments have been completed, or are incomplete, or need improvement. This tool is especially useful in assisting coaches help student athletes to graduate.

Mr. Burgner reported thirty-three community service projects were successfully completed over the course of the year. He reported the College has been very fortunate to have coaches with a lot of enthusiasm and energy who are out there making connections with the community.

Mr. Burgner reported the College won two Region IX titles (Volleyball and Men's Basketball), and for the first time ever the Women's Basketball Team earned an at-large into the National Junior College Athletic Association National Tournament. In the entire country they take eight at-large, these are the eight best teams in the region, and the College Women's Basketball Team was one of them. Because of this, they were able to enter the National Junior College Athletic Association National Tournament.

Mr. Burger reported the Athletics Department continues to administer drug tests on student athletes, and of sixty drug tests administered, there were no positive results. He concluded his report by stating the coaches are doing a great job of not only recruiting academics and athletics but character as well.

In response to a comment from the Board, Mr. Burger reported he will be arranging for the coaches to attend a future Regular Board Meeting for a meet and greet with the Board.

Ms. Walworth thanked Mr. Burgner for his report.

# Media Preference Report, Ms. Allison Judy

Ms. Allison Judy, Public Relations and Marketing Director, presented the 2018 Student Media Preference Survey report. She demonstrated to the Board the College's two new video spots and two new radio spots. Ms. Judy stated that when discussions about enrollment begin, her focus is to listen to the stakeholders. She reported she meets with different people and programs, including President's Cabinet, to determine how the College can boost its enrollment.

Ms. Judy reported the fall enrollment campaign is the largest. One of the tools utilized by the Public Relations and Marketing Department that helps drive advertising is the Media Preferences Survey completed by students. This year, there were a total of one hundred and two responses.

Some of the highlights obtained from the survey included that: respondents listen to broadcast radio, they stream online most of their television viewing content, and they hardly read newspapers; SnapChat is a highly engaged platform, over Twitter; not as many students follow the College on YouTube, however, they do frequent this platform both socially and for TV-related consumption; most students prefer to be contacted by text or email; students are reading billboards and watching pre-theater advertisements.

After reviewing survey results, Ms. Judy reported some of the recommendations include: reallocating advertising dollars from "traditional" advertising platforms to digital; utilizing YouTube to keep current information live and shareable among users; boosting SnapChat presence as it is easier to advertise and create special filters; considering the purchase of billboards during enrollment periods; considering the purchase of web ads on local news outlets.

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In response to a question from the Board, Ms. Judy reported next year's survey will include a question to determine what persuades students to choose the College. In response to another question from the Board, Ms. Judy reported she does not know how much of an influence billboards have on students.

Ms. Walworth thanked Ms. Judy for her report.

# 2018-2019 WCCA Budget, Mr. William Knapper

Consider Authority to Exceed the Budget Limit for 2018-2019 Fiscal Year by an Additional 1% and Carry Forward All Unused Authority to 2019-2020

Mr. Knapper referred Board members to the document in their packet, which includes the 2017 -2018 Lid Supporting Schedule and Lid Computation form. This form details the calculations for determining the Unused Budget Authority that can be carried forward to future budget years. Mr. Knapper reported the College has \$4,627,038.89 in total unused Restricted Funds authority.

Mr. Knapper explained Restricted Funds are those funds received from property tax and state aid. Mr. Knapper reported the base limitation increase in restricted funds is 2.5 percent plus any enrollment growth in excess of 2.5 percent. Pursuant to Section 13-519.02, the Board may vote to exceed the budgeted restricted funds for a fiscal year by an additional one percent upon an affirmative vote of at least seventy-five percent of the Board members. Pursuant to Section 13-521, the unused authority can be carried forward to future budget years.

Mr. Knapper explained further the unused restricted funds authority has no impact on the tax levy, but would allow the College to accept additional restricted funds should they become available in the future.

Mr. Knapper reported College administration is recommending the Board consider approval to exceed the 2018-2019 restricted funds authority by an additional one percent, and to carry forward to future budget years the amount of unused restricted funds authority.

Dr. Perkins MOVED, pursuant to Section 13-519.02, the Board vote to exceed the budgeted restricted funds limit for the 2018-2019 Fiscal Year by an additional one percent, and carry all unused authority to 2019-2020. He further moved, pursuant to Section 13-521, the Board carry forward to future budget years the amount of unused restricted funds authority. SECONDED by Mr. Savely.

Voting Yes: Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke, Marcy,

Packard, Perkins, and Walworth

Voting No: None
Abstain: None
Absent: Perlinski
MOTION CARRIED

Dr. Perkins thanked Mr. Knapper for the work done.

National Association of College and University Attorneys (NACUA) Annual Conference, Mr. Jason A. Ossian Mr. Ossian reported he attended the National Association of College and University Attorneys Annual Conference, which was held June 24 – 27, 2018, in Minneapolis, MN. He reported the Association has more than 1,800 members from two-year and four-year colleges and 4,800 attorney representatives.

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Mr. Ossian reported one of the benefits of being a member of the National Association of College and University Attorneys is having access to a message board that is updated daily by all the members. There are also video conferences throughout the year when there are legislation changes, and a national conference where they archive every article written.

Mr. Ossian reported one of the things he enjoys at the conference are the community college breakout sessions where all the community college attorneys around the country gather. Mr. Ossian reported some of the items he has been asked about for the last couple of years by members of the Association are items pertaining to projects he has worked on at the College, such as the service animal policy, different policies and procedures, and Title IX issues. He stated he has received a lot of positive feedback.

Mr. Ossian reported there were several sessions on digital accessibility, which goes along with section 508 of the Americans with Disabilities Act. He reported there are a couple of College staff members currently attending the Association on Higher Education and Disability conference.

Lastly, Mr. Ossian reported there has been a number of updates concerning the office of civil rights, and there are currently some cases being reviewed.

Mr. Ossian thanked the Board for the opportunity to attend the conference as valuable information is presented that is very beneficial for the attorneys as they represent their institutions. He asked for questions. There were none.

Ms. Walworth thanked Ms. Ossian for his report.

#### **Nebraska Community College Association**

Dr. Perkins reported the Board of the Nebraska Community College Association will be meeting next month.

# **Association of Community College Trustees**

Dr. Perkins stated he would not have a report until next month.

#### Western Nebraska Community College Foundation

Ms. Anderson reported the Foundation Board will meet tomorrow morning at 7:30 a.m. Some highlights of the Foundation include visits to the campus by the Robert Daugherty Foundation and the Peter Kiewit Foundation. Ms. Anderson stated these visits are an important aspect of ongoing grant reporting and an opportunity to highlight what the College is doing.

Monument Marathon is on September 29, 2018, which is two months away. Two hundred and sixty runners have registered, and they are still recruiting volunteers. Ms. Anderson also stated this is the key event in the community that showcases the area.

Ms. Anderson reported this year's theme for homecoming is "Homecoming on the Range," and is scheduled from October 22, 2018, through October 27, 2018.

Ms. Anderson invited the Board to the Summer Social which will be held tonight in the Scottsbluff High School Commons from 6 p.m. – 7:30 p.m. She also invited the Board to stay for Theatre West's season opening performance after the Summer Social.

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#### Recess

At 2:31 p.m., Ms. Walworth declared the Regular July 2018 meeting of the Western Community College Area Board of Governors in recess until the adjournment of the Annual meeting of the Western Nebraska Community College Facilities Corporation.

WESTERN NEBRASKA COMMUNITY COLLEGE FACILITIES CORPORATION ANNUAL MEETING Mr. Stickney called the Annual meeting of the Western Nebraska Community College Facilities Corporation to order at 2:42 p.m.

(A copy of the minutes of the Annual meeting is enclosed for informational purposes.)

The Annual meeting of the Western Nebraska Community College Facilities Corporation was adjourned at 2:48 p.m.

# **Open Meeting**

Ms. Walworth reconvened the Regular July 2018 meeting of the Western Community College Area Board of Governors at 2:48 p.m.

Western Nebraska Community College / Scottsbluff Campus Main Building Addition and Renovation Update Due to Dr. Holcomb's absence, Mr. Knapper provided the update for the Western Nebraska Community College / Scottsbluff Campus Main Building Addition and Renovation on his behalf.

Mr. Knapper reported demolition is ninety percent complete. The remaining tasks include creating openings in existing buildings to tie-in the additions. The foundations, footings, and retaining walls are ninety percent complete in the interior, and fifty percent complete in the exterior.

Mr. Knapper reported steel delivery from a fabricator located in Lincoln, Nebraska is arriving in two sequences; sequence one should complete delivery this week, and sequence two will begin shortly thereafter.

Mr. Knapper reported the floor decking has been received and steel erection is ten percent complete. The contractors have plenty of beams, however, they are waiting for columns. The erector is currently offsite until delivery is more complete.

Mr. Knapper reported electrical, plumbing and HVAC ductwork rough-ins are mostly complete on the first floor, and the framing of walls has begun in Student Services. In addition, concrete block walls are complete at the front entrance and good progress has been made in the laying of concrete block in the Theatre. The turntable floor has been poured, however, other flooring has been held up by storm water flooding.

Mr. Knapper reported current priorities include accessibility to the elevator, which has had intermittent closures, reassembly of the art room after reinforcing ceiling bar joists, and creating openings for natural light windows.

Mr. Knapper concluded his report by stating the project is on schedule.

Mr. Knapper also provided a brief update on the construction of the Alliance Powerline Indoor Training Arena. He stated all the footing pads have been poured, and the footing walls are nearly complete. He reported the steel wall and roof panels, and the trim are currently being housed at B & C Steel until they are needed.

Mr. Knapper concluded his report by stating the project is behind schedule due to inclement weather, and the Contractor will be requesting an extension.

WCCA Board of Governors Page 11 of 12 Minutes – July 18, 2018

# **BOARD MEMBER COMMENTS**

Ms. Walworth asked for Board Member comments.

Mr. Stickney reported he and Dr. Gramberg had the opportunity to visit their health care facilities these past few days, and they had the opportunity to visit with some young adults who had attended the College, graduated, and are now physical therapists. Mr. Stickney encouraged every Board member to let Ms. Allison Judy know if they know someone with a similar story, who graduated from the College and are now successful in what they do.

Dr. Perkins suggested every Board member send Dr. Holcomb a note wishing him a fast and excellent recovery.

#### PRESIDENT'S COMMENTS

Ms. Walworth asked for President's Comments.

Due to Dr. Holcomb's absence, Ms. Grant provided the President's Comments on his behalf. Ms. Grant reported Dr. Charlie Gregory, Dean of Instruction and Workforce Development, Russell Pontarolo, and Daniel Joppa recently displayed the College's mobile welding lab at the 2018 Nebraska Department of Education's Nebraska Career Education Conference.

The conference, held in Kearney, attracted a large number of high school and college Career and Technical Education instructors and administrators. The trailer brought in a constant flow of visitors, and presented a grand opportunity to showcase and talk about the College's Career and Technical Education programs.

Ms. Grant reported Theatre West opens its new season at the College, and College employees are invited to enjoy performances of its two main stage musicals, "9 to 5" and "Footloose," at a discounted rate of \$10 per ticket. A limit of two tickets may be purchased for each of the shows at this special price. Performances will be held at Scottsbluff High School July 18, 2018, through July 29, 2018.

Ms. Grant reported the Garden Walk, a fundraiser by Theatre West, will be held on Sunday, July 22, 2018. The Garden Walk will take a tour of five local homes, which present landscaping and garden presentations. This is a relaxing and fun activity for a Sunday afternoon. Tickets may be purchased at the box office. Ms. Grant additionally reported Business Instructor Ms. Jeannette Johnson's garden will be featured at this event.

#### **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) August 15, 2017, 10:30 a.m. Capital Construction Fund; and (b) 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, Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus; (b) October 17, 2018, 1:00 p.m. Western Nebraska Community College, Alliance Campus; and (c) December 5, 2018, 1:00 p.m., Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus.

WCCA Board of Governors Page 12 of 12 Minutes – July 18, 2018

# **UPCOMING MEETINGS AND EVENTS (Cont.)**

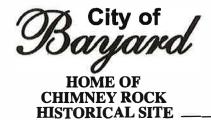
- 4) Nebraska Community College Association 2018 Regular Meetings to be held as follows: (a) Third Quarter Meeting, August 6, 2018, in Lincoln, Nebraska; and (b) Fourth Quarter (Annual Meeting) November 5 and 6, 2018, in Norfolk, Nebraska.
- 5) The Association of Community College Trustees 2018 Annual 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, August 15, 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.

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The meeting was adjourned by unanimous cor	asent at 3:00 p.m.
Iulienne K Walworth Chairnerson	Rosie Hernandez Secretary



June 20, 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 Community Redevelopment Authority meeting July 11, 2018 at 6:30PM., 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



June 22, 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 City Council meeting July 24, 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



June 28, 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 July 10, 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



June 29, 2018

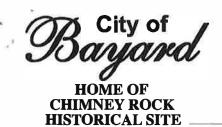
To Whom This May Concern:

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 to the City of Bayard*, *Morrill County*, *Nebraska*, has been proposed. Because of this request, you have the right to protest against this action.

This issue will addressed at the next Planning Commission meeting July 10, 2018 at 6:00PM., in the Council Chambers in Bayard, Nebraska, which meeting will be open to the public. There will be a public hearing on this matter. Please see the enclosed notice. If you should require any further information concerning this, please contact the City Clerk at 308-586-1121.

Sincerely,

lempifer Tres



June 29, 2018

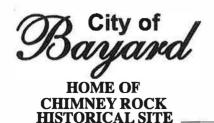
To Whom This May Concern:

This letter is being sent to you as required by State Statute, being a political sub-division that could be affected. A Redevelopment Plan for LOT 4, BLOCK 14, 5<sup>TH</sup> ADDITION to the City of Bayard, Morrill County, Nebraska, has been proposed. Because of this request, you have the right to be notified of the action.

This issue will addressed at the next Community Redevelopment Authority meeting July 18, 2018 at 6:30PM, in the Council Chambers in Bayard, Nebraska, which will be open to the public. There will be a public hearing on this matter. Please see the enclosed notice. If you should require any further information concerning this, please contact the City Clerk at 308-586-1121.

Sincerely,

Jennifer Tressler City Clerk



June 29, 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. A Redevelopment Plan for LOT 4, BLOCK 14, 5<sup>TH</sup> ADDITION to the City of Bayard, Morrill County, Nebraska, has been proposed. Because of this request, you have the right to be notified of the action.

This issue will addressed at the next City Council meeting July 18, 2018 at 7:00 PM., in the Council Chambers in Bayard, Nebraska, which will be open to the public. There will be a public hearing on this matter. Please see the enclosed notice. If you should require any further information concerning this, please contact the City Clerk at 308-586-1121.

Sincerely,

# **MEMORANDUM**

**TO:** Board of Governors

FROM: William D. Knapper

**DATE:** July 18, 2018

**RE:** Board Approval, Bid Number 19-EQ-02

On June 28, 2018 bids were taken for Video Conferencing CODEC

**ACCOUNT NUMBER:** 10.1.43000.5611.46

**TOTAL BUDGET:** \$12,500.00

# **TABULATION:**

Company	City/State	Total Amount	
SKC Communications	Shawnee, KS	\$14,720.93	
Cytek Media Systems	Topeka, KS	\$14,817.00	

Recommendation to come from the Finance Committee.

**TO:** Board of Governors

FROM: William D. Knapper

**DATE:** July 18, 2018

**RE:** Board Approval, Bid Number 19-EQ-03

On June 28, 2018 bids were taken for 100 Dell Thin Clients

**ACCOUNT NUMBER:** 10.1.42000.5611.64

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

# **TABULATION:**

Company	City/State	Total Amount	
Sterling Computers Corp.	Dakota Dunes, SD	\$39,130.00	
CDW Government, LLC	Vernon Hills, IL	\$44,000.00	

Recommendation to come from the Finance Committee.

**TO:** Board of Governors

FROM: William D. Knapper

**DATE:** July 18, 2018

**RE:** Board Approval, Bid Number 19-EQ-07

On June 28, 2018 bids were taken for one (1) 4-Seat Golf Cart

**ACCOUNT NUMBER:** 10.1.62010.5611.63

**TOTAL BUDGET:** \$10,000.00

# **TABULATION:**

Company		Total Amount
Masek Golf Car Company	Gering, NE	\$8,995.00

Recommendation to come from the Finance Committee.

# **Administrative Services**

# Memo

To: WCCA Board of Governors

From: William D. Knapper

**Date**: 7/10/2018

Re: Bid Results: Ellucian Technical and Consulting Services – Sole Source 19-SE-12

The College's primary operations-supporting software system, Colleague by Ellucian, currently runs on a UniData database which is considered an obsolete type of database. UniData belongs to the multi-value family of databases. Ellucian has chosen to migrate its products to the Microsoft Structured Query Language (SQL) database as a long term strategic direction.

Microsoft SQL is part of the relational database family of databases, it supports a wide variety of transaction processing, business intelligence and analytics applications in corporate IT environments. It is one of the market-leading database technologies.

The College is not under a mandate to move to SQL at this time. However, the future development, support and ease of use of the Colleague product undoubtedly lies with SQL. The long-term costs associated with operating an SQL environment are less than that of a UniData environment. Most notably, skilled SQL personnel are much easier to find.

College Administration has concluded that a move to an SQL environment is in the best interests of the College. The costs associated with a move to an industry standard database, however, are complicated by the high level of customization within the WNCC Colleague environment.

Administration recommends an arrangement with Ellucian to accomplish a move to SQL. While there are third-party consulting firms that could assist the College, working with Ellucian is deemed the best alternative for moving forward.

The process of moving to SQL will be a multi-year task, Administration is estimating two and half years to complete the transition. The project is scheduled to complete in December of 2020.

The budget for that duration can be found in the table on the following page:

:

Service <sup>(1)</sup>	Year 1	Year 2	Year 3
Technical Account Manager <sup>(2)</sup>	\$55,000	\$55,000	\$29,750
Colleague Database Port Fee	\$50,000		
Technical Services: Planning, Training, Consulting, Software Installation, Migration (3) (4)	\$60,830	\$60,830	\$30,420
Totals	\$165,830	\$115,830	\$60,170

- (1) Excludes travel & per diem expenses
- (2) Quoted at current rates(3) Prorated over 30 months
- (4) Good faith estimate by Ellucian

Recommendation to come from the Budget and Finance Committee.