

**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

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, December 5, 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, December 5, 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, November 28, 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.....	Absent
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

Teri Allen, Wellness Coordinator
Kathy Ault, Human Resources Executive Director
Kim Kuster Dale, Executive Vice President
Hallie Feil, Dean of Instruction
Evangeline Grant, Student Services Vice President
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary
Todd R. Holcomb, President
Sheila Johns, Financial Aid Director
Philip M. Kelly, College Attorney
William D. Knapper, Administrative Services Vice President and Board Treasurer
Aletia Norwood, Faculty Representative
Jason Ossian, College Attorney
Jennifer Pederson, Division Chair for Academic Enrichment, Language, and Fine Arts
Stacey Wilson, Faculty Representative

QUORUM

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

COMMUNITY COMMENTS

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

BOARD CHAIRPERSON COMMENTS

Ms. Walworth remarked there was an article in the paper pertaining to the value of community colleges in the area, she stated it was a very well written article and recommended the Board take a moment to read it.

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.

CONSENT CALENDAR

Review Contents

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

- 1) Agenda, December 5, 2018
- 2) Excuse Absent Board Member(s) – Dr. William M. Packard (Excused)
- 3) Minutes
 - a. Regular Meeting, October 17, 2018
- 4) Claims for October 2018:
 - a. WCCA Unrestricted Fund - \$2,365,584.18
 - b. WCCA Restricted Fund - \$31,176.22
 - c. WCCA Federal Fund - \$7,775.78
 - d. WCCA Agency Fund - \$17,547.98
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$2,093,882.32
 - g. WCCA Auxiliary Fund - \$94,332.05
- 5) Claims for November 2018:
 - a. WCCA Unrestricted Fund - \$1,924,923.54
 - b. WCCA Restricted Fund - \$17,821.59
 - c. WCCA Federal Fund - \$4,407.07
 - d. WCCA Agency Fund - \$6,605.65
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$238,134.93
 - g. WCCA Auxiliary Fund - \$83,945.73
- 6) City Planning Commission Reports (Attachment A)
- 7) Reports and Proposals
 - a. From the Students
 - b. From the Faculty (Attachment B)
 - c. From the Administration
 - d. From the Board

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

CONSENT CALENDAR (Cont.)

Review Contents

Ms. Anderson requested the following items be extracted from the WCCA Unrestricted Fund; \$120.00 payable to Scottsbluff / Gering United Chamber of Commerce for the State of the Valley Luncheon, \$225.00 payable to Scottsbluff / Gering United Chamber of Commerce for Advertising, \$50.00 payable to Scottsbluff / Gering United Chamber of Commerce for the Business After Hours event, and \$1,800.00 payable to Leadership Scotts Bluff for Class Tuition.

CONSENT CALENDAR

Approval

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

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

CONSENT CALENDAR

Consider Items Extracted

Ms. Anderson reported she has a business relationship with the Scottsbluff / Gering Chamber of Commerce and requested the State of the Valley lunch claim, the advertising claim, the Business After Hours claim, and the Scotts Bluff Leadership fees payable to the Scottsbluff / Gering Chamber of Commerce be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Mr. Stickney MOVED the motion to approve the claims payable to the Scottsbluff / Gering Chamber of Commerce for the State of the Valley luncheon, the advertising, the Business After Hours event, and the Scotts Bluff Leadership class tuition fees. SECONDED by Mr. Savely.

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

Voting No: None

Abstain: Anderson

Absent: Packard

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Karen Anderson, Ms. Linda Guzman-Gonzales, and Dr. Merlyn L. Gramberg

Mr. Stickney MOVED to approve the following travel expenses: Ms. Karen Anderson for \$61.04; Ms. Linda Guzman-Gonzales for \$59.41; and Dr. Merlyn L. Gramberg for \$51.78. SECONDED by Ms. Klemke.

Voting Yes: Klemke, Marcy, Perkins, Perlinski, Savely, Stickney, Walworth

Voting No: None

Abstain: Anderson, Gramberg, and Guzman-Gonzales

Absent: Packard

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Lynn Klemke, Ms. Kimberly A. Marcy, and Dr. M. Thomas Perkins

Ms. Anderson MOVED to approve the following travel expenses: Ms. Lynne Klemke for \$86.66; Ms. Kimberly A. Marcy for \$44.69; and Dr. M. Thomas Perkins for \$595.34. SECONDED by Ms. Guzman-Gonzales.

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

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Mr. Thomas L. Perlinski, Ms. Julianne K. Walworth, and Dr. M. Thomas Perkins

Ms. Marcy MOVED to approve the following travel expenses: Mr. Thomas L. Perlinski for \$41.42; Ms. Julianne K. Walworth for \$70.85; and Dr. M. Thomas Perkins for \$227.28. SECONDED by Ms. Anderson

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

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-FAC-11 – Pioneer Hall Air Handling Units (Attachment C)
- 2) Bid No. 19-SE-15 – Microsoft Licensing Campus Licensing Agreement (Attachment D)
- 3) Bid No. 19-FAC-17 – Boiler Replacement Main Building (Attachment E)
- 4) Bid No. 19-FAC-18 – Amend Guaranteed Maximum Price – Roofing (Attachment F)
- 5) Bid No. 19-FAC-19 – Amend Guaranteed Maximum Price – Theatrical & Special Equipment (Attachment G)
- 6) Bid No. 19-SE-21 – Advisor Scheduling Software – Sole Source (Attachment H)
- 7) Bid No. 19-EQ-22 – Anatomage, Testing, Active Classroom Furniture (Attachment I)
- 8) Bid No. 19-SE-23 – Document Management System (Attachment J)

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

BID CONSENT CALENDAR

Approval

Mr. Perlinski MOVED to approve the Bid Consent Calendar as submitted. SECONDED by Mr. Savely.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

BID CONSENT CALENDAR

Consider Items Extracted

There were no items extracted from the Bid Consent Calendar.

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 reported it has been twenty-seven years that the Nebraska Public Power District has coordinated a golf tournament in honor of the community college system across the state of Nebraska. In that twenty-seven years, through that coordinated effort, a cumulative total of \$1,578,571 has been raised and has been given for student scholarships. Hundreds of students have benefitted as a result of the tournament.

The Western Community College area will receive a total of \$16,000 as a result of the tournament, bringing the total amount received by WNCC to \$313,985 over the life of the golf tournament. Ms. Rajewich stated the Nebraska economy is stronger because of the education provided through the community college system and NPPD is stronger for having been able to hire some of those students, so they are grateful for the work done by the community colleges. The tournament is a great way to pair business and education to get results for our new leaders in the state of Nebraska. Ms. Rajewich presented the check to Dr. Holcomb and Ms. Walworth who thanked her for the contribution from Nebraska Public Power District.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Informal Meeting: Planning Session, February 2019

Ms. Walworth introduced the Informal Meeting, Planning Session item, and asked Dr. Holcomb to speak on it. Dr. Holcomb reported he is working on securing February 20-21, 2019, as the date for the Board of Governors Informal Meeting, Planning Session. Detailed information will follow concerning this item.

Association of Community College Trustees

Ms. Walworth reported the 2019 National Legislative Summit will be held on February 10-13, 2019, at the Marriott Marquis in Washington, D.C., and registration is now open. She asked Board members to notify Ms. Hernandez if they are planning to attend so their travel can be approved and registration submitted. Dr. Holcomb and Dr. Perkins reported they are planning to attend.

Dr. Perkins reported that on February 13, 2019, Board members will have an opportunity to meet with senators and representatives in Washington, D.C., in an informal discussion. Dr. Perkins recommended Board members attend for an opportunity to visit with representatives face to face. Ms. Guzman-Gonzales stated she will attend if her schedule permits.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Recognition – Retiring Board Members Mr. Perlinski, and Ms. Walworth

Ms. Walworth remarked the recognition of retiring Board member Mr. Perlinski and asked him to come forward to be recognized. Ms. Walworth presented Mr. Perlinski with a plaque in grateful recognition for his three years of dedicated service and outstanding leadership as a Board Member of the Western Community College Area Board of Governors from 2015 to 2018. Mr. Perlinski thanked the Board for this recognition.

Mr. Stickney remarked the recognition of retiring Board member Ms. Walworth and asked her to come forward to be recognized. Mr. Stickney presented Ms. Walworth with a plaque in grateful recognition for her seven years of dedicated service and outstanding leadership as a Board Member and Chair of the Western Community College Area Board of Governors from 2011 to 2018.

Ms. Walworth thanked the Board for this recognition and stated she has enjoyed working with everyone. She stated she has learned of the importance of the community college systems in the United States. She remarked what community colleges give students and what they do for students is an ongoing learning experience. Ms. Walworth stated it has been her honor to serve on the WCCA Board of Governors and thanked the Board for the opportunity.

Recess

At 1:20 p.m., Ms. Walworth declared a fifteen minute recess.

Open Meeting

Ms. Walworth declared the Open meeting in session at 1:33 p.m.

OLD BUSINESS

Reports and Recommendations from Human Resources Committee

Second and Final Reading: Employee Evaluation Board Policy

Ms. Walworth introduced the Employee Evaluation Board Policy and asked Mr. Perlinski, Human Resources Committee Vice-Chair to report on this item. Mr. Perlinski presented the Employee Evaluation Board Policy on second and final reading and asked Ms. Ault to speak on this item.

Ms. Ault reported that during first reading, the Board recommended changes under the Definitions sections of this policy. Ms. Ault reported administrative staff is recommending keeping all board policy definitions in one central location, under the Employee Group Classification Board Policy, for consistency.

There being no further discussion, Mr. Perlinski MOVED the Board approve the Employee Evaluation Board Policy on second and final reading, and further moved this Board Policy supersede any prior WNCC policy, procedure, guideline or handbook on this subject matter. SECONDED by Ms. Guzman-Gonzales. A copy of the adopted policy is attached in the official minute book.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

OLD BUSINESS

Reports and Recommendations from Human Resources Committee

Information Only: Faculty Evaluation President's Procedure

Ms. Walworth presented the Faculty Evaluation President's Procedure as an informational item and asked Ms. Ault to speak on it.

Ms. Ault reported the Human Resources Committee met earlier today to consider revisions to this item. Ms. Ault reported the creation of this document took approximately one year to assemble, and commended Dean of Instruction, Dr. Hallie Feil, and the faculty for the work put into the project.

In response to a question from the Board, Ms. Ault reported there is also an evaluation process for part-time faculty, but it is currently pending. Additionally, Ms. Ault reported all employees will be notified of the changes by email and Cougar Notes.

No action was taken by the Board.

Reports and Recommendations from Human Resources Committee

Information Only: Administrator / Professional / Support Staff Evaluation President's Procedure

Ms. Walworth presented the Administrator, Professional and Support Staff Evaluation Process President's Procedure as an informational item and asked Ms. Ault to speak on it.

Ms. Ault referenced the employee goals for continuous improvement form found in the mailed packet, and reported the goal of this evaluation process is to assess performance and provide feedback to employees on how well each member is contributing to the College mission, vision, goals, and objectives.

No action was taken by the Board.

Second and Final Reading: Policies Being Repealed: Board Policy No(s) 420.0200.86 Probationary Staff; 420.0300.86 Support Staff; 425.0700.09 Faculty; 450.0700.86 Administrator / Professional

Ms. Walworth introduced the following policy being repealed: Board Policy No(s) 420.0200.86 Probationary Staff; 420.0300.86 Support Staff; 425.0700.09 Faculty; 450.0700.86 Administrator / Professional.

Mr. Perlinski MOVED the Board repeal Board Policy No(s) 420.0200.86 Probationary Staff; 420.0300.86 Support Staff; 425.0700.09 Faculty; 450.0700.86 Administrator / Professional. SECONDED by Ms. Guzman-Gonzales. A copy of the adopted policy is attached in the official minute book.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

Information Only: Academic Calendar President's Procedure

Ms. Walworth introduced the Academic Calendar President's Procedure and asked Dr. Dale to speak on this item. Dr. Dale reported there have been minor modifications to the document following recommendations from the Board. The reference to *Scottsbluff High School* was changed to *high schools* to reflect the effort in coordinating with all area high schools.

No action was taken by the Board.

OLD BUSINESS

Second and Final Reading: Proposed 2019-2020 Student Charges: Tuition, Fees, Room and Board

Mr. Knapper referred Board members to the mailed packet which includes the proposed 2019 - 2020 Student Charges. He reported the proposed student charges were presented during the October 2018 meeting, and the adjustments to the proposed charges are; an increase in border states tuition from \$104.00 to \$105.00, and an increase in non-resident tuition from \$104.50 to \$105.00.

Dr. Holcomb explained fellow higher education institutions are charging the same in-state and out-of-state rate. He reported College Attorney, Mr. Kelly, investigated this issue and determined this is not the proper way to proceed. He stated it is required there is a difference in tuition without a reciprocity agreement.

In response to a question from the Board, Mr. Kelly stated he has not researched whether the reciprocity agreement is with the state or university.

There being no further questions, Dr. Perkins MOVED to approve the 2019 – 2020 Tuition Rates, Fees, and Room and Board 2019 – 2020 student charges as presented. SECONDED by Ms. Guzman-Gonzales. A copy of the 2019 – 2020 student charges is attached in the official Minute book.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

NEW BUSINESS

Reports and Recommendations from Human Resources Committee

First Reading: Equal Opportunity Non-Discrimination Board Policy

Ms. Walworth introduced the Equal Opportunity Non-Discrimination Board Policy and asked Mr. Perlinski to report on this item. Mr. Perlinski presented the Equal Opportunity Non-Discrimination Board Policy on first reading and asked Mr. Ossian and Ms. Ault to speak on this item.

Mr. Ossian reported this Board Policy recommendation is a result of the Board's and Administrative Staff's project in updating all policies and procedures. He reported the purpose of this policy stems from the College's commitment to providing an environment free from harassment, discrimination and retaliation. Specifically, college students and/or employees, volunteers or visitors shall not participate in any harassment, discrimination or retaliation based on any protected class status of individuals as covered by College policies.

No action was taken by the Board at this time.

Information Only: Civil Rights Grievance and Investigation Process President's Procedure

Ms. Walworth introduced the Civil Rights Grievance and Investigation Process President's Procedure and asked Mr. Ossian and Ms. Ault to speak on this item.

Mr. Ossian reported the purpose of this Policy is to safeguard that individuals affiliated with the College are not subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws"), including protections for those opposing

NEW BUSINESS (Cont.)

Information Only: Civil Rights Grievance and Investigation Process President's Procedure

discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies, in its employment practices or educational programs and activities.

This procedure applies to all students and employees of the College.

No action was taken by the Board.

Information Only: Sexual Misconduct President's Procedure

Ms. Walworth introduced the Sexual Misconduct President's Procedure and asked Mr. Ossian and Ms. Ault to speak on this item.

Mr. Ossian reported this President's Procedure is a result of the Board's and Administrative Staff's project in updating all policies and procedures. He reported the purpose of this policy stems from the College's right to be free from sexual violence.

The College is committed to providing an environment free from discrimination based on sex and provides resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual misconduct. The College strictly prohibits any form of sexual misconduct, which includes, but is not limited to, dating violence, domestic violence, sexual assault, sexual harassment, and stalking. Mr. Ossian stated all incidents reported will be thoroughly investigated and those found responsible, whether criminally charged, handled through the College's procedures.

This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This procedure is intended to define the College's expectations and to establish a mechanism for determining when those expectations have been violated. Furthermore, when a complainant(s) and respondent(s) are College employees, authorized volunteers, guests or visitors, the College will comply with Title VII of the Civil Rights Act of 1964. When a complainant(s) and/or respondent(s) is a student, the College will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals who this procedure applies to, the College will adhere to its obligations under the Violence Against Women Reauthorization Act of 2013.

This procedure applies to all Administrators/Professional/Support Staff employees, Faculty, Adjunct Instructors, hourly employees, which would include hourly students and work-study students, all WNCC students, authorized volunteers, guests, and visitors within the College community.

No action was taken by the Board.

Information Only: Equal Opportunity Employer and Prohibition of Discrimination, Harassment, or Retaliation President's Procedure

Ms. Walworth introduced the Equal Opportunity Employer and Prohibition of Discrimination, Harassment, or Retaliation President's Procedure and asked Mr. Ossian and Ms. Ault to speak on this item.

Mr. Ossian reported this President's Procedure is a result of the Board's and Administrative Staff's project in updating all policies and procedures. He reported the purpose of this policy stems from the College's commitment to providing a college environment free from harassment, discrimination and retaliation. This President's Procedure complies with the requirements of the WCCA Equal Opportunity Employer/Non-Discrimination Board Policy.

NEW BUSINESS

Information Only: Equal Opportunity Employer and Prohibition of Discrimination, Harassment, or Retaliation President's Procedure

This procedure applies to all members of the WNCC community: employees, regardless of their classification or status, and students.

No action was taken by the Board.

NEW BUSINESS

First Reading: Being Policies Repealed: Board Policy No(s). 115.0250.01 Anti-Harassment-Client/Guest, 201.0100.12 Discrimination, Harassment, and Retaliation Prohibited, 405.0100.14 Non-Discrimination, 405.0300.13 Statement on Publications, 415.0850.12 Discrimination Harassment or Retaliation Employee, 415.0855.15 Mandatory Reporters, 500.3801.14 Sexual Misconduct: Dating/Domestic Violence, Sexual Assault & Stalking, 500.4500.01 Anti-Harassment – Student, A-1-12 – Discrimination, Harassment, or Retaliation Complaint, and A-1.2-14 – Sexual Misconduct Complaint Procedures

Ms. Walworth introduced the following policies being repealed: Board Policy No(s). 115.0250.01 Anti-Harassment-Client/Guest, 201.0100.12 Discrimination, Harassment, and Retaliation Prohibited, 405.0100.14 Non-Discrimination, 405.0300.13 Statement on Publications, 415.0850.12 Discrimination Harassment or Retaliation Employee, 415.0855.15 Mandatory Reporters, 500.3801.14 Sexual Misconduct: Dating/Domestic Violence, Sexual Assault & Stalking, 500.4500.01 Anti-Harassment – Student, A-1-12 – Discrimination, Harassment, or Retaliation Complaint, and A-1.2-14 – Sexual Misconduct Complaint Procedures, and asked Dr. Holcomb to speak on this item.

Dr. Holcomb reported these policies are being presented to the Board for consideration to be repealed since they will be absorbed by the new Equal Opportunity Non-Discrimination Board Policy upon its approval. Furthermore, he reported they will be presented at the January 2019 Board of Governors Regular Meeting on second and final reading with the recommendation to repeal.

No action was taken by the Board at this time.

Reports and Recommendations from the Student Success Committee

First Reading: Acceptable ID Process for Student Services Transactions Board Policy

Ms. Walworth introduced the Acceptable Identification Process for Student Services Transactions Board Policy and asked Dr. Gramberg to report on this item. Dr. Gramberg presented the Acceptable Identification Process for Student Services Transactions Board Policy on first reading and asked Ms. Grant to speak on this item.

Ms. Grant reported this policy is in compliance with the requirements for the protection of privacy of parents and students under section 444 of the General Education Provisions Act, as amended. Furthermore, Ms. Grant explained that in the interest of equitable and efficient operation of the College, College students shall be afforded a process by which to verify his / her identification in order to receive student services transactions at the College.

No action was taken by the Board at this time.

NEW BUSINESS

Information Only: Acceptable ID Process for Student Services Transactions President's Procedure

Ms. Grant reported this President's Procedure is in compliance with the Acceptable Identification Process for Student Services Transactions Board Policy, which mandates that all College students (past and present) requesting student services transactions, e.g., transcript requests and financial aid information, must provide appropriate identification prior to any service being provided. This ensures compliance with the Family Educational Rights and Privacy Act of 1974.

No action was taken by the Board at this time.

First and Single Reading: 2019-2020 Academic Calendars

Dr. Feil referred Board members to the mailed packet, which includes the College Calendar for the Academic Year 2019-2020. Dr. Feil thanked the members of the Calendar Committee who developed the proposed calendar.

Dr. Feil reported classes for the Fall 2019 Semester will begin on August 19, 2019, and will end on December 6, 2019. Finals will be conducted December 9 through 13, 2019. Faculty contract days will begin on August 12, 2019, which is one week before classes begin. Dr. Feil reported there are eighty-eight faculty contract days in the Fall 2019 Semester.

Classes for the Spring 2019 Semester will begin on January 13, 2020, and will end on May 1, 2020. Finals will be conducted May 4 through 8, 2020. Faculty contract days will begin on January 6, 2020, one week before classes begin. Dr. Feil reported there are eighty-seven faculty contract days in the Spring 2019 Semester.

Dr. Feil reported Summer 2020 classes for the first five-week, ten-week, and eight week sessions will begin on May 26, 2020. The five-week session will end on June 24, 2020, and the ten-week session will end on July 29, 2020. The eight-week session will end on July 15, 2020. The second five-week session will begin on June 29, 2020, and end on July 29, 2020.

Ms. Klemke MOVED the College Calendar for the 2019-2020 Academic Year be approved as presented. SECONDED by Ms. Guzman-Gonzales.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

First Reading: Proposal of Associate of Fine Arts Degree

Ms. Walworth introduced the Proposal of Associate of Fine Arts Degree item and asked Dr. Dale to speak on this item. Dr. Dale reported the College currently offers four different types of degrees; Associate of Arts, Associate of Applied Science, Associate of Science, and Associate Degree Nursing degrees. However, the College is proposing to offer an Associate of Fine Arts Degree. Dr. Dale introduced Dr. Feil and Ms. Pederson to speak more on this item.

NEW BUSINESS (Cont.)

First Reading: Proposal of Associate of Fine Arts Degree

Ms. Pederson reported the Associate of Fine Arts degree is a two-year degree designed to transfer to a four-year institution for a baccalaureate degree in fine arts for the Visual Arts, Theatre, Musical Theatre, and Interdisciplinary tracks of this degree. The proposed degree would require thirty-one hours of general courses and a minimum of twenty-nine hours in a fine arts field of art, music, or theatre.

Ms. Pederson stated many of the courses needed for the degree are already in place and are offered yearly on the Scottsbluff campus. She reported the proposed start date for the program is Fall 2019.

The Board commended Ms. Pederson and all staff involved in the initiation process of this new program on a job well done. No action was taken by the Board at this time.

First and Single Reading: 2017-2018 Audited Annual Reports

Mr. Knapper reported the Audited Annual reports must be filed with the Auditor of Public Accounts, the Coordinating Commission for Postsecondary Education and the Department of Administrative Services. The deadline to file the audited financial report is November 15 of each year, and the deadline to file the audit of full-time equivalent enrollment and reimbursable educational unit totals is August 15 of each year.

Mr. Knapper reported both audited annual reports have been completed and were filed with the appropriate state agencies within the statutory deadlines. He referred Board members to the handout materials which include the Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units, June 30, 2018 and 2017.

Mr. Knapper referenced the independent auditors' report on internal control over enrollment reporting and on compliance and other matters based on an audit of enrollment statements performed in accordance with government auditing standards, Dana F. Cole & Company, LLP.

Mr. Knapper reviewed the Independent Auditors' Report and reported an audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Mr. Knapper reported the Independent Auditors' Report states no deficiencies in internal control over enrollment reporting were identified that were considered to be material weaknesses. The Independent Auditors' Report states "the results of our tests disclosed no instances of noncompliance or other matters that are required to be reported in Government Auditing Standards."

A copy of the complete report is available in the office of the Board Secretary.

Mr. Knapper asked for questions or comments from the Board. There were none.

Mr. Koehler referred Board members to the audited Western Community College Area Financial Statements, June 30, 2018 and 2017, included with the handout materials. He also referred Board members to the Independent Auditors' Report and commented the College has been qualified as a low-risk auditee.

Mr. Koehler referred Board members to the "Independent Auditors' Report" which states "Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United State of America:.." and "We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion."

NEW BUSINESS

First and Single Reading: 2017-2018 Audited Annual Reports

The Auditors' Report states further "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and discretely presented component unit of Western Community College Area as of June 30, 2018 and 2017, and the respective changes in financial position and cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America."

Mr. Koehler reported findings from the report state that significant deficiencies were identified, however, they were not considered to be material weaknesses. He remarked Management's Discussion and Analysis is a required element of the report, and it discusses in narrative format the College's financial performance during the fiscal year ending June 30, 2018.

Mr. Koehler reported the Western Nebraska Community College Foundation and the Western Nebraska Community College Facilities Corporation are component units of the College. The Western Nebraska Community College Foundation is discretely presented in the College's financial statements. The Facilities Corporation is reported as part of the College and blended into the College's financial statements.

Mr. Koehler reviewed the Statements of Net Position, and the Statement of Revenues, Expenses and Changes in Net Position and the Statements of Cash Flows. Mr. Koehler further reviewed the Notes to the Financial Statements, and the Expenditures by Program Classification Structure.

Mr. Koehler referred the Board members to the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and other Matters based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

The report states "we did not identify any deficiencies in internal control that we consider to be material weaknesses. It further states "our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards." Additionally, the Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Required by the Uniform Guidance states "we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses." It further states the College complied in all material respects with the compliance requirements that could have a direct and material effect on each of the College's major federal programs.

Mr. Koehler reviewed the Summary of the Auditors' Results which indicates the auditors' report was unmodified for the Financial Statements and Federal Awards. The Summary indicates further there were no Financial Statement Findings reported and no Federal Award Findings and Questioned Costs reported.

Ms. Walworth thanked Mr. Koehler for his presentation of the audited annual reports and for his work to complete them.

Mr. Savely, MOVED the Board accept the audited Western Community College Area Financial Statements, June 30, 2018 and 2017, as presented. SECONDED by Ms. Marcy.

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

MOTION CARRIED

PROGRAM REVIEW / REDUCTION-IN-FORCE

Authorization to Review WNCC Programs and Appoint an Advisory Committee

Dr. Holcomb reported in accordance with Board Policy, it is once again time to conduct an annual review of all programs offered by the College to determine program viability. Dr. Holcomb requested authority to appoint an advisory committee to review all programs and to consider reduction-in-force, if necessary. The Advisory Committee will submit the Committee's recommendations to Dr. Holcomb in December. At the January 2019 meeting, Dr. Holcomb will present the Committee's recommendations to the Board of Governors.

Mr. Perlinski MOVED the Board authorize Dr. Holcomb to appoint an advisory committee to review all programs offered by the College, and to consider reduction-in-force, if necessary. SECONDED by Ms. Klemke.

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

Voting No: None

Abstain: None

Absent: Packard

MOTION CARRIED

INSTITUTIONAL REPORTS

2016-2018 SummerFree Scholarship Summary

Ms. Walworth introduced Ms. Sheila Johns, Financial Aid Director, and asked her to present the ACCT SummerFree Scholarship Program Presentation. Ms. Johns reported the SummerFree Scholarship program was designed as a Summer Pell Grant alternative. The program, which began in the Summer of 2016, received a total of 316 SummerFree applications in 2018, and 206 students received scholarships.

Eligibility requirements include: 1) being a full or part-time degree seeking student; 2) a former College student previously enrolled in credit-bearing classes, but who did not graduate; 3) a current dual credit student; 4) an earned cumulative 2.0 or higher grade point average; and 5) in good standing with the Business Office. Ms. Johns reported CollegeNow students are also eligible.

Ms. Johns reported seventeen percent fewer students participated in 2018 summer courses compared to 2017, and seven percent of those participants graduated. Ms. Johns reported fifty-one summer courses were offered, thirty online and twenty-one in the classroom; this is a twenty-seven percent increase in total summer courses offered when compared to Summer 2015.

Ms. Johns reported seventy-nine percent of SummerFree participants persisted from Summer 2018 to the Fall 2018 semester, compared to seventy-five percent of the total Summer population. She reported eighty-two percent of participants persisted from Spring 2018 to the Fall 2018 semester, compared to fifty-eight percent of the total Spring population.

Ms. Walworth thanked Ms. Johns for her presentation.

No action was taken by the Board.

INSTITUTIONAL REPORTS

Wellness Program

Ms. Walworth introduced Ms. Kathy Ault and Ms. Teri Allen, Wellness Coordinator, and asked them to present on the Wellness Program. Ms. Ault reported one of the goals of the Wellness Program is to get the students more involved, such as participating in the “Walk at Lunch” events.

Ms. Ault also reported the Wellness Committee has purchased several UV Light Phone Sanitizers and Universal Chargers PhoneSoap with grant money from the ELEVATE program. Phone Soap chargers are the first and only phone charger that uses UV light to disinfect your phone, while also charging your phone. There is one at each building including one at Alliance and Sidney.

Ms. Allen reported other services and events offered by the WNCC Wellness Program includes: Health screenings available onsite, standup desks available for checkout, seasonal flu immunizations, weight loss challenge, wellness education breakout session during the October all-staff meeting, blood donor day with students promoting and running the event, healthy food options in the cafeteria during National Nutrition Month and Heart Health Month, Bike to Work Day, free pedometers for employees, and Educator’s Health Alliance Wellness Programs all year long, and personal assessments with incentives.

Ms. Allen reported the WNCC Wellness Program received two Governors Wellness Awards; the Sower Award and the Grower Award. She reported this year’s Educator’s Health Alliance Wellness Program is ELEVATE, which offers a \$175 incentive at no cost to the College by completing three of the nine online wellness programs offered, completing the online health assessment, and taking the health assessment results to your doctor for this or her signature. Seventy-one employees participated in the program this year.

Ms. Walworth thanked Ms. Ault and Ms. Allen for their presentation.

Nebraska Community College Association

Ms. Klemke reported on the Nebraska Community College Association annual meeting held in Norfolk, Nebraska on November 4 and 5, 2019. She reported it was very encouraging for Community Colleges to hear the remarks given by Mr. Bryan Slone, President of the Nebraska Chamber of Commerce and Industry, who reported there are 58 thousand open jobs in Nebraska. However, there are only 24 to 25 graduates a year from Nebraska high schools. Ms. Klemke reported this means that even if every high school graduate went directly into the job market, it would be impossible to fill every open job in the state. Ms. Klemke stated this is where the role and mission of community colleges come in. The point is the College must attract people to the state.

Dr. Perkins reported he also attended the Nebraska Community College Association annual meeting and was impressed by the fact that not only were there excellent and knowledgeable speakers, but there were representatives from three major foundations that have begun to take an interest in the value and work of community colleges: Kiewit, Ak-Sar-Ben and Buffett. The Kiewit Foundation provided \$5,000 to help defray the expenses of the event.

Dr. Perkins reported the Nebraska Community College Association Executive Committee just met and spend much of its time reviewing the meeting related to “The College Promise.” He stated the question asked was “Where do we go from here?” and the issue being faced is how to fund the College Promise.

Dr. Perkins reported the possibility of asking foundations to partner with community colleges and the College Promise was discussed. However, before that could occur, a plan needs to be developed which would include the colleges and other individuals not yet identified, then present the plan to the foundations.

INSTITUTIONAL REPORTS (Cont.)

Nebraska Community College Association

Dr. Perkins reported Greg Adams, Executive Director of the Nebraska Community College Association, will survey various College Promise programs throughout the country after the legislative session is complete. Doing so will provide community colleges the range of such programs and clues as to what may fit in Nebraska. This information will then be utilized to formulate a Promise Program, obtain buy-in from the colleges, then present the plan to the foundations.

Dr. Perkins reported they are well aware the legislature is not in a position to support such a project, and therefore they will need other resources to obtain assistance. He stated more discussion will follow at the January Board meeting.

Ms. Anderson reported this was her first time attending the Nebraska Community College Association annual meeting. She stated she has been in the Chamber industry for twenty-seven years and was very impressed with Mr. Slone. She agrees workforce is the largest dilemma across the state and the nation. Ms. Anderson reported the biggest takeaway she got was that students from K-12 need to be taught to think about careers, and encouraged the use of strengths-finders such as Gallup Strengths-finders for younger kids. Ms. Anderson reported overall it was a very impressive conference, she learned a lot, and she feels good about the direction of the College at the moment.

Dr. Gramberg reported he attended the Nebraska Community College Association annual meeting and was very impressed with all the young people that attended. He stated it is very important for the Board to continue attending, and overall it was a very good meeting.

Association of Community College Trustees

Mr. Savely reported he had the opportunity to attend the Association of Community College Trustees Leadership Congress in October. He attended an all-day seminar on legal issues currently facing community colleges. He reported the main legal issue for community colleges in the past two years is parents suing colleges claiming not enough was done to prevent a student suicide. The second main legal issues facing community colleges are Office of Civil Rights complaints. Mr. Savely remarked WNCC has been very blessed in that area. Mr. Savely reported on Student Success, and on the issue on declining state aid.

Dr. Perkins reported he too had the opportunity to attend the Association of Community College Trustees Leadership Congress, and it was an outstanding conference. He stated he attended “The Trustee’s Role in Advocacy” session, and from his perspective, trustees need to be strong advocates for their colleges and to be less than advocates does not help the cause. He reported some of the takeaways from the conference were that the most effective boards work with the CEO to set policy priorities and messages. Additionally, that the board will support the CEO’s efforts to set build relationships with key government officials. They will unite in a coordinated fashion to maximize relationships and demonstrate the board’s commitment to particular priorities.

Dr. Perkins stated a partnership between the trustees and the college president is vital for effective advocacy. Lastly, Dr. Perkins stated there will be two opportunities in the next few months to advocate for community colleges Lincoln and Washington, and he hopes to see the board at one or both of them.

INSTITUTIONAL REPORTS

Western Nebraska Community College Foundation

Ms. Anderson reported Homecoming occurred last month and it was a huge success. She reported one of the highlights was students connecting with members of the community during the Business After Hours event hosted at the Harms Center. Seventy-five students and 125 representatives from the business community attended.

Ms. Anderson reported the Homecoming Lip Sync event served as a fundraiser for PTK and they helped raise \$413.00. Ms. Anderson thanked Ms. Jennifer Sibal for the work she put into the event. Ms. Anderson reported Homecoming next year will be October 21-22, 2019.

Ms. Anderson reported the WyoBraska Gives event was on October 13, 2018, there were over a hundred non-profits and the WNCC Foundation raised \$9,300, being the eight largest recipient.

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

Dr. Holcomb reported framing is continuing on both levels of the facility, as well as mechanical, electrical and plumbing. The floor in the theatre area has been poured, scaffolding is up, and the catwalks have also been installed.

Dr. Holcomb reported the roofers have finished work on the circular perimeter of the theatre and will then begin work in other areas to address some of the other roofing issues the College has been facing.

Dr. Holcomb reported construction crews are hanging drywall throughout the building, however, glass installation is currently two months behind schedule. He anticipates glass will be installed by February 2019. Otherwise, Dr. Holcomb reported the construction project is on schedule.

Ms. Walworth thanked Dr. Holcomb for his report.

BOARD MEMBER COMMENTS

Ms. Walworth asked for Board Member comments. There were none.

PRESIDENT'S COMMENTS

Dr. Holcomb explained the boardroom set-up was different today to simulate the set-up in the new boardroom after the renovation is complete. He stated the Board will receive iPads on January 16, 2019, and BoardEffect training on February 20, 2019.

Dr. Holcomb reported the College has partnered with the Our Lady of Guadalupe Food Pantry to make pre-packed food sacks available to students, faculty, and staff over the winter break. He stated this is the first step in what would be a robust partnership, and in creating a sustainable food pantry that is available year-round on campus.

Dr. Holcomb reported the College will be closed from Monday, December 24, 2018 through January 1, 2019, for the Winter break. Staff will return on Tuesday, January 2, 2019, to regular business hours.

Dr. Holcomb reported there will be a Goody Day at the College on Friday, December 14, 2019, from 10:00 a.m. to 1:00 p.m., in the Commons Area of the Scottsbluff Campus. Additionally, he reported there will be an Ugly Holiday Sweater Contest that day.

PRESIDENT’S COMMENTS (Cont.)

President Holcomb reported Ms. Iossi is retiring and thanked her for her many years of service to the College.

In response to a question from the Board, Ms. Iossi stated she began her career with the College in the Summer of 1995 as a student employee. She earned her associate's degree from WNCC in 1997 and went on to receive her bachelor's degree from Chadron State College in 1999. She stated in 2000 she officially began eighteen years of full-time employment at the College. Since that time, Ms. Iossi has served in different capacities, including Student Services Coordinator, Assistant Director, and, most recently, Director.

Ms. Iossi reported she has been with the College for a total of twenty-three years. She stated she appreciates all the staff, faculty, and considers them her family. She appreciates the opportunity and the lifelong lessons she has learned as a student and as an employee.

Dr. Holcomb reported the Alliance Student Council and the TOP Club had a food drive from November 5th through the 16th, and currently, has a Toy Drive through December 14, for the Toys for Tots program.

Dr. Holcomb reported the Alliance Student Council held a drawing for four Thanksgiving Dinners on November 19, and on November 27, they served hot chocolate and cookies during the Christmas Parade.

Dr. Holcomb reported during finals week in Alliance, survival bags will be given out to students courtesy of the Alliance Student Council.

Dr. Holcomb reported the Alliance Campus will host the Box Butte Development Corporation Perfect Blend coffee on December 11 at 9:00 a.m. in the Panhandle/Sandhills rooms where Ashley Dudden, a local entrepreneur, will speak about three successes and three challenges in her businesses.

Dr. Holcomb reported certificates of appreciation were given to the Manufacturer’s in Sidney in October for Manufacturing Month.

Dr. Holcomb reported a Manufacturer Roundtable was held on November 15th on the Sidney Campus where over forty business representatives and resources attended.

Dr. Holcomb reported there are now fourteen individuals from three businesses in the Innovation and Entrepreneurship Center in the Sidney Campus. Additionally, Karuna Counseling brought on a new counselor on December 3, 2018.

EXECUTIVE SESSION

2019 – 2020 Collective Bargaining

Ms. Guzman-Gonzales MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law that the Board hold a closed session with Dr. Todd R. Holcomb, Dr. Kimberly Kuster Dale, Mr. William D. Knapper, Ms. Rosie Hernandez and Mr. Philip M. Kelly, Attorney, for the purpose of discussion of the 2019 – 2020 Collective Bargaining.

She further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to collective bargaining are specifically authorized by the Nebraska Public Meetings Law. Mr. Perlinski SECONDED the motion.

**EXECUTIVE SESSION (Cont.)
2019 – 2020 Collective Bargaining**

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

MOTION CARRIED

Ms. Walworth stated the reason for the Executive Session is for the purpose of discussing the 2019 – 2020 Collective Bargaining.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:24 p.m.

The Executive Session ended at 3:45 p.m.

OPEN MEETING

Ms. Walworth declared the Open meeting in session at 3:45 p.m.

EXECUTIVE SESSION

Strategy Session Concerning Pending or Threatened Litigation

Ms. Anderson MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law, that the Board hold a closed session with Dr. Todd R. Holcomb, Ms. Rosie Hernandez, and Mr. Philip M. Kelly, College Attorney, for the purpose of discussion of strategy session concerning pending or threatened litigation.

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

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

MOTION CARRIED

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

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:45 p.m.

Dr. Perkins left the Executive Session at 3:56 p.m. citing a conflict of interest.

The Executive Session ended at 4:17 p.m.

OPEN MEETING

Ms. Walworth declared the Open meeting in session at 4:17 p.m.

PERSONNEL CONSENT CALENDAR

Review Contents

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

- 1) Resignation(s):
 - a. Ms. Lora Beth Dahlgren, Nursing Instructor of Health Sciences Division, effective December 15, 2018.
 - b. Ms. Robyn Iossi, Alliance Campus Director, effective January 4, 2019.
- 2) Appointment(s):
 - a. Ms. Judith L. Amoo, Honorary Status of Administrator Emeritus.
 - b. Ms. Robyn Iossi, Honorary Status of Administrator Emeritus.

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.

Approval

Mr. Savely MOVED to approve the Personnel Consent Calendar. Ms. Guzman-Gonzales SECONDED the motion.

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

Voting No: None

Abstain: None

Absent: Packard, and Perkins

MOTION CARRIED

Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

UPCOMING MEETINGS AND EVENTS

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

- 1) The Association of Community College Trustees 2019 National Legislative Summit to be held on February 10-13, 2019, at the Marriott Marquis, Washington, D.C., and the 2019 ACCT Leadership Congress to be held on October 16-19, 2019, in San Francisco, California.
- 2) The Association of Community College Trustees 2019 ACCT Leadership Congress to be held October 16-19, 2019, in San Francisco, California.
- 3) The Nebraska Community College Association 2019 Regular Meetings to be held as follows:
 - a) First Quarter Meeting, January 25, 2019, in Lincoln, NE;
 - b) Second Quarter Meeting to be held on May 6, 2019, in Lincoln, NE;
 - c) Third Quarter Meeting to be held on August 5, 2019, in Lincoln, NE;
 - and d) Fourth Quarter Meeting (Annual Meeting) to be held on November 5, 2019, in Southeast Community College, Lincoln, NE.

UPCOMING MEETINGS AND EVENTS (Cont.)

- 4) The Nebraska Community College Association State Legislative Day to be held on February 7, 2019 (tentative), in Lincoln, NE.

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, January 16, 2019, 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 4:20 p.m.

Chairperson

Rosie Hernandez, Secretary



City of Gering, Nebraska

1025 P Street • P.O. Box 687 • Gering, NE 69341 • (308) 436-5096

November 9, 2018

WNCC

**Attn: Board of Governors Secretary
1601 East 27th Street
Scottsbluff, NE 69361**

To Whom It May Concern:

The City of Gering Planning Commission will conduct a public hearing to annex a tract of land platted as Block 2, Heritage Estates situated in the North Half of the Southeast Quarter of Section 3, Township 21 North, Range 55 West of the 6th Principal Meridian, in the City of Gering, Scotts Bluff County, Nebraska.

The Planning Commission meeting will be held on Tuesday November 20, 2018 at 6:00 p.m. and the City Council meeting will be held on Monday, December 10, 2018 at 6:00 p.m.

All meetings will be held in the Gering City Council Chambers, 1025 "P" Street Gering, Nebraska. Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact the City Clerk's office at City Hall (308) 436-5096, five (5) days prior to the meeting date.

Sincerely,

A handwritten signature in blue ink that reads "Brenda".

**Brenda Bruntz
Planning Commission Secretary
Enclosure**



MEMORANDUM

Date: 11/27/2018

To: WCCA Board of Governors

From: Aletia Norwood, Faculty Board Representative

Re: November/December 2018 Board of Governors Faculty Report

- William Loring (Information Technology Faculty), William Spurgeon (Information Technology Faculty), and Scott Schaub (Mathematics Faculty) manned an information booth at the Youth Multicultural Leadership Conference at the Harms Center on September 27th for the Information Technology and Engineering programs. They had a 3 D printer printing out bracelets, a math test to win a bracelet, and demonstration of a robot.

- William Loring and Dan Joppa (Applied Technology Faculty) completed training as volunteer trainers for the Scottsbluff Public Library Innovations Studio Makerspace project. The Nebraska Library Commission along with partners University of Nebraska—Lincoln, Nebraska Innovation Studio, Nebraska Extension, and Regional Library Systems, are excited about the Library Innovation Studios: Transforming Rural Communities project, which was awarded a National Leadership Grant of \$530,732 by the Institute of Museum and Library Services (IMLS). The project began July 1, 2017 and will conclude June 30, 2020.

The project uses Library Innovation Studios (Makerspaces) hosted by public libraries to support community engagement and participatory learning experiences by providing access to technological and innovative learning tools not readily accessible locally. This strengthening of the maker culture in Nebraska communities is expected to stimulate creativity, innovation, and the exchange of ideas to facilitate entrepreneurship, skills development, and local economic development.

As part of this project, William Loring worked with Scottsbluff Middle School students from the HALS program on November 27th, 2018. They took photographs of themselves in front of a green screen, removed the background from the photo, and put their own background in. <https://innovationstudio.unl.edu/>

- WNCC students participate in a NASA Fellowship. This is a yearlong fellowship sponsored by NASA. The student is paid a fellowship amount to work on a variety of STEM related projects that relate to NASA interests. WNCC typically has two student fellowships each year. There have been a variety of projects from robots, drones, autonomous vehicle competitions to a balsa wood model airplane last year.

William Spurgeon is the faculty mentor for Hunter Nelson, one of WNCC's NASA Fellowship student's. Hunter is working with Bill Spurgeon and Scott Schaub to create

engineering modeling homework assignments using ANSYS for Intro to Engineering class. He is also helping with programming assignments for Intro to Engineering using the Arduino platform and the Programming and Problem Solving class with MATLAB and the Raspberry-Pi.

William Loring is the faculty mentor for Daniel Smith, one of WNCC's NASA Fellowship students. Daniel is working with a GoPiGo robot, which is a kit robot that uses a Raspberry Pi as it's brain. This is a step up in sophistication from the Arduino based robots that are used in the Intro to Robotics class offered by Bill Loring as a fun, introductory programming class. Bill received a NASA Mini Grant to purchase 4 GoPiGo kits to work on integrating this next level of robotics into the Computer Science Curriculum.

Daniel Smith is working with the GoPiGo on learning Python, a programming language commonly used in Raspberry Pi based projects. He is also learning how to integrate a variety of sensors, distance, GPS, temperature, humidity and such on the GoPiGo platform.

- Aletia Norwood (Business Division Chair) reports that the business division reports is currently working with several universities to create 2+2 pathways for their students. 2+2 pathway agreements are already in place with Chadron State College and UNL. WNCC is very close to finalizing an agreement with UW. A 2+2 pathway allows our students to enter the receiving institution at a junior level with all of the classes they need in order to be successful. Communication with these schools is essential to the successful creation of these pathways. Scott Winters (Business Faculty) attended the annual articulation agreement sessions with the University of Wyoming in October. The business division attends these sessions every year in order to provide our students with a seamless transfer pathway to this school. WNCC is the only college outside of the Wyoming system to attend these sessions.

- Five faculty attended the Magna Teaching with Technology Conference in St. Louis in October. This conference is one of the favorites of the faculty because it focuses on new technology and using it to improve/enhance engaged teaching and learning. Faculty attending were Dan Joppa (Applied Technology Faculty), Lex Larsen (Applied Ag Faculty), Aletia Norwood (Business Faculty), Harish Subedi (Science Faculty), and Amy Winters (Mathematics Faculty). Conferences are an important part of our professional development. They provide not only some great ideas but an opportunity to network with other faculty from across the globe. This conference had attendees from Canada and Australia as well as other countries. Faculty who attend conferences use the information gained to make meaningful changes in their classes. They also report out to other faculty what they have learned in order to leverage the knowledge gained. Accordingly, Aletia and Lex presented at a lunch and learn hosted by the new Teaching and Learning Director, Amy Wisniewski. There will also be a break out session at the spring in-service related to attendance at this conference.

- Dr. Bill Spurgeon (IT Faculty) reports that he was able to recover and set up the Interactive Strength Challenger machine (ISC+) found in the HATC Discovery Lab equipment when that lab was disbanded. With the help of work study student, Aaron Kern, Ryan Anderson-WNCC IT, and a RS232 to USB cable, the machine is working and located in the Physics Lab, C2. This machine is about the same age as this year's freshmen students! The software installed and ran perfectly, but would not have worked without the RS232 to USB cable, which Bill had purchased a few years ago for a NASA Fellowship project. Bill demonstrated a materials tension

test for ENGR-1010, Intro to Engineering. Students had a homework assignment where they had to take the output from the test and convert the data into appropriate units for stress and strain. They then plotted the stress-vs-strain data using a scatter chart in Excel and determined Young's Modulus (the modulus of Elasticity). Dr. Scott Schaub will also be using the ISC+ for his physics classes. Although computer technology has changed, the foundational engineering principles remain the same.

- Lorin King (Science Faculty) presented research he has been conducting at one of his paleontological sites in Wyoming at the 78th Annual Society of Vertebrate Paleontology in Albuquerque, New Mexico on October 20th, 2018. King set up official research collaborations with Appalachian State University, Casper College and Oklahoma State University Medical Center in connection with this site. The abstract is included below.

**A PRELIMINARY ANALYSIS OF THE MOGAN SITE, A NEW LATE JURASSIC
VERTEBRATE MICRO-FOSSIL SITE IN THE MORRISON FORMATION IN
NORTHEASTERN, WYOMING**

Lorin R. King, Western Nebraska Community College, Scottsbluff, NE 69361;
Andrew B. Heckert, Appalachian State University, Boone, NC 28608

The Mogan site vertebrate assemblage represents a Late Jurassic biota of the Morrison Formation (dating to about **150 Ma**) in northeastern Wyoming. The formation has been studied extensively by paleontologists and geologists since the late 19th century. The area is dominated by nonmarine mudstones and shale's in its lower part of the formation. The dinosaurian materials are represented by some very sparse incomplete skeletal material and bone fragments. The Micro-fossils are disarticulated to fragmentary limb bones, vertebrae, possible cranial elements, and loose teeth belonging to turtles, lizards, and mammals. Importantly, the micro-vertebrate sites in this area is proving to be prolific and the fossils relatively diagnostic, recording a greater diversity of taxa (at higher taxonomic levels) than do the more frequently collected large dinosaur elements. Many micro-fossil beds are multi-individual accumulations consisting of disarticulated and usually dissociated vertebrate hard parts in the millimeter to centimeter size range. Like most Morrison Formation fossil quarries in the western United States, small vertebrate specimens are not as common as the larger dinosaurian material, but the Mogan Site is proving to be an exception. Importantly, the micro-vertebrate fossils, while not frequently recovered and relatively non-diagnostic, still record a greater diversity of taxa (at higher taxonomic levels) than do the more frequently collected large dinosaur elements.

- Dr. Patrick Newell (Vocal Music Faculty) reports that he returned to Principia College in Elsau, Illinois to give singing lessons and to provide further instruction to students in preparation of their production of the musical "Urinetown."

- In November, Music Instructors Dr. Patrick Newell, Lauren Newell, and Dr. Nathaniel Johnson, along with admissions counselor Debby Wagner, toured WNCC music students from the ensembles Varsity Vocalise and The Cougar Rock Band (previously The Monumental Rock Combo) to schools in Western Nebraska. Schools visited include Roosevelt Elementary in

Scottsbluff, Sidney High School, Scottsbluff High School, and Mitchell High School. Touring ensembles serve the dual purpose of providing arts outreach to local schools and providing an opportunity to recruit students to WNCC, while giving current music students valuable experience "on the road."

- Amy Winters (Math Faculty) reports that she took two students to the regional *Honors in Action Conference* in Manhattan, KS in early November. Once again the conference exceeded expectations. The three keynote speakers were phenomenal. Amy and the students are continuing to network with our KS-NE chapters and are building some amazing relationships. They also came back with more tools to help us with our Honors in Action project and member recruitment. This is the second event that Amy has taken a group of Phi Theta Kappa students to this school year as she continues to expand on our involvement and engagement with this national honor society group.

- William A Loring (IT Faculty) presented a community education class called *Smartphones for Seniors* on Wednesday November 9th. Several people brought their smartphones and other mobile devices. They learned how to text, take and email photos, use Google Maps, talk to text, and how to be secure on the internet. One of WNCC's Computer Science students, Joseph Obamoah helped with the class. Everyone enjoyed themselves and learned a lot about their mobile devices.



- Amy Wisniewski (Teaching, Learning, and Assessment Director) reports that she recently attended the IUPUI Assessment Conference held in Indianapolis, Indiana, from October 21-23. She attended two pre-conference workshops, the 1st titled "Academic Program Assessment: The Nuts and Bolts; the second titled "Meaningful and Valued Assessment: Toward a Learning Organization." Over the course of the conference, she attended sessions on a variety of topics, including general assessment, High Impact Practices (HIPS), leadership in assessment, co-curricular assessment, assessment of soft skills, using rubrics, and program review processes.

The conference provided many valuable resources of information for her in her new role as Teaching, Learning, and Assessment Director for WNCC.

As part of her ongoing quest to provide more professional development opportunities in the areas of teaching and learning, she is beginning to put together another cohort of faculty to take the Dee Fink Significant Learning by Design Workshop 1 offered in a two-week online course. Over 30 WNCC have already completed this course in the past, and she wants to provide some of our newer faculty a chance to develop their course design skills. In addition to the Fink course, another Optimize Learning Workshop is now available, and it is based on Sandra Yancy McGuire's book, *Teach Students How to Learn*. She is hoping to put together a cohort of faculty to take part in this course, as well.

To further provide professional development opportunities, Amy organized two faculty-centered "lunch and learns." One of these meetings focused on the issue of how to encourage and improve student participation in the classroom. Another meeting was led by Aletia Norwood and Lex Larsen at which they shared what they learned at the Teaching with Technology conference in St. Louis. The feedback from faculty who attended one or both of these meetings was positive, so she plans to continue offering regular "lunch and learn" opportunities on a variety of teaching and learning topics.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: December 5, 2018
RE: Board Approval, Bid Number 19-FAC-11

On November 15, 2018 bids were taken for Pioneer Hall AHU 1 and 2

ACCOUNT NUMBER: 10.1.60200.5262.72

TOTAL BUDGET: \$110,000.00

TABULATION:

Company	City/State	Total Amount
Snell Services, Inc.	Gering, NE	\$103,295.00

Recommendation to come from the Finance Committee.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: December 5, 2018
RE: Board Approval, Bid Number 19-SE-15

On November 15, 2018 bids were received for Microsoft Licensing Agreement (3 years)

ACCOUNT NUMBER: 10.1.42000.5334.11

TOTAL BUDGET: \$38,000.00

TABULATION:

Company	City/State	Total Amount
ScholarBuys	Carpentersville, IL	\$39,983.90

Recommendation to come from the Finance Committee.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: December 5, 2018
RE: Board Approval, Bid Number 19-FAC-17

On November 27, 2018, bids were received for a Main Building Heating Boiler

ACCOUNT NUMBER: 10.1.60200.5262.72

TOTAL BUDGET: \$40,000.00

TABULATION:

Company	City/State	Total Amount
Johnson Controls, Inc.	Cheyenne, WY	\$37,219.53
Snell Services, Inc.	Gering, NE	\$37,240.00
Gering Valley/One Hour	Gering, NE	\$42,870.00

Recommendation to come from the Finance Committee.

Administrative Services

Memo

To: WCCA Board of Governors
From: William D. Knapper
Date: 12/05/2018
Re: Bid Results: Amend Guaranteed Maximum Price - Roofing, 19-FAC-18

The Main Building Addition and Renovation project calls for replacement of the original library roof. Additionally a small section of the roof over the Art room is to be replaced due to the installation of natural light tubes in the ceiling/roof.

The new roofing for the Art room is essentially a patch. The general area around the patch area is in very poor condition and deserves more attention than is addressed in the project. A graphic of the patch area may be found, circled in red, on a page following this memo titled: Art Room Patch Graphic.

Administration proposes to include additional roofing in the Main Building project. The additional areas are outlined in black on the page following this memo titled: Infrared Imaging Scan – Main Building.

Photos of the new areas to be added are on the page following this memo titled: New Roof Areas to Add. The top photo is looking east toward the Art room from a curb which would be the west boundary of roofing. The bottom photo shows the "bathtub" area after demolition of the HVAC equipment.

The proposed new roof areas are in very poor condition. The page titled: Infrared Imaging Scan – Main Building shows areas in red that are considered to be holding moisture. The areas in blue are strongly suspected of containing moisture. We have confirmed that the large blue area over the library does actually contain moisture; fortunately, it will be replaced as part of the project. The blue area within the black outline has four walls surrounding it, creating a bathtub effect. This area has flooded several times and produced flooding in the library which made front page news. Several large pieces of HVAC equipment have been removed from this area and it is likely to experience leaks in the future.

The roofer on the Addition & Renovation project has submitted a quote to include the proposed areas, for \$166,180. This pricing and the proposed additional areas have been reviewed by Baker and Associates. They have advised the College that this amount is consistent with pricing to be expected for a project of this nature.

Recommendation to come from the Budget and Finance Committee.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: December 5, 2018
RE: Board Approval, Bid Number 19-FAC-19

Bids were received for Theatrical and Specialized Audio/Visual Equipment – Main Building Addition & Renovation Project

ACCOUNT NUMBER: 10.1.42000.5334.11

TOTAL BUDGET: \$851,400.00

TABULATION:

Company	City/State	Total Amount
Electronic Contracting Co	Lincoln, NE	\$958,382.00
Kidwell	Lincoln, NE	\$1,403,218.38

Recommendation to come from the Finance Committee.

Administrative Services

Memo

To: WCCA Board of Governors
From: William D. Knapper
Date: 12/5/18
Re: Bid Results: Advisor Scheduling Software 19-SE-21 – Sole Source

An institutional task force has been researching Scheduling Software that will permit students to arrange meetings with their advisors. The task force has been engaged in a product search for nearly 11 months.

A product has been found that fulfills the scheduling need as well as working with the College's cyber security practices and is compliant with the online Americans with Disabilities Act standards. Additionally the software collects and holds data regarding the appointments, nature of the appointments, comments from the interactions during the appointments and follow-up appointments.

The data collection feature is an essential factor in selecting the Scheduling Software. The data collected will be used by the College to report on advising and student success. This is an essential factor in reporting to the Higher Learning Commission by the College's Persistence and Completion Academy team.

The proposed software is hosted in the Cloud. The name of the product is Appointment Plus by StormSource, LLC.

First year costs are \$22,687.00.

Annual recurring costs are \$7,388.00.

The first three years of the software will be funded by the Kiewit Guided Pathways grant.

Recommendation to come from the Finance and Facilities Committee.

Administrative Services

Memo

To: WCCA Board of Governors
From: William D. Knapper
Date: 12/05/2018
Re: Bid Results: Anatomage, Testing, Active Classroom Furniture, 19-EQ-22

The College's architect, RDG Planning and Design, developed bid specifications for the furniture in the Anatomage, Testing and Active Learning Classroom projects. The furniture selected was based on a collaboration of College staff and faculty along with the Architect. The firm also conducted the bidding process on behalf of the College due to the technical nature of evaluating contract furniture proposals.

Three firms were invited to bid. Two firms responded. After a review of the firms' proposals and low bid awards, one of the firms chose to drop out of the bidding after receiving too few awards. The limited number of awards would not have been profitable for transporting and assembling furniture in Scottsbluff.

The firm receiving the complete award is "encompass" of Omaha. Their quote is \$95,640.94

Recommendation to come from the Budget and Finance Committee.

Administrative Services

Memo

To: WCCA Board of Governors
From: William D. Knapper
Date: 12/05/18
Re: Bid Results: Softdocs Document Management System 19-SE-23

The College utilizes a document management software system, ImageNow, that has been purchased by a company named Hyland. The software was owned by Lexmark who had previously purchased the software when owned by a company named Perceptive Content.

The College has experienced issues with support of the software, issues with software patches and upgrades. Research and development of the product has also seemed to have slowed. The current owner of the software actually owns a number of document management platforms. It appears that the former ImageNow product may have been purchased for its customer base rather than for its technology.

The College's IT department has researched an alternative product that is recommended by our main software supplier, Ellucian.

The IT Department is recommending a product called Softdocs. This company is also a partner company of Ellucian who endorses products after they have been reviewed and screened. Other colleges with whom we associate have also recommended Softdocs.

The College will also benefit from a transition to cloud based storage from on-premises storage in addition to working with an excellent product and supplier.

Initial pricing for the product, cloud storage, software support and enhancement subscription was priced at \$437,174 for five years. The President's Cabinet requested that IT seek pricing concessions as an inducement to leave the current product. Softdocs agreed to a year-end pricing concession to \$376,459 for five years if an agreement can be attained before the holiday season.

Recommendation to come from the Budget and Finance Committee.