

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS
DECEMBER 5, 2018
AGENDA**

LUNCH – 12:00 P.M.

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

REGULAR MEETING – 1:00 P.M.

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

PROPOSED AGENDA

A. Call to Order, Ms. 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) – Dr. William M. Packard
- c) Minutes
 1. Regular Meeting, October 17, 2018..... 3-30
- d) Claims for October 2018:
 1. WCCA Unrestricted Fund - \$2,365,584.18 31-44
 2. WCCA Restricted Fund - \$31,176.22..... 44-45
 3. WCCA Federal Fund - \$7,775.78 45
 4. WCCA Agency Fund - \$17,547.98..... 45-46
 5. WCCA Loan Fund - \$-0- N/A
 6. WCCA Plant Fund - \$2,093,882.32..... 46
 7. WCCA Auxiliary Fund - \$94,332.05..... 46-49
- e) Claims for November 2018:
 1. WCCA Unrestricted Fund - \$1,924,923.54 51-64
 2. WCCA Restricted Fund - \$17,821.59..... 64-65
 3. WCCA Federal Fund - \$4,407.07 65
 4. WCCA Agency Fund - \$6,605.65..... 65-66
 5. WCCA Loan Fund - \$-0- N/A
 6. WCCA Plant Fund - \$238,134.93..... 66
 7. WCCA Auxiliary Fund - \$83,945.73..... 66-69
- f) City Planning Commission Report(s)
 1. City of Gering 71-72

E. Consent Calendar (Cont.)

- g) Reports and Proposals
 - 1. From the Students
 - 2. From the Faculty 73-77
 - 3. From the Administration
 - 4. From the Board
- 2. Approval of Consent Calendar
- 3. Consideration of Items Extracted from Consent Calendar

F. Board Member Mileage and/or Expense Reimbursement

- 1. Ms. Karen Anderson (Mileage) – \$61.04 79
- Ms. Linda Guzman-Gonzales (Mileage) – \$59.41 79
- Dr. Merlyn L. Gramberg (Mileage) – \$51.78..... 79
- 2. Ms. Lynne Klemke (Mileage) – \$86.66..... 79
- Ms. Kimberly A. Marcy (Mileage) – \$44.69..... 79
- 3. Dr. Thomas M. Perkins (NCCA Meeting) – \$595.34 79
- Mr. Thomas L. Perlinski (Mileage) – \$41.42..... 79
- Ms. Julienne K. Walworth (Mileage) – \$70.85 79
- Dr. Thomas M. Perkins (ACCT Congress) – \$227.28..... 81

G. Bid Consent Calendar

- 1. Review of Bid Consent Calendar
 - a) Bid No. 19-FAC-11 – Pioneer Hall Air Handling Unites 1 & 2 83-85
 - b) Bid No. 19-SE-15 – Microsoft Licensing Campus Licensing Agreement 87-89
 - c) Bid No. 19-FAC-17 – Boiler Replacement Main Building..... 91-93
 - d) Bid No. 19-FAC-18 – Amend Guaranteed Maximum Price – Roofing..... 95-99
 - e) Bid No. 19-FAC-19 – Amend Guaranteed Maximum Price – Theatrical & Special
Equipment 101-103
 - f) Bid No. 19-SE-21 – Advisor Scheduling Software – Sole Source..... 105
 - g) Bid No. 19-EQ-22 – Anatomage, Testing, Active Classroom Furniture..... 107
 - h) Bid No. 19-SE-23 – Document Management System Handout
- 2. Approval of Bid Consent Calendar
- 3. Consideration of Items Extracted From Bid Consent Calendar

H. Presentation: Nebraska Public Power District Scholarship – Ms. Terry Rajewich, Nebraska Public Power District Account Manager, and Mr. Matthew Harris, Wells Fargo Business and Agricultural Banking Specialist

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

- 1. Informal Meeting: Planning Session
 - a) February 2019
- 2. Association of Community College Trustees
 - a) 2019 National Legislative Summit
February 10-13, 2019
Washington, D. C.
- 3. Recognition – Retiring Board Members Mr. Perlinski, Ms. Walworth

J. Old Business

1. Reports and Recommendations from Human Resources Committee – Dr. William M. Packard
 - a) Second and Final Reading: Employee Evaluation Board Policy – Dr. Kim Kuster-Dale, Ms. Kathy Ault..... 109-110
 1. Information Only: Faculty Evaluation President’s Procedure 111-115
 1. Employee Goals for Continuous Improvement 117-118
 2. Information Only: Administrator / Professional / Staff Evaluation President’s Procedure 119-121
 1. Administration, Professional and Support Staff Evaluation Form 123-126
 2. Employee Goals for Continuous Improvement 127-128
 3. Second and Final Reading: Policies Being Repealed 129
 1. Board Policy 420.0200.86 Probationary Staff
 2. Board Policy 420.0300.86 Support Staff
 3. Board Policy 425.0700.09 Faculty
 4. Board Policy 450.0700.86 Administrator / Professional
 - b) Information Only: Academic Calendar President’s Procedure 131-133
2. Second and Final Reading: Proposed 2019-2020 Student Charges – Mr. William Knapper .. 135-141
 - a) Tuition
 - b) Fees
 - c) Room and Board

K. New Business

1. Reports and Recommendations from Human Resources Committee – Dr. William M. Packard
 - a) First Reading: Equal Opportunity Non-Discrimination Board Policy – Ms. Kathy Ault, Mr. Jason Ossian 143-144
 1. Information Only
 1. Civil Rights Grievance and Investigation Process President’s Procedure..... 145-158
 2. Sexual Misconduct President’s Procedure..... 159-174
 3. Equal Opportunity Employer and Prohibition of Discrimination, Harassment, or Retaliation President’s Procedure..... 175-176
 2. First Reading: Policies Being Repealed – Ms. Kathy Ault
 1. Board Policy 115.0250.01 Anti-Harassment-Client/Guest..... 181
 2. Board Policy 201.0100.12 Discrimination, Harassment, and Retaliation Prohibited..... 183-184
 3. Board Policy 405.0100.14 Non-Discrimination 185
 4. Board Policy 405.0300.13 Statement on Publications..... 187
 5. Board Policy 415.0850.12 Discrimination Harassment or Retaliation Employee 189-190
 6. Board Policy 415.0855.15 Mandatory Reporters 191
 7. Board Policy 500.3801.14 Sexual Misconduct: Dating/Domestic Violence, Sexual Assault & Stalking 193
 8. Board Policy 500.4500.01 Anti-Harassment – Student..... 195
 9. A-1-12 – Discrimination, Harassment, or Retaliation Complaint 197-201
 10. A-1.2-14 – Sexual Misconduct Complaint Procedures..... 203-210

K. New Business (Cont.)

2. Reports and Recommendations from Student Success Committee
 - a) First Reading: Acceptable ID Process for Student Services Transactions
Board Policy – Ms. Evangeline Grant 211-212
 1. Information Only: Acceptable Identification Process for Student Services Transactions
President’s Procedure 177-179
3. First and Single Reading: 2019-2020 Academic Calendars – Dr. Hallie Feil 213-228
4. First Reading: Proposal of Associate of Fine Arts Degree, Dr. Kim Kuster Dale 229-236
5. First and Single Reading: 2017-2018 Audited Annual Reports – Mr. William Knapper,
Mr. David Koehler Handout
 - a) F.T.E.
 - b) Financial

L. Program Review / Reduction-in-Force – Dr. Todd Holcomb

1. Authorization to Review WNCC Programs and Appoint an Advisory Committee

M. Institutional Reports

1. 2016-2018 SummerFree Scholarship Summary – Ms. Sheila Johns 237-239
2. Wellness Program – Ms. Kathy Ault, Ms. Teri Allen..... 241
3. Nebraska Community College Association – Dr. Merlyn Gramberg, Dr. M. Thomas Perkins,
Ms. Karen Anderson, Ms. Lynne Klemke, Dr. William Packard, Mr. R. J. Savely, Jr.
 - a) November 4-5, 2018, Norfolk, NE
4. Association of Community College Trustees – Dr. M. Thomas Perkins
5. Western Nebraska Community College Foundation – Ms. Karen Anderson

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

O. Board Member Comments

P. President’s Comments

Q. Executive Session

1. 2019 – 2020 Collective Bargaining
2. Strategy Session Concerning Pending or Threatened Litigation

R. Personnel Consent Calendar

1. Review Contents of Personnel Consent Calendar
 - a) Resignation(s):
 1. Ms. Lora Beth Dahlgren, Nursing Instructor of Health Sciences Division Handout
 2. Ms. Robyn Iossi, Alliance Campus Director Handout
 - b) Appointment(s):
 1. Ms. Judith L. Amoo, Honorary Status of Administrator Emeritus
 2. Ms. Robyn Iossi, Honorary Status of Administrator Emeritus Handout
2. Approval of Personnel Consent Calendar
3. Consideration of Items Extracted from Personnel Consent Calendar

S. Upcoming Meetings and Events

1. Association of Community College Trustees
 - a) 2019 National Legislative Summit
February 10-13, 2019
Washington, D.C.
 - b) 2019 ACCT Leadership Congress
October 16-19, 2019
San Francisco, CA
2. Nebraska Community College Association
 - a) 2019 Regular Meetings
 1. First Quarter Meeting
January 25, 2019
Lincoln, NE
 2. Second Quarter Meeting
May 6, 2019
Lincoln, NE
 3. Third Quarter Meeting
August 5, 2019
Lincoln, NE
 4. Fourth Quarter Meeting (Annual Meeting)
November 4, 2019
Southeast Community College
Lincoln, NE
 - b) State Legislative Day
February 7, 2019 (Tentative)
Lincoln, NE

T. Next Regular Meeting: Wednesday, January 16, 2019, 1:00 p.m., Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

U. Adjournment

MISSION STATEMENT

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

www.wncc.edu