

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS  
MAY 16, 2018  
AGENDA**

**LUNCH – 12:00 P.M.**

Western Nebraska Community College  
West Parking Lot  
1601 East 27th Street  
Scottsbluff, Nebraska

**REGULAR MEETING – 1:00 P.M.**

Western Nebraska Community College  
John N. Harms Center  
The Plex Room A108 A & B  
2620 College Park  
Scottsbluff, Nebraska

**PROPOSED AGENDA**

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

**B. Roll Call**

**C. Introduction of Visitors**

**D. Community Comments**

**E. Board Chairperson Comments**

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

**F. Consent Calendar**

1. Review Contents of Consent Calendar

a) Agenda

b) Excuse Absent Board Member(s)

c) Minutes

1. Regular Meeting, April 18, 2018 ..... 3-27

d) Claims:

1. WCCA Unrestricted Fund - \$1,934,885.69 ..... 29-41
2. WCCA Restricted Fund - \$47,144.18..... 41
3. WCCA Federal Fund - \$2,359.04..... 41-42
4. WCCA Agency Fund - \$10,529.68..... 42-43
5. WCCA Loan Fund - \$34,221.00..... 43
6. WCCA Plant Fund - \$118,259.52..... 43
7. WCCA Auxiliary Fund - \$69,144.18..... 46

e) City Planning Commission Reports

1. City of Bayard ..... 47
2. City of Bayard ..... 49-51
3. City of Sidney ..... 53-55
4. City of Bayard..... Handout

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

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

- 1. Dr. M. Thomas Perkins – \$790.05 .....57
- 2. Ms. Karen S. Anderson – \$81.42 .....57

**H. Bid Consent Calendar**

- 1. Review of Bid Consent Calendar
  - a) 18-EQ-22 – Server Upgrades .....59-61
  - b) 18-EQ-27 – CISCO Network Equipment .....63-65
  - c) 18-SE-29 – Course Planning Process Re-Design Consultant - Sole Source Bid .....67-78
  - d) 18-FAC-26 – Pioneer Entry Roof.....79-81
  - e) 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit .....83
  - f) 18-FAC-32 – Pioneer Hall Air Handler Unit #2 .....Handout
- 2. Approval of Bid Consent Calendar
- 3. Consideration of Items Extracted From Bid Consent Calendar

**I. Personnel Consent Calendar**

- 1. Review Contents of Personnel Consent Calendar
  - a) Resignation(s):
    - 1. Mr. Rex Famitangco, Medical Laboratory Technician Instructor/Program Director .....85
  - b) Appointment(s):
    - 1. Ms. Nicole Danielzuk, Health Information Management Systems Instructor /  
Program Director .....87-91
    - 2. Mr. Bo Holthus, Powerline Lab Assistant .....93-98
    - 3. Mr. Graham Judd, Emergency Medical Services Instructor/Program Director .....99-103
    - 4. Mr. Andrew Pittman, Institutional Research Analyst .....105-108
- 2. Approval of Personnel Consent Calendar
- 3. Consideration of Items Extracted from Personnel Consent Calendar

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

- 1. Informal Meetings
  - a) Budget Work Sessions
    - 1. June 20, 2018, 10:30 a.m. - General Fund
    - 2. July 18, 2018, 10:30 a.m. - Designated Fund, Restricted Fund
    - 3. August 15, 2018, 10:30 a.m. - Capital Construction Fund
    - 4. September 12, 2018, 10:30 a.m. - Final Review of All Budgets
- 2. Public Hearings on Proposed 2018 - 2019 WCCA Budgets
  - a) September 12, 2018, 1:00 p.m.  
Pioneer Activity Center, Conference Room  
Western Nebraska Community College, Scottsbluff Campus
- 3. Regular Board of Governors Meeting(s)
  - a) September 12, 2018, immediately following the Public Hearings on the Proposed  
2018-2019 WCCA Budgets

**K. Reports and Recommendations from Budget and Finance Committee – Ms. Kathy Ault**

1. 2018 - 2019 Non Faculty Employee Compensation

**L. Reports and Recommendations from Board Policy Committee – Ms. Kathy Ault**

1. Revised Code of Ethics Policy..... 109-119
2. Revised Conflict of Interest Policy..... 121-131
3. Policies Being Deleted..... 133-135

**M. Monitoring Reports**

1. Voluntary Framework of Accountability (VFA) Outcomes 2017 - Key Findings for WNCC  
Dr. Nino Kalatozi..... 137
2. All Nebraska Academic Team Recognition Day – Phi Theta Kappa – Overview of Phi Theta  
Kappa – Mr. Norman Coley..... 139-140
3. 2018 – 2019 WCCA Budget Overview – Mr. William D. Knapper..... 141-144
  - a) WCCA 2018 Valuation: County Assessors Abstract of Assessment of Real Property
4. Nebraska Community College Association – Dr. Merlyn L. Gramberg, Dr. M. Thomas Perkins
5. Association of Community College Trustees – Dr. M. Thomas Perkins
6. Western Nebraska Community College Foundation – Ms. Karen Anderson

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

**O. Board Member Comments**

**P. President’s Comments**

**Q. Upcoming Meetings and Events**

1. 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
2. Association of Community College Trustees
  - a) 2018 ACCT Leadership Congress  
October 24-27, 2018  
Marriott Marquis, Times Square  
New York City, New York

**R. Next Regular Meeting:** Wednesday, June 20, 2018, 1:00 p.m., Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

**S. Adjournment**

**T. Tour of Facilities:** Following the Board of Governors Meeting, Door 14, East Entrance of the Main Building, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

**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, May 16, 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, May 16, 2018, in the Plex, Room A108 A & B, John N. Harms Center, Western Nebraska Community College, Scottsbluff Campus, located at 2620 College Park, 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, May 9, 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.....	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**

Kathy A. Ault, Human Resources Executive Director  
Norman L. Coley, Dean of Students  
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  
Nino Kalatozi, Director of Institutional Effectiveness  
Philip M. Kelly, College Attorney  
Lorin R. King, Faculty Representative, Scottsbluff Campus  
William D. Knapper, Administrative Services Vice President and Board Treasurer  
Andrew Lenzen, Faculty Representative, Sidney Campus

**QUORUM**

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

**INTRODUCTION OF VISITORS**

Ms. Walworth asked if there were any visitors attending the Board of Governors meeting, and Dr. Dale introduced Dr. Charles Gregory, new Dean of Instruction and Workforce Development for the College.

### **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 thanked the Board for a great informal meeting, and stated the time of the year in which the informal meeting is held will be reviewed to better accommodate schedules. Additionally, Ms. Walworth thanked College Administration for their time and work at the informal meeting.

### **CONSENT CALENDAR**

#### **Review Contents**

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

- 1) Agenda, May 16, 2018
- 2) Excuse Absent Board Member(s) – None
- 3) Minutes
  - a. Regular Meeting, April 18, 2018
- 4) Claims
  - a. WCCA Unrestricted Fund - \$1,934,885.69
  - b. WCCA Restricted Fund - \$47,144.18
  - c. WCCA Federal Fund - \$2,359.04
  - d. WCCA Agency Fund - \$10,529.68
  - e. WCCA Loan Fund - \$34,221.00
  - f. WCCA Plant Fund - \$118,259.52
  - g. WCCA Auxiliary Fund - \$69,144.18
- 5) City Planning Commission Reports – (Attachment A-A3)
- 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.

Ms. Anderson requested an item in the amount of \$225.00 payable to the Scottsbluff / Gering United Chamber of Commerce for advertising, and an item in the amount of \$200.00 for membership be extracted from the WCCA Unrestricted Fund.

Ms. Guzman-Gonzales MOVED the amended Consent Calendar be approved. SECONDED by Mr. Savely.

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

**MOTION CARRIED**

### **CONSENT CALENDAR**

#### **Consider Items Extracted**

Ms. Anderson reported she has a business relationship with the Scottsbluff / Gering United Chamber of Commerce. Because of this relationship, she requested the advertising claim and the membership dues payable to the Scottsbluff / Gering United Chamber of Commerce be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Mr. Perlinski MOVED the \$225.00 claim for advertising and the \$200.00 claim for membership payable to the Scottsbluff / Gering United Chamber of Commerce be approved. SECONDED by Ms. Guzman-Gonzales.

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

**MOTION CARRIED**

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

#### **Dr. M. Thomas Perkins**

Ms. Anderson MOVED to approve the travel expense of Dr. Perkins in the amount of \$790.05. SECONDED by Mr. Savely.

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

**MOTION CARRIED**

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

### **Ms. Karen S. Anderson**

Ms. Guzman-Gonzales MOVED to approve the travel expense of Ms. Anderson in the amount of \$81.42. SECONDED by Ms. Klemke.

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

**Voting No:** None

**Abstain:** Anderson

**Absent:** None

**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-EQ-22 – Server Upgrades (Attachment B)
- 2) 18-EQ-27 – CISCO Network Equipment (Attachment C)
- 3) 18-SE-29 – Course Planning Process Re-Design Consultant - Sole Source Bid (Attachment D-D8)
- 4) 18-FAC-26 – Pioneer Entry Roof (Attachment E)
- 5) 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit
- 6) 18-FAC-32 – Pioneer Hall Air Handler Unit #2

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. Mr. Perlinski requested Bid No. 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit, and Bid No. 18-FAC-32 – Pioneer Hall Air Handler Unit #2 be extracted to allow further discussion.

## **BID CONSENT CALENDAR**

### **Approval**

Mr. Savely MOVED to approve the amended Bid Consent Calendar. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Consider Items Extracted Bid No. 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit**

Dr. Perlinski requested Bid No. 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit be extracted to allow further discussion. He asked Mr. Knapper to explain this item.

Mr. Knapper reported the College's oldest HVAC Roof Top Unit on D-Pod has essentially burned up and must be replaced to provide cooling to the College's testing center and computer labs. This equipment has a long lead time for manufacture and delivery which could take up to twelve weeks.



Mr. Knapper reported the testing center needs to be on line by August 1, 2018, to accommodate student testing for fall semester. Because this bid may exceed the amount Administration may approve without Board approval, it is being presented to the Board.

Mr. Knapper reported presently, a mechanical engineer is reviewing the heating, cooling and ventilation capacity requirements for the replacement equipment. Bid specifications will be circulated locally within the next 10 days. Mr. Knapper reported College Administration is requesting authority to award this bid upon receipt of responses from bidders.

Mr. Gramberg **MOVED** to approve Bid No. 18-FAC-31 – D-Pod 20 Ton HVAC Roof Top Unit. **SECONDED** by Mr. Stickney.

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

**MOTION CARRIED**

#### **BID CONSENT CALENDAR**

##### **Consider Items Extracted Bid No. 18-FAC-32 – Pioneer Hall Air Handler Unit #2**

Dr. Perlinski requested Bid No. 18-FAC-32 – Pioneer Hall Air Handler Unit #2 be extracted to allow for further discussion. He asked Mr. Knapper to explain this item.

Mr. Knapper reported the two air handling units serving significant portions of Pioneer Residence Hall are original, dating back to the construction of the facility. Presently, Air Handler Unit #2 is beyond repair and is leaking severely. College Administration is proposing to replace both units to avoid a loss of Air Handler Unit #1 during critical heating or cooling times of the year. Mr. Knapper reported both units were completely submerged nine years ago when the main water service to the building flooded the basement mechanical room.

Presently, a mechanical engineer is reviewing the heating, cooling and ventilation capacity requirements for the replacement equipment. Bid specifications will be circulated locally within the next 10 days.

Mr. Knapper reported College Administration is requesting authority to award this bid upon receipt of responses from bidders.

Mr. Savely **MOVED** to approve the best value bid submitted for the Pioneer Hall Air Handler Unit #2. **SECONDED** by Ms. Anderson.

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

**MOTION CARRIED**

## **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. Mr. Rex Famitangco, Medical Laboratory Technician Instructor / Program Director, effective August 31, 2018.
- 2) Appointment(s):
  - a. Ms. Nicole Danielzuk, Health Information Management Systems Instructor / Program Director, effective June 4, 2018 through August 12, 2018, salary to be prorated from an annual salary of \$53,900.
  - b. Mr. Bo Holthus, Powerline Lab Assistant, effective May 29, 2018 and continue through the Spring 2019 semester, with an optional renewal for another year beginning with the Summer 2019 semester, wage to be \$17.05 per hour.
  - a. Mr. Graham Judd, Emergency Medical Services Instructor/Program Director, effective May 21, 2018 through August 12, 2018, salary to be prorated from an annual salary of \$67,530.
  - b. Mr. Andrew Pittman, Institutional Research Analyst, effective July 1, 2017 through June 30, 2018, wage to be \$24.66 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**

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

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

## **PERSONNEL CONSENT CALENDAR**

### **Consider Items Extracted**

There were no items extracted from the Personnel Consent Calendar.

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

### **Informal Meetings**

Ms. Walworth remarked the Board usually holds Informal Meetings for the purpose of budget work sessions, prior to the Regular Board of Governors Meeting during the months of June, July, August and September. She suggested the Board hold Informal Meetings as follows: June 20, 2018, 10:30 a.m. – General Fund; July 18, 2018, 10:30 a.m. – Designated Fund, and Restricted Fund; August 15, 2018, 10:30 a.m. – Capital Construction Fund; and September 12, 2018, 10:30 a.m. - Final Review of All Budgets.

Ms. Walworth asked for a motion to approve holding Informal meetings for the purpose of budget work sessions as scheduled.

Ms. Klemke MOVED the Board hold Informal Meetings for the purpose of budget work sessions on the following dates and times: June 20, 2018, 10:30 a.m. – General Fund; July 18, 2018, 10:30 a.m. – Designated Fund, and Restricted Fund; August 15, 2018, 10:30 a.m. – Capital Construction Fund; and September 13, 2017, 10:30 a.m. - Final Review of All Budgets. SECONDED by Dr. Packard.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

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

### **Public Hearings on Proposed 2018 – 2019 WCCA Budgets**

Ms. Walworth reported the approved Western Community College Area 2018-2019 adopted budget statement must be filed with each of the County Clerks within the Western Area and with the State Auditor's office. She recommended the Board hold the Public Hearings on the proposed 2018- 2019 WCCA Budgets on Wednesday, September 12, 2018, at 1:00 p.m., in the Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus.

Ms. Guzman-Gonzales MOVED the Board hold the Public Hearings on the Proposed 2018 – 2019 WCCA Budgets on Wednesday, September 12, 2018, at 1:00 p.m., in the Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** None

**Absent:** None

**MOTION CARRIED**

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

### **Regular Board of Governors Meeting**

Ms. Walworth reported Board Policy #830.0100.98 establishes the third Wednesday of the month for the Regular Board of Governors meetings. The established date for the September 2018 Board of Governors meeting is September 19, 2018.

Ms. Walworth commented it has been customary to hold the Regular September meeting immediately following the Public Hearings on the Proposed Budgets, which is September 12, 2018. She suggested the Board hold the Regular 2018 September Board of Governors meeting on September 12, 2018.

Mr. Stickney MOVED the Board hold the Regular September 2018 Board of Governors meeting on Wednesday, September 12, 2018, immediately following the Public Hearings on the Proposed 2018-2019 Western Community College Area Budgets. SECONDED by Ms. Anderson.

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

**MOTION CARRIED**

### **REPORTS AND RECOMMENDATIONS FROM BUDGET AND FINANCE COMMITTEE 2018 - 2019 Non-Faculty Employee Compensation**

Ms. Walworth introduced the 2018 – 2019 Non-Faculty Employee Compensation report and asked Mr. Perlinski, Chair of the Budget and Finance Committee to report on this item. Mr. Perlinski asked Ms. Ault to speak on this item.

Ms. Ault reported the College is currently reviewing the Budget for the 2018 – 2019 Fiscal Year. She explained the Faculty will be receiving a 3.75% total compensation increase for the contract year 2018 – 2019.

College Administration is recommending the Board extend the same total compensation increase of 3.75% to all non-faculty staff for the 2018 – 2019 Fiscal Year, which are full-time, part-time, contract and hourly staff.

Ms. Walworth asked the Board if there were any questions. There were none.

Mr. Perlinski MOVED the Board approve a 3.75% increase in total compensation for all full-time, part-time, contract and hourly staff, for the 2018 – 2019 Fiscal Year. SECONDED by Mr. Savely.

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

**MOTION CARRIED**

### **REPORTS AND RECOMMENDATIONS FROM THE BOARD POLICY COMMITTEE Revised Code of Ethics Policy, Revised Conflict of Interest Policy, and Policies Being Deleted**

Ms. Walworth introduced the Revised Code of Ethics Policy, the Revised Conflict of Interest Policy, and the Policies Being Deleted item and asked Ms. Guzman-Gonzales, Board Policy Committee Chair to report on those items. Ms. Guzman-Gonzales asked Ms. Ault to speak on them.

Ms. Ault presented these items as First Read and informed the Board the Policies Being Deleted refers to policies that are being collapsed and enhanced into other policies, but are not in fact being deleted.

Ms. Ault reported the College's Higher Learning Commission Liaison, Dr. Tom Bordenkircher, requested the College meet compliance with the Higher Learning Commission Assumed Practices within ninety days, giving a deadline of June 30, 2018.

Ms. Ault reported that in order to meet compliance with the Higher Learning Commission, the two areas of focus are; (i) Integrity, Ethical and Responsible Conduct, and (ii) Ethics.

Ms. Ault reported the Code of Ethics Policy provides clarification on the following items; Policy Statement, Scope, Definitions, Nebraska Revised State Statutes Concerning Board Member Ethics and Conflict of Interest, Financial Transactions, Decisions, Code of Ethics, Employment (Nepotism/Board), Board and WNCC Employment Travel, Political Activities/Controversial, Acceptance of Gifts (Faculty/Staff/Board), and WNCC-Certification of Review and Compliance.

Ms. Ault reported the Conflict of Interest Policy provides clarification on the following items; Policy Statement, Scope, Definitions, Nebraska Revised State Statutes Concerning Board Member Ethics and Conflict of Interest, Conflict of Commitment, Relationship/Employment (Nepotism/Board), and Appropriate Use of WNCC Resources (Financial Transaction Conflicts, Prohibited Transactions, Transactions Requiring Board Approval, and Acceptance of Gifts).

Ms. Ault reported the Code of Ethics Policy will require a signed acknowledgement from the Board, the College President, administrative staff and faculty, and the Conflict of Interest Policy will require a signed acknowledgement from the Board, the College President, all College employees, staff and faculty.

In response to a question from the Board, Ms. Ault stated that in order to further clarify and distinguish Board policy from policies that apply to all College personnel, she and Mr. Kelly will be working on creating a Code of Ethics Policy that is specific to the Board and a Code of Ethics Policy specific to the College, and a Conflict of Interest Policy that is specific to the Board and a Conflict of Interest Policy specific to the College.

Ms. Walworth asked for further questions from the Board. There being no further questions, Ms. Ault concluded her report by stating this item will be brought back before the Board at the June 20, 2018, Board of Governors Regular Meeting for Second and Final Read, and will be submitted to the Higher Learning Commission by the June 30, 2018 deadline.

## **MONITORING REPORTS**

### **Voluntary Framework of Accountability Outcomes 2017 – Key Findings for WNCC**

Dr. Kalatozi reported on the Voluntary Framework of Accountability Outcomes 2017 – Key Findings for WNCC and referred Board members to the Voluntary Framework of Accountability Outcomes data reports enclosed with the mailed packet.

Dr. Kalatozi reported the Voluntary Framework of Accountability is the principle accountability framework for community colleges with measures defined to encompass the full breadth of the community college missions and the diversity of students' goals and educational experiences. The mission-appropriate measures demonstrate how well community colleges are serving students; provide colleges the ability to identify problems and set goals for institutional improvement; and be properly accountable to stakeholders. The report includes the Voluntary Framework of Accountability's Public Outcomes Report, which is the data that colleges are required to report and share publicly, and the Internal Outcome Report, which includes data that colleges are required to report as well as the data that are optional to report.

Dr. Kalatozi reviewed the comparison of the College's graduation rate Integrated Postsecondary Education System (IPEDS) (Federal) to the College's Six-Year Outcomes. The Voluntary Framework of Accountability is higher, which gives a much clearer picture of the role of community colleges in higher education.

Dr. Kalatozi stated the report revealed 70% of the College's students need to be enrolled in a developmental education subject.

Dr. Kalatozi further reviewed the public report of the Two-Year Progress Measures for the Two-Year Cohort, and the Developmental Education Progress Measures and the Six-Year Outcomes Measures for the Six-Year Cohort.

(A copy of the Comparison of the College's IPEDS (federal) graduation rate to the College's VFA Six-Year Outcomes and the Voluntary Framework of Accountability Public Outcomes Report are attached in the official minute book.)

### **MONITORING REPORTS**

#### **All Nebraska Academic Team Recognition Day – Phi Theta Kappa – Overview of Phi Theta Kappa**

Mr. Norman Coley, Dean of Students, gave an overview of Phi Theta Kappa and reported Phi Theta Kappa has entered its one hundred year anniversary. He reported the Phi Theta Kappa students at the College had the honor of attending the one hundred year anniversary celebration in Kansas City and they represented the College and the community very well.

One of the things the students were motivated in obtaining after attending this event was achieving a five-star distinction in the chapters between the Scottsbluff Campus, the Alliance Campus, and the Sidney Campus.

The students also had the opportunity to travel to Lincoln for the All Nebraska Academic Team, in which five students of the College were selected and recognized for that honor: Andre Yamagawa Matzuda, Theresa Barnhart, Kristonna Kramer (New Century Career Pathway Scholar), Jerimiah Marchington, and Natalie Saenz.

Phi Theta Kappa introduced State Academic Teams in 1994 as a way to provide scholastic recognition to members, while promoting excellence at two-year colleges. The State Academic Teams are a division of the Academic All-American Team for Community, Technical, and Junior College students, an international program sponsored annually by Phi Theta Kappa, USA Today, and the American Association of Community Colleges. Last year, more than 800 of the country's finest community colleges students competed for recognition, spots on the national team, and cash stipends. This All Nebraska Team is designed to provide the same kind of recognition to our state's two-year college scholars by saluting their academic achievement, leadership and service.

Mr. Coley presented to the Board Ms. Natalie Saenz, one of the students who was selected to participate in the All Nebraska Team, and invited her to share her speech to the Board. Ms. Saenz of Scottsbluff is a Journalism / Broadcasting Major - Political Science Minor at the College. She will transfer to the University of Nebraska in Lincoln. Ms. Saenz is on the Dean's list, a member of the National Society of Leadership and Success, Student Government, and serves as a writing center and Spanish tutor. She stated, "Through Phi Theta Kappa, I have met exceptional individuals whom share the value of education. Each member from this organization has a story pertaining to his/her commitment."

(A copy of Ms. Saenz' speech is attached in the official minute book.)

After presenting to the Board, Ms. Walworth thanked Ms. Saenz for her inspiring presentation.

### **MONITORING REPORTS**

#### **2018 – 2019 WCCA Budget Overview: 2018 Valuation: County Assessors Abstract of Assessment of Real Property State Aid Information**

Ms. Walworth introduced the 2018 – 2019 WCCA Budget Overview and asked Mr. Knapper to speak on this item. Mr. Knapper referred Board members to the mailed packet of information which includes a report prepared by the Nebraska Department of Revenue, Property Assessment Division. Real Property Value Percentage of Change by County from 2017 to 2018. The source of the information is the 2018 County Abstracts of Assessment for Real Property, as submitted by the County Assessors.

Mr. Knapper reported he has done projections for a number of years by applying the percentages from the Department of Revenue to the counties within the College's service area, and he projects the 2018 – 2019 assessed valuation for the Western Area is not expected to increase or decrease this year, but is expected to remain flat. However, the report does not include centrally assessed property, and when these adjustments are applied, they may produce a moderating effect.

Ms. Walworth thanked Mr. Knapper for his report.

### **MONITORING REPORTS**

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

Dr. Perkins reported the Nebraska Community College Association Board met early this month. He stated there is an interesting research project currently being conducted at Southeast Community College called "The F Study." The purpose of this project is to review all the students who have an "F" to determine the cause. Dr. Perkins stated it could be lack of preparation, but there could be some external factors that could also influence a person's brain. Dr. Perkins stated he thinks this is a pretty exciting concept.

### **MONITORING REPORTS**

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

No report was given.

### **MONITORING REPORTS**

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

Ms. Anderson reported thirty-five donors attended the construction tour on April 26, 2018, and it was a wonderful opportunity for them to see the current progress of the main building renovation.

Ms. Anderson reported there were one-hundred and thirty attendees at the Jump, Jive, and Swing event on May 6, 2018, and attendance increased considerably from previous years. Ms. Anderson reported a few attendees requested a larger dance floor for future events.

Ms. Anderson reported on the importance of the Foundation's partnership with the College's Performing Arts Department as they not only showcase the College's programs within the Community, but also raise funds for scholarships and other needs for these departments.

Ms. Anderson reported that on May 12, 2018, during Graduation, WNCC alumnus Gerald Flaggard class of 1958, welcomed graduates into the alumni Association and presented them with pins.

Ms. Anderson reported the Monument Marathon press conference was held on May 2, 2018, at Platte Valley Companies, and urged everyone who hasn't volunteered to run or walk to please do so.

Ms. Walworth thanked Ms. Anderson for her report.

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

Dr. Holcomb reported there is a tour scheduled for the Board to have an opportunity to view the current progress of the Main Building Addition project. He asked Board members to meet him at Door 14, East Entrance of the Main Building, Western Nebraska Community College, Scottsbluff Campus, following the meeting.

## **BOARD MEMBER COMMENTS**

Ms. Anderson congratulated Ms. Allison Judy for graduating from the Leadership Scottsbluff Leadership Program, and reported Ms. Judy has been asked to serve on the Scottsbluff/Gering United Chamber of Commerce Board of Directors.

Ms. Anderson reported the Chamber will be hosting Senator Stinner for a Legislative Wrap-up on Thursday, May 17, 2018, at Noon in the Runza Community Room, and invited everyone to attend.

Ms. Anderson reported the State Chamber announced last Friday a new addition called Blueprint Nebraska, an initiative aimed to produce a comprehensive plan to invigorate Nebraska's economy and workforce.

## **PRESIDENT'S COMMENTS**

Ms. Walworth asked for President's Comments.

Dr. Holcomb reported three hundred and four graduates were recognized during the eighty-sixth annual Commencement on May 12, 2018. There were fourteen graduates from summer 2017, forty-two from December 2017, two hundred and twenty-six from May 2018, and twenty-two prospective graduates for summer 2018. Dr. Holcomb reported further ninety-nine students graduated with honors, and three with high honors. Fifty-five graduates were members of Phi Theta Kappa, thirty were members of the National Society for Leadership and Success, fourteen were members of Cougar Leadership, and twenty-four were veterans.

The annual Employee Awards Luncheon was held on May 15, 2018. Dr. Holcomb reported longevity awards were presented to ten employees for ten years of service, four employees for twenty years of service, and one employee for thirty years of service. Ms. Candi Grasmick received special recognition for her retirement, and Mr. Mike Hausmann received Professor Emeriti recognition.

Dr. Holcomb reported Ms. Megan Wescoat, Student Engagement Director, received the Professional Employee of the Year award; Ms. Aletia Norwood, Assessment Coordinator, received the Faculty Employee of the Year award; and Ms. Christina Garcia, Financial Aid Technician, received the Support Employee of the Year award

Dr. Holcomb reported on Friday, June 1, 2018, 2:00 p.m. – 4:00 p.m., the College will be hosting a Retirement Reception for Ms. Cynthia Armstrong, Ms. Jeanie Bear, Ms. Vicki Bott, Ms. Candi Grasmick, and Dr. Ronda Kinsey, in the commons area of the main building, and invited Board Members and the public to attend.



### **UPCOMING MEETINGS AND EVENTS**

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

- 1) The Nebraska Community College Association 2018 Regular Meetings to be held as follows:  
a) Third Quarter Meeting, August 6, 2018, in Lincoln, Nebraska; c) Fourth Quarter (Annual Meeting), November 5 and 6, 2018, in Norfolk, Nebraska.
- 2) The Association of Community College Trustees 2018 Annual Leadership Congress to be held October 24 through 27, 2018, at the Marriott Marquis, Times Square in New York, New York.

### **NEXT REGULAR MEETING**

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, June 20, 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 2:17 p.m.

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Julienne K. Walworth, Chairperson

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Rosie Hernandez, Secretary



HOME OF  
CHIMNEY ROCK  
HISTORICAL SITE

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

April 19, 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 LOTS 1 - 6, BLOCK 3, 2<sup>ND</sup> EAST ADDITION And LOTS 1 - 6, BLOCK 6, 2<sup>ND</sup> EAST ADDITION And LOTS 1 - 7, BLOCK 9, 2<sup>ND</sup> EAST ADDITION, Morrill County, Nebraska have requested a "Re-Zone". Because of this request, you have the right to protest against this action.

This issue will be addressed at the next Planning Commission meeting April 26, 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,

A handwritten signature in blue ink, appearing to read "Jennifer Tressler", is written over a horizontal line.

Jennifer Tressler  
City Clerk



HOME OF  
CHIMNEY ROCK  
HISTORICAL SITE

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

May 2, 2018

To Whom This May Concern:

This letter is being sent to you as required by City of Bayard Zoning Regulations. The property owners of **LOTS 1 - 6, BLOCK 3, 2<sup>ND</sup> EAST ADDITION** And **LOTS 1 - 6, BLOCK 6, 2<sup>ND</sup> EAST ADDITION** And **LOTS 1 - 7, BLOCK 9, 2<sup>ND</sup> EAST ADDITION** have requested a "Change of Zoning", from residential two (R2) to Agriculture. Because of this request, you have the right to protest against this action as described in Section 11-1-15 of the City of Bayard Zoning Regulations, as provided below.

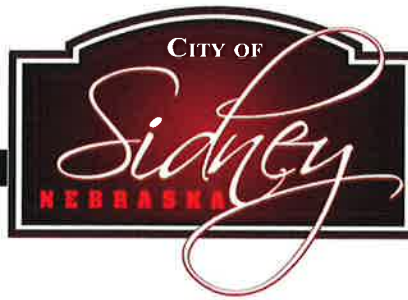
*"11-1-15: **AMENDMENTS:** These regulations, restrictions, and boundaries may from time to time be amended, supplemented, changed, modified, or repealed. In case of a protest against such change, signed by the owners of twenty percent (20%) or more either of the area of the lots included in such proposed changes, or of those immediately adjacent on the sides and in the rear thereof extending three hundred feet (300') there from and of those directly opposite thereto extending three hundred feet (300') from the street frontage of such opposite lots, such amendment shall not become effective except by the favorable vote of three-fourths (3/4) of all the members of the City Council. The City Council shall request and receive the advice of the Planning Commission before taking definite action on any contemplated, amendment, supplement, change, modification, or repeal. No such regulations, restriction, or boundary shall become effective until after a public hearing in relation thereto, at which parties in interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be given by publication thereof in a paper of general circulation in the City at least one time ten (10) days prior to such hearing."*

The Planning Commission has held its public hearing on, April 26, 2018 at 6:00PM. A recommendation was made to approve the zoning change. This recommendation will now be forwarded to the Bayard City Council for their review and final decision. **You are welcome to attend the City Council meeting on June 12, 2018 at 7:00PM,** 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,

A handwritten signature in black ink, appearing to read "Jennifer Tressler".

Jennifer Tressler  
City Clerk



**SMALL TOWN VALUES**

1115 13TH AVENUE PO Box 79  
SIDNEY NEBRASKA 69162

**BIG TIME OPPORTUNITIES**

PHONE (308) 254-5300 FAX (308) 254-3164  
www.cityofsidney.org

May 3, 2018

CORAL RICHARDS  
SECRETARY OF THE BOARD OF EDUCATION  
WESTERN NEBRASKA TECHNICAL COMMUNITY COLLEGE  
1601 EAST 27<sup>TH</sup> STREET  
SCOTTSBLUFF NE 69361

In compliance with Section 79-4. 151, R.S.N., 1943, the Planning Commission of the City of Sidney herewith submits the following for the consideration of the Board of Education before the adoption of the final report of same:

SEE ATTACHED NOTICE

Sincerely,

Cynthia Heilbrun  
Secretary of the Planning Commission

ch

Attachment

NOTICE

Notice is hereby given that the Planning Commission of the City of Sidney, NE, will on May 21, 2018, at 5:30 P.M. in the City Council Room, 1115 13<sup>th</sup> Avenue, hold a PUBLIC HEARING upon the following:

1) Application of City of Sidney Economic Development to subdivide a 4.03 acre tract of land located in the Sidney Industrial Park on Highway L17J, 100 Commerce Court, more particularly described as Lot 4, Block 1, Sidney Business Park Addition, situated in the West Half of the East Half of Section 33, Township 14 North, Range 49 West of the 6<sup>th</sup> P.M., for commercial development.

A copy of the proposed request is on file in the office of the Secretary of the Planning Commission at 1115 13<sup>th</sup> Avenue where it may be examined and copies may be made. At the above time and place all citizens and interested parties will have an opportunity to be heard.

Cynthia K. Heilbrun  
Deputy City Clerk Treasurer

PUBLISH ONE TIME: May 9, 2018  
ONE PROOF PLEASE

**MEMORANDUM**

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**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** May 16, 2018  
**RE:** Board Approval, Bid Number 18-EQ-22

On April 26, 2018 bids were taken for Server Upgrades

**ACCOUNT NUMBER:** 10.1.42000.5611.64

**TOTAL BUDGET:** \$200,000.00

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Sterling Computers Corp.	Dakota Dunes, SD	<b>\$151,761.27</b>

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

**MEMORANDUM**

---

**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** May 16, 2018  
**RE:** Board Approval, Bid Number 18-EQ-27

**On May 8, 2018 bids were taken for Cisco Network Equipment**

**ACCOUNT NUMBER: 10.1.42000.5611.64**

**TOTAL BUDGET: \$29,000.00**

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
ISC dba Venture Technologies	Casper, WY	\$23,545.60
Sterling Computers Corp.	Dakota Dunes, SD	\$27,819.10

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



Proposal For  
Course Planning Redesign Project

Western Nebraska Community  
College

April 18, 2018

CAMPUSWORKS

1767 Lakewood Ranch Blvd. #305  
Bradenton FL 34211  
T. 941.316.0308 | F. 941.954.2398

[www.campusWorksinc.com](http://www.campusWorksinc.com)



## Overview

CampusWorks is pleased to provide the below scope of services in support of Course Planning Project. CampusWorks would propose, a team-based approach of functional and technical expertise to assist Western Nebraska Community College in a review and recommendation of how to migrate from the current custom course planning application to baseline Ellucian Colleague functionality.

## Scope Of Services

CampusWorks would accomplish the above tasks by engaging Sr. IT Optimization experts to engage the WNCC stakeholders on-site and remotely to detail the information necessary to meet the below deliverables.

Project Activity	Description	Timing Onsite/Remote
<b>Schedule/Planning</b>	CampusWorks will assign a Sr. Optimization resource who will talk with the College sponsor to plan the effort and develop a specific project schedule. CampusWorks will discuss with College sponsor the desired goals and outcomes of the project prior to commencing on-site activities	Remote
<b>Discovery: Current State and Challenges</b>	<p>The Discovery process will facilitate a very short engagement with designated campus leaders and CampusWorks functional and technical experts to:</p> <ul style="list-style-type: none"> <li>• Validate an understanding of current Course Planning Process</li> <li>• Involve key individuals from departments that cover the selected functional areas to ensure a complete view of current functions</li> <li>• Review technical documentation related to the current functionality and scope of desired change.</li> <li>• Document the current state processes to align implementation path against future state process maps</li> </ul>	Remote
<b>Process Redesign and Reimagine (PRR) Overview</b>	<p>CampusWorks will provide leadership, consulting, and facilitation in a comprehensive review of the processes and desired future state for the Course Planning Process.</p> <ul style="list-style-type: none"> <li>• This facilitated session brings together cross-functional teams and leadership to create and</li> </ul>	On-site

	<p>document the institution’s optimal “future state” processes and technology solution</p> <ul style="list-style-type: none"> <li>• CampusWorks’ expert analysis will generate discussion and collaboration about desired future state along with definition of technology solutions to support the defined business process.</li> </ul>	
<b>“First Look” meeting</b>	<p>Before CampusWorks concludes the onsite engagement, the College IT leadership will be invited to a short presentation to hear the results of the CampusWorks team’s findings in a “First Look” meeting. This high-level meeting will identify the initial review of the areas of focus.</p>	On-site
<b>Refine and Develop the Future State</b>	<p>Armed with a Future State that has been developed with input from an integrated team of stakeholders, CampusWorks consultants will further refine, develop, and fully visualize, with process maps, the cross functional processes of the course planning process. This will include the potential design and use of Colleague Workflow to replace customized solution. These results will provide WNCC with the information necessary to reimagine and implement a desired future Course Planning process model.</p>	Remote
<b>Outcomes &amp; Deliverables</b>	<p>CampusWorks senior leaders will return to WNCC for a one-day visit to present the following deliverables:</p> <ul style="list-style-type: none"> <li>• Documented and desired future state including process maps and required Colleague workflows.</li> <li>• Implementation plan detailing recommendations on a Phase 2 Implementation plan for the project. CampusWorks will provide an annotated PowerPoint report of recommendations, process maps and an implementation plan with recommendations on next steps, potential providers and scope of engagement required to exceed the desired and stated goals as defined in the Planning Sessions.</li> </ul>	Remote

## Cost

CampusWorks services as detailed herein would encompass 242 hours of on-site and remote services as detailed above.

The cost for 242 hours of CampusWorks services is \$44,770.

Hours will be billed as incurred and invoiced monthly.

These services will be delivered as a mix of remote and on-site. Travel expenses will be billed as incurred.

Additional hours will be billed at a rate of \$185/hour upon request and written approval of the client.

## **Qualifications of CampusWorks**

### **About CampusWorks**

Founded in 1999, CampusWorks distinguishes itself by providing clients with a unique combination of business acumen, technical know-how and professional planning bundled into senior IT professionals. These senior professionals serve as leaders, facilitators, translators, and trusted advisors to CEOs and their cabinets and boards.

### **CampusWorks Mission**

CampusWorks helps our clients transform their organizations, leverage their resources, or step up their results. Often an educated, outside perspective is just the push a client organization needs to take a courageous leap toward real change. CampusWorks' goal is to create an environment in which staff can thrive. While we enjoy long-term relationships with our clients, we focus on preparing them for independence. We work in the trenches to help them catch up and get ahead and we teach them how to replicate that success.

### **Customer Service Philosophy**

CampusWorks' assessment services are rooted in systems thinking and are focused on delivering real results. We are privileged to have a team of very experienced professionals committed to our mission. Their years of experience in many organizations provide our clients with fresh and varied perspectives. Our planning process is inclusive, open and motivating for all those who participate in it. CampusWorks will apply its deep experience in technology planning, business process review, data-informed decision making, and organizational development to deliver documented, comprehensive, and actionable recommendations in the final presentation for Western Nebraska Community College.

### **Systems Thinking**

CampusWorks is committed not just to presenting findings, facts and statistics – but to being a catalyst for real change and to making things happen in an organization. To accomplish this, CampusWorks provides proven leaders with decades of experience in IT operations. CampusWorks project leaders have the experience to coach, motivate and empower staff while showing extremely high levels of empathy.

## **CampusWorks Staff**

All of CampusWorks professionals have decades of experience and have served in IT and functional area leadership roles (development/foundation, finance, HR).

## **IT Services with Vendor Independence**

Western Nebraska Community College wants to be sure that the project recommendations are made in a manner consistent with the College's strategic goals and objectives. CampusWorks is an independent service provider, not affiliated with any software or hardware enterprises. Since neither CampusWorks, nor our team members have an affiliation with any product vendor, Western Nebraska Community College can be assured that the proposed CampusWorks' services will be provided without bias.

## **Recent Clients**

For 18 years, CampusWorks has been helping institutions and organizations assess where they are technologically and where they need to go to support the organization's mission. The following list includes CampusWorks' clients in the past few years.

Aims Community College, CO  
Alabama Community College System, AL  
Baylor College of Medicine, TX  
Bergen Community College, NJ  
Buena Vista University, IA  
Bunker Hill Community College, MA  
Cecil College, MD  
Central Arizona College, AZ  
Chaffey College, CA  
Chesapeake College, MD  
Clark State Community College, OH  
Coconino Community College, AZ  
Columbus State Community College, OH  
Daytona State College, FL  
Eastern Iowa Community College District, IA  
Gulf Coast State College, FL  
Harford Community College, MD  
Hillsborough Community College, FL  
Howard Community College, MD  
John A. Logan College, IL  
Kirkwood Community College, IA  
Lakeland Community College, OH  
Los Rios Community College District, CA  
Middlesex Community College, MA  
Minnesota Historical Society, MN  
Montgomery County Community College, PA

Moraine Park Technical College, WI  
Navarro College, TX  
Nevada System of Higher Education  
Truckee Meadows Community College, NV  
Great Basin College and Western Nevada College, NV  
Patrick Henry College, VA  
San Jose-Evergreen Community College District, CA  
Shasta College, CA  
St. Louis Community College, MO  
State Center Community College District, CA  
Southern California University of Health Sciences, CA  
Touro College and University System, NY  
Vermont State Colleges, VT  
Westchester Community College, NY  
West Virginia University Foundation



## Information on Michael Kurtz

### Michael Kurtz

Senior Optimization Executive & Program Manager  
CampusWorks, Inc.

#### **Background:**

In early 2018, Michael joined CampusWorks, Inc., as Senior Optimization Executive & Program Manager. Prior to joining CampusWorks, Inc., Michael served 8 years as Associate Vice President for Client Success with Ellucian's Center for Institutional Excellence. Before joining Ellucian, Michael was the Dean of Strategic Systems for Western Iowa Tech Community College in Sioux City, IA. Michael worked at WITCC in various capacities for almost 20 years, 15 of those as a cabinet level senior executive where he functioned as the CIO/CTO. He also directed accreditation efforts, institutional strategic planning, institutional research, information technologies, and a host of other duties. Michael worked with Ellucian as a client for almost 19 years.

Michael has a Bachelor of Business Administration degree in Business Administration and a Bachelor of Science degree in Information Systems from Dakota State University in Madison SD. He also has a Master of Business Administration degree from the University of South Dakota in Vermillion, SD.

#### **Why we want Michael Kurtz:**

- Michael previously was with Ellucian and worked with WNCC during our Ellucian Action Plan from 2014 to 2017 where we worked to re-engineer our processes in registration, advising and admissions, human resources and payroll processing, and finance. **Michael is already familiar with WNCC, our systems, and many of the employees who will be a part of this project as each of these areas play a role in the Course Planning process. We can hit the ground running!**
- Michael's background and previous work experiences have been very helpful in our past re-engineering efforts.
- Michael is an effective facilitator. He serves as a neutral third party while getting the participants to explore various options. He is a good listener and actively solicits input from everyone in the room and expects all participants to contribute to the discussion. Additionally, Michael challenges our thinking and forces participants to think about the process from different perspectives. Ultimately, this results in creating a better process.
- Michael is now Senior Optimization Executive & Program Manager at CampusWorks, a consulting company which exclusively serves higher education. CampusWorks, Inc. focuses on "providing independent perspective and solutions to improve operations, reduce costs and position students for success." In the proposal, Michael would serve in a role very similar to his previous position at Ellucian to help us re-engineer the Course Planning process.

**NOTE:** The Course Planning process is a critical process for setting up courses in Colleague that currently is built with customized programming using obsolete programming language. In order to help the college align with best practices in the industry, we need to move away from the customized programming toward using tools that are more in line with current industry standards.



**Additional thoughts regarding CampusWorks, Inc.:**

- Michael's affiliation with CampusWorks will offer expertise in products and services which we use that may not necessarily be through Ellucian. This will ensure that we get the best solution, rather than one that will work, but may or may not be as effective.
- CampusWorks is a consulting company which focuses exclusively on clients in higher education. Additionally, CampusWorks does not sell products, only services.
- Professional Services through Ellucian will run \$250\* per hour. (\*Should WNCC engage in a new Ellucian Action Plan, there is a possibility of receiving a discounted professional services rate of around \$225 per hour.) The hourly rate for professional services through CampusWorks is \$185 per hour. Additionally, CampusWorks offers subject matter experts for Ellucian products.



Project: **PIONEER ROOF REPLACEMENT**

Engineers\*Architects\*Surveyors  
 120 E. 16th St., Suite A  
 Scottsbluff, NE 69361

Owner: WNCC  
 Contract No: **5002-047-16**

Bid Date: May 8, 2018, 10:00 am

Item #	Description/ Units	Unit	Total Quantity	Engineer's Probable Cost		Twin City Roofing Gering		Unit Price	Item Totals
				Unit Price	Item Totals	Unit Price	Item Totals		
<b>Schedule A - Base Bid</b>									
A-1	Mobilization	LS	1.0	\$13,000.00	\$13,000.00	\$3,170.00	\$3,170.00		
A-2	Roof Removal	LS	1.0	\$12,500.00	\$12,500.00	\$9,375.00	\$9,375.00		
A-3	EPDM Adhered Roof	LS	1.0	\$145,000.00	\$145,000.00	\$112,345.00	\$112,345.00		
A-4	Roof Ladders	LS	1.0	\$5,500.00	\$5,500.00	\$3,835.00	\$3,835.00		
<b>Schedule B - Alternates</b>									
B-1	Roof Ladders - Alternate	LS	1.0	\$5,000.00	\$5,000.00	\$2,962.00	\$2,962.00		
<b>Total - Schedule A</b>					<b>\$176,000.00</b>		<b>\$128,725.00</b>		
<b>Bid Bond</b>							<b>5%</b>		
<b>Addendums #1 and #2</b>							<b>Yes</b>		