PROPOSED AGENDA

A. Call to Order, Dr. Gramberg

B. Roll Call

C. Introduction of Visitors

1) Community Comments

D. Board Chairperson Comments

1) Copy of Nebraska Open meetings Act available at Back of Room

E. Consent Calendar

1) Review Contents of Consent Calendar

a) Agenda
b) Excuse Absent Board Member(s)
c) Minutes
1) Regular Meeting, January 18, 2012
d) Claims
1) WCCA Unrestricted Fund - $3,206,541.75
2) WCCA Restricted Fund - $32,779.43
3) WCCA Federal Fund - $2,948.01
4) WCCA Agency Fund - $24,259.99
5) WCCA Loan Fund - $-0-
6) WCCA Plant Fund - $-0-
7) WCCA Auxiliary Fund - $162,346.61
(e) City Planning Commission Reports
f) Farm Lease Agreements
1) Renewal of Farm Lease with Mr. F. Robert Pedulla
(g) Reports and Proposals
1) From the Students
2) From the Faculty
3) From the Administration
4) From the Board

REGULAR MEETING

February 15, 2012

12:00 P.M. – LUNCH
The Plex (Room A108)
Harms Advanced Technology Center
Western Nebraska Community
Scottsbluff Campus
2620 College Park
Scottsbluff Nebraska

1:00 P.M. – REGULAR MEETING
Boardroom
Western Nebraska Community College
Scottsbluff Campus
1601 East 27th Street
Scottsbluff, Nebraska
E. Consent Calendar – Cont

2) Approval of Consent Calendar

3) Consideration of Items Extracted from Consent Calendar

F. Bid Consent Calendar

1) Review Contents of Bid Consent Calendar

   a) Bids:
      1) #12-EQ-19 – Portable Staging System
      2) # 5002-021-11 Science Laboratories Renovation
   b) Ratification of Administrative Awards
      1) #12-FAC-18 – Lighting Upgrade Project
      2) #12-FAC-20 – HVAC MEP Project

2) Approval of Bid Consent Calendar

3) Consideration of Items Extracted From Bid Consent Calendar

G. Personnel Consent Calendar

1) Review Contents of Personnel Consent Calendar

   a) Resignation(s):
      1) Mr. Andrew R. Newman, Journalism Instructor/Spectator Director
   b) Appointment(s): - None

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

H. Western Community College Area Board of Governors – Dr. Gramberg

1) Appointment to Standing Committees

2) Regular Board Meetings

   a) April 18, 2012, 1:00 p.m., Sidney Campus, Sidney, NE
   b) October 17, 2012, 1:00 p.m., Alliance Campus, Alliance, NE
WCCA Board of Governors
Page 3
Agenda – February 15, 2012

H. Western Community College Area Board of Governors – Dr. Gramberg – Cont

3) Resolution – Re: Annual Authorization for Board Treasurer to Conduct Transactions
   for NUVEEN Investments (formerly First American Funds) Account(s) (Page 6)

I. Reports and Recommendations from Board Policy Committee – Ms. Walworth, Mr. Groshans

1) Policy #201.0100.12 – Discrimination, Harassment, and Retaliation Prohibited and
   Accompanying Appendix Series 2000, A-1-12 (Pages 7 – 7L)

J. Reports and Recommendations from Budget and Finance Committee - Mr. Daniels, Mr. Knapper

1) Authorization for Board Treasurer to Liquidate NUVEEN Investments Account(s)
   and Transfer Proceeds to Western Nebraska Community College Foundation (Page 8)

K. Reports and Recommendations from Audit Committee – Committee Chair, Mr. Knapper

1) Appointment of Auditor for FY 2012, 2013, and 2014

L. Monitoring Reports

1) WNCC Enrollment – Mr. Hovey (Handout)
   a) Final Report, Fall Semester 2011
   b) Ten Day Report, Spring Semester 2012

2) Proposed 2012 – 2013 Student Charges – Mr. Knapper (Pages 9 – 9b)
   a) Tuition
   b) Fees
   c) Room and Board

3) 2012 Legislation – Mr. Groshans
   a) LB735 – Amend Open Meetings Act to Allow Community College Boards to Hold Some
      Meetings via Videoconferencing or Telephone Conference Calls
   b) LB842 – Extend Education Provisions for State and Federal Aid Recipients
   c) LB902 – Clarify Property Tax Status of Facilities Corporations
   d) LB946 – Community College Aid Act
   e) LB990 – Require American Flag and State Flag to be Displayed in Each Classroom
L. Monitoring Reports – Cont

3) 2012 Legislation – Mr. Groshans – Cont
   
   f) LB1023 – Include Waiver of College Fees to Veterans
   g) LB1079 – Provide Educational and Training Programs for Low-Income Adults
   h) LB 1144 – Provide for Career Academies

4) Higher Learning Commission – Mr. Gaalswyk, Ms, Jacobsen
   
   a) Progress Report on Assessment of Student Academic Achievement (Pages 10 – 10c)
      
      1) Higher Learning Commission Assessment Academy

5) Nebraska Community College Association –Dr. Gramberg, Dr. Perkins (Pages 11 – 11a)
   
   a) First Quarter Meeting, January 25, 2012, Lincoln, NE

6) Association of Community College Trustees
   
   a) 2012 National Legislative Summit
      
      1) February 13 – 16, 2012
      2) Marriott Wardman Park Hotel, Washington, DC

M. Board Member Comments

N. President’s Comments

O. Executive Session

  1) Personnel Matters – Re: Early Retirement Application(s) of Ms. Jill C. Ellis, Technical Services Librarian, and Ms. Karen S. Kershner, Nursing Instructor

P. Consider Early Retirement Agreements

  1) Ms. Jill C. Ellis, Technical Services Librarian

  2) Ms. Karen S. Kerschner, Nursing Instructor
Q. Upcoming Meetings

1) Nebraska Community College Association
   a) Regular Meetings
      1) Second Quarter Meeting
         a) May 7, 2012
         b) Broken Bow, NE
      2) Third Quarter Meeting
         a) August 13, 2012
         b) South Sioux City, NE
      b) Annual Meeting Legislative Seminar
         1) November 12 and 13, 2012
         2) North Platte, NE

2) Association of Community College Trustees

   a) 2012 Annual Leadership Congress
      1) October 10 - 13, 2012
      2) Boston, MA

3) Western Nebraska Community College

   a) Celebrate WNCC
      1) September 22, 2012

R. Next Regular Meeting: Wednesday, March 21, 2012, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

S. Adjournment
CITY PLANNING COMMISSION REPORTS

1) Consider the following application(s) pending before the City of Sidney Planning Commission:

a) The Preliminary Plat Application of S & J Convenience, LLC for the Replat of Lot A, Sidney Hills Third Addition to the City of Sidney.

b) The Application of Kelly Lapp/Tool Box Productions, LLC to Rezone Lot 8, Block 3, Wellner’s Addition to the City of Sidney, more commonly known as 432 20th Avenue, from R-1 (Single-Family Residential) to R-2 (Multi-Family Residential) Zone.

c) The modification of an existing redevelopment plan entitled “Second Modification to Tax Increment Financing Redevelopment Plan of Cabela’s, Inc.”

February 2012
MINUTES OF MEETING
BOARD OF GOVERNORS
WESTERN COMMUNITY COLLEGE AREA

TIME AND PLACE
A regular meeting of the Western Community College Area Board of Governors was held at 1:01 p.m., on Wednesday, February 15, 2012, in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, located at 1601 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 Saturday, February 11, 2012, with the following members present: Timothy H. Daniels, L. Paul Leseberg, Jack I. Nelson, Jecca R. Ostrander, Alexander D. Pavlista, Richard G. Stickney, Julienne K. Walworth, Jane N. Wisniewski, Merlyn L. Gramberg, Chairperson. Absent: F. Lynne Klemke, M. Thomas Perkins. Student Representatives present: Kelsey Empfield, Scottsbluff Campus. Faculty Representatives present: Guy Wylie, Scottsbluff Campus; Rich Cecava, Sidney Campus. College staff present: William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Paul G. Jacobsen, Dayle L. Wallien, Susan K. Yowell, Paula J. Abbott, Garry R. Alkire, Mary Ann Hospodka, Roger S. Hovey, Jackie Jacobsen, Jason L. Stratman, Merrillene E. Wood. Attorney present: Philip M. Kelly. 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.

NOTICE OF MEETING

QUORUM
Dr. Gramberg declared a quorum was present for the transaction of business.

VISITORS
Visitors were: There were no visitors.

COMMUNITY COMMENTS
Dr. Gramberg asked for comments from the community. There were none.

BOARD CHAIRPERSON COMMENTS
Dr. Gramberg 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.

Dr. Gramberg reported Ms. Klemke notified the Secretary that she would be unable to attend the meeting because of Personal Business. Dr. Gramberg reported that Dr. Perkins is attending the Association of Community College Trustees 2012 National Legislative Summit in Washington, DC which is taking place at this time.
Dr. Gramberg welcomed Mr. Philip Kelly, Attorney, who is sitting in for Mr. Douglas. Dr. Gramberg asked for an update on Mr. Douglas.

Mr. Kelly reported that Mr. Douglas returned home from Denver as planned on January 20, 2012. He then developed complications as a result of the surgery and he is in the hospital in Denver. He had another surgical procedure last Monday (February 13, 2012), and now is back on an uphill track to recovery.

Dr. Gramberg reviewed the contents of the Consent Calendar which include the following items:

1) Agenda, February 15, 2012
2) Excuse Absent Board Member(s) – Klemke, Perkins
3) Minutes
   a) Regular Meeting, January 18, 2012
4) Claims
   a) WCCA Unrestricted Fund - $3,206,541.75
   b) WCCA Restricted Fund - $32,779.43
   c) WCCA Federal Fund - $2,948.01
   d) WCCA Agency Fund - $24,259.99
   e) WCCA Loan Fund - $0
   f) WCCA Plant Fund - $0
   g) WCCA Auxiliary Fund - $162,346.61
5) City Planning Commission Reports – Attachment A
6) Farm Lease Agreements
   a) Renewal of Farm Lease with Mr. F. Robert Pedulla – Attachment B
7) Reports and Proposals
   a) From the Students – Attachment C – C-1
   b) From the Faculty - Attachment D
   c) From the Administration
   d) From the Board

Dr. Gramberg inquired if there were any item(s) on the Consent Calendar which any Board member wished to have removed for separate consideration. There were none.

Mr. Nelson moved the Consent Calendar be approved as presented. Seconded by Ms. Wisniewski. The vote was, Yes: Daniels, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.
CONSENT CALENDAR
Consider Items Extracted
There were no items extracted from the Consent Calendar.

BID CONSENT CALENDAR
Review Contents
Dr. Gramberg reviewed the contents of the Bid Consent Calendar which include the following item(s):

1) Bids
   a) #12-EQ-10 - Portable Staging System
   b) #5002-021-11 - Science Laboratories Renovation

2) Ratification of Administrative Bid Awards
   a) #12-FAC-18 - Lighting Upgrade Project
   b) #12-FAC-20 HVAC MEP Project

Dr. Gramberg inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have removed for separate consideration.

Mr. Daniels requested that all items on the Bid Consent Calendar be extracted for separate consideration.

BID CONSENT CALENDAR
Approval
All Items were extracted from the Bid Consent Calendar

BID CONSENT CALENDAR
Consider Items Extracted
Bid #12-EQ-10 - Portable Staging System
Mr. Daniels reported he requested Bid #12-EQ-10 - Portable Staging System be extracted to allow the Board to consider the recommendation from the faculty and administration.

Mr. Daniels reported the Budget and Finance Committee reviewed bids received on February 15, 2012, for a Portable Staging System with ADA Ramp. He reported bids were received from the following firms:

Wenger Corporation, Owatonna, MN
   Base Bid $29,754.00
   With Stairway (add) $403.62

Signature Systems Group, New York, NY
   Base Bid $10,284.00
   With Stairway (add) $525.00

Mr. Daniels asked Mr. Knapper to present the staff recommendation. Mr. Knapper reported the bid specifications requested a portable staging system with an ADA Ramp that would interface with the existing portable stage equipment. The existing equipment is manufactured by Wegner Corporation. Mr. Knapper reported the equipment system submitted by Signature Systems Group would require modifications to attach to the existing equipment. Mr. Knapper asked Ms. Stinner, Vocal Music Instructor, to
Ms. Stinner reported in her 37 years of teaching, she has always had Wenger Corporation staging equipment. Ms. Stinner reported from her past experience, the Wenger Corporation is very reliable and has always provided replacement pieces (such as legs and crossbars which become worn and can loosen after repeated usage) when needed to ensure the stability of the staging system. The company also keeps a record of purchases made to keep the equipment stable. Ms. Stinner remarked whether it is a graduation ceremony or a musical performance, there are thousands of pounds of weight placed on the equipment. She reported modifying two different systems to attach them together is not a good option. There could be a liability issue if something were to fail, as well as the possibility of jeopardizing warranty coverage on either or both systems. Ms. Stinner commented for the safety of those using the staging system and for protection of the College liability, she strongly recommended the Board purchase the equipment that will properly interface with the existing equipment. She remarked it is better to purchase the correct equipment the first time rather to have to replace unsuitable equipment at a later date.

Mr. Daniels reported the Budget and Finance Committee is recommending the Board accept the recommendation of the College staff to approve the base bid submitted by the Wenger Corporation of Owatonna, MN, in the amount of $29,754.00 for a staging system that will properly connect to the existing staging equipment.

Mr. Daniels moved the Board approve the recommendation of the Budget and Finance Committee to accept the base bid submitted by the Wenger Corporation of Owatonna, MN, in the amount of $29,754.00 for a portable staging system with ADA Ramp to interface with existing staging equipment. Seconded by Mr. Leseberg. The vote was, Yes: Leseberg, Nelson, Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Daniels, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Mr. Daniels reported he requested Bid #5002-021-22 - Science Laboratories Renovation be removed for separate consideration to allow the administration to present additional information.
Mr. Daniels reported the Budget and Finance Committee reviewed bids received on February 13, 2012, for the renovation of the Scottsbluff Campus Science Laboratories. There were two bid requests advertised for this project – one for the renovation project and one for furniture. Bids were received as follows:

<table>
<thead>
<tr>
<th>Renovation Project</th>
<th>Total With Alternatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson &amp; Shaw Construction</td>
<td>$1,125,435.00</td>
</tr>
<tr>
<td>Paul Reed Construction</td>
<td>$1,150,778.00</td>
</tr>
<tr>
<td>Sampson Construction</td>
<td>$1,194,000.00</td>
</tr>
<tr>
<td>Rusch's General Contracting, L.L.C.</td>
<td>$1,253,757.00</td>
</tr>
</tbody>
</table>

Furniture Bid – Science Laboratories Renovation

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Makes Office Equipment, Omaha, NE</td>
<td>$84,030.85</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>$10,479.72</td>
</tr>
<tr>
<td>Office Net, Fremont, NE (Incomplete Bid)</td>
<td>$49,950.00</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>No Bid</td>
</tr>
<tr>
<td>Office Elements, Sioux City, IA</td>
<td>$114,535.00</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

Mr. Daniels asked Mr. Knapper to present the additional information regarding the renovation project bids received.

Mr. Knapper reported the architect's estimate for this project is $1,235,259.96. He reported acceptance of the low bid with alternates submitted by Anderson and Shaw and the low bid plus Alternate #1 submitted by All Makes Office Equipment plus the architectural and engineering costs brings the renovation project total to $1,332,241.84. This is $96,981.88 or 7.8 percent, above the architect/engineer estimated project cost. Mr. Knapper commented this average is certainly within reason.

Mr. Daniels reported the Budget and Finance Committee is recommending the Board approve the low bid with alternates submitted by Anderson & Shaw Construction, and the low bid with Alternate #1 submitted by All Makes Office Equipment for the renovation of the Scottsbluff Campus Science Labs.

Mr. Daniels moved the Board accept the recommendation of the Budget and Finance Committee to approve the low bid with alternates in the amount of $1,125,435.00 submitted by Anderson and Shaw for the Scottsbluff Campus.
Science Lab renovation. He further moved the Board approve the low bid of $84,030.85 and Alternate #1 in the amount of $10,479.72 submitted by All Makes Office Equipment, Omaha, NE for furniture for the Scottsbluff Campus Science Lab renovation. Seconded by Mr. Nelson. The vote was, Yes: Nelson, Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Mr. Daniels reported he requested Bid #12-FAC-18, Lighting Upgrade Project be removed for separate consideration to allow the administration to present information regarding the administrative award of this bid. Mr. Daniels reminded Board members that, during the January Board of Governors meeting, the Board authorized the administration to accept the low bid(s) for energy grant projects, with subsequent ratification by the Board.

Mr. Daniels reported bids were received on February 9, 2012, for Bid #12-FAC-18, Lighting Upgrade Project. Bids were received from the following firms:

**Adam's Electric, Gering, NE**
- **Base Bid**: $18,594.00
- **Alternate 1**: $13,992.00
- **Alternate 2**: $11,628.00
- **Alternate 3**: $26,178.00
- **Alternate**: $9,686.00

**Snell Services, Gering, NE**
- **Base Bid**: $29,200.00
- **Alternate 1**: $24,400.00
- **Alternate 2**: $18,500.00
- **Alternate 3**: $45,500.00
- **Alternate 4**: $14,700.00

**Robinson Electric, Gering, NE**
- **Base Bid**: $31,700.41
- **Alternate 1**: $17,030.19
- **Alternate 2**: $17,792.05
- **Alternate 3**: $43,167.00
- **Alternate 4**: $16,046.13

Mr. Daniels reported the Nebraska Department of Energy has reviewed the bids received, and the low bid submitted by Adams Electric, Gering, NE, meets the grant requirements. The budgeted amount for the Lighting Upgrade Project is $66,000.00.

Mr. Knapper reported the administration has awarded the
bid for the Lighting Upgrade Project to Adams Electric, of Gering, NE., as follows: Base Bid - $18,594.00; Alternate 2 - $11,628.00; Alternate 3 - $26,178.00 and Alternate 4 - $16,046.13 for a total award of $66,086.00.

Mr. Daniels moved the Board ratify the action of the administration to award Bid #12-FAC-18 – Lighting Upgrade Project to Adams Electric, of Gering, NE, in the amount of $66,086.00. Seconded by Mr. Stickney. The vote was, Yes: Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Bid #12-FAC-20 – HVAC MEP Project

Mr. Daniels reported the bids received for Bid #12-FAC-20 – HVAC MEP Project, which are also covered under the energy grant award, have been forwarded to the Nebraska Department of Energy for review. The administration is waiting for the review to be completed before awarding the bid(s) for this project. Therefore, no Board action is required at this time.

Mr. Daniels moved the board table ratification of the administrative bid awards for Bid #12-FAC-20 – HVAC MEP Project until such time as the review and administrative award(s) are completed. Seconded by Ms. Wisniewski. The vote was, Yes: Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

PERSONNEL CONSENT CALENDAR

Review Contents

Dr. Gramberg reviewed the contents of the Personnel Consent Calendar which contain the following resignation(s) and appointment(s):

Resignation(s):
1) Mr. R. Andrew Newman, Journalism Instructor/Spectator Director, effective at the end of the 2011 – 2012 contract year.
2) Appointment(s): - None

Dr. Gramberg inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have removed for separate consideration. There were none.

PERSONNEL CONSENT CALENDAR

Approval

Mr. Nelson moved the Personnel Consent Calendar be approved as submitted. Seconded by Ms. Ostrander. The
vote was, Yes: Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

There were no items extracted from the Personnel Consent Calendar.

Dr. Gramberg referred Board members to the mailed packet which includes a copy of the 2012 Standing Committee appointments he has made. He explained that pursuant to Board Policy, the appointments are made each year at the February meeting of the Board of Governors, and are to be approved by the Board. Dr. Gramberg asked for questions or comments from the Board. There were none.

Mr. Nelson moved the Board approve the following 2012 Standing Committee appointments as presented:

**AUDIT COMMITTEE**
F. Lynne Klemke (11)
Jecca R. Ostrander (10)
Alexander D. Pavlista (11)
M. Thomas Perkins (08)
William D. Knapper, ex-officio

**BOARD POLICY COMMITTEE**
F. Lynne Klemke (11)
L. Paul Leseberg (10)
Jecca R. Ostrander (11)
Julienne K. Walworth (11)
David E. Groshans, ex-officio

**BUDGET AND FINANCE COMMITTEE**
Timothy H. Daniels (10)
Jack L. Nelson (11)
Julienne K. Walworth (12)
Jane Wisniewski (11)
William D. Knapper, ex-officio

**EDUCATIONAL & STUDENT SERVICES COMMITTEE**
F. Lynne Klemke (11)
L. Paul Leseberg (08)
Alexander D. Pavlista (11)
Richard G. Stickney (11)
Terry B. Gaalswyk, ex-officio
WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS
Appointment to Standing Committees
Cont

EXECUTIVE COUNCIL
Timothy H. Daniels (11)
Meryn L. Gramberg (11)
Jack L. Nelson (10)
Richard G. Stickney (09)
Jane Wisniewski (01)
Todd R. Holcomb, ex-officio

HUMAN RESOURCES COMMITTEE
Jack L. Nelson (10)
Jecca R. Ostrander (09)
Richard G. Stickney (12)
Jane N. Wisniewski (11)
David E. Groshans, ex-officio

RISK MANAGEMENT COMMITTEE
L. Paul Leseberg (09)
Alexander D. Pavlista (11)
M. Thomas Perkins (10)
Julienne K. Walworth (11)
William D. Knapper, ex-officio

REPRESENTATIVES TO NEBRASKA COMMUNITY COLLEGE ASSOCIATION
Meryn L. Gramberg (00)
M. Thomas Perkins (00)
Timothy H. Daniels, Alternate (10)

Seconded by Mr. Daniels. The vote was, Yes: Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Regular Board Meetings
April 18, 2012, 100 p.m., Sidney Campus
October 17, 2012, 1:00 p.m., Alliance Campus

Dr. Gramberg reported Board Policy #830.0100.98 – Regular Meetings states that “Regular meetings of the Board shall be held on the third Wednesday of each month at 1:00 p.m., in the Boardroom on the Scottsbluff Campus. The Board can change the meeting time and/or location for the forthcoming meeting(s) by a majority vote of those members present....” Dr. Gramberg reported it has been suggested the Board hold a Regular meeting at the Sidney Campus and at the Alliance Campus. He proposed the Board hold the April 18, 2012, meeting at the Sidney Campus, and the October 17, 2012, meeting at the Alliance Campus.

Ms. Walworth moved the Board hold the Regular April meeting of the Board of Governors on April 18, 2012, at
WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Regular Board Meetings
April 18, 2012, 1:00 p.m., Sidney Campus
October 17, 2012, 1:00 p.m., Alliance Campus

Resolution – Re: Annual Authorization for Board Treasurer to Conduct Transactions for NUVEEN Investments Account(s)

1:00 p.m., on the Sidney Campus. She further moved the Regular October meeting of the Board of Governors be held on October 17, 2012, at 1:00 p.m., on the Alliance Campus. Seconded by Mr. Stickney. The vote was, Yes: Walworth, Wisniewski, Daniels, LeSeberg, Nelson, Ostrander, Pavlista, Stickney, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Mr. Knapper reported the College has funds held with NUVEEN Investments (formerly First American Funds) which were bequeathed to the College to be used for scholarships. He reported that NUVEEN Investments requires an annual authorization of an individual to transact business concerning the account(s).

Dr. Gramberg reported Mr. Knapper, as Treasurer of the Board, has been authorized to transact business on these account(s). He referred Board members to the mailed packet which contains a copy of a proposed resolution that would re-authorize Mr. Knapper to act in this capacity.

Mr. Daniels moved the Board adopt the following Resolution to authorize Mr. Knapper to transact NUVEEN Investments account(s) business:

WHEREAS, Western Community College Area is a political subdivision of the State of Nebraska which operates Western Nebraska Community College through its Board of Governors which is authorized pursuant to Section 85-1505 et seq., and

WHEREAS, Western Nebraska Community College holds assets with NUVEEN Investments, more specifically referred to as Account No. 9400016520, and

WHEREAS, NUVEEN Investments requires an authorized individual to transact business concerning this account,

NOW THEREFORE,

BE IT RESOLVED that William D. Knapper, Treasurer of the Board of Governors, Business Office, Western Nebraska Community College, is hereby authorized to transact business on behalf of Western Nebraska Community College concerning NUVEEN Investments, Account No. 9400016520, which authority includes, but is not limited to, the authority to add to fund positions or accounts via check or bank transfer, make exchanges between funds in said account, and redeem shares with proceeds sent by check, ACH or
BE IT FURTHER RESOLVED that William D. Knapper, Treasurer of the Board of Governors, Business Office, Western Nebraska Community College, shall have full authority to transact any and all business concerning NUVEEN Investments, Account No. 9400016520.

Seconded by Mr. Nelson. The vote was. Yes: Daniels, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

(A copy of the duly executed Resolution is attached in the official minute book.)

Ms. Walworth reported last month the Board Policy Committee presented a new Board Policy #201.0100.12, - Discrimination, Harassment, and Retaliation Prohibited and the accompanying Appendix Series 2000 A-1-12. She reported this policy and the accompanying appendix replaces two existing policies: #415.0850.01 - Anti-Harassment - Employee and the related Appendix Series 4000 C-1-01; and #500.4500.01 – Anti-Harassment – Student, and the related Appendix Series 5000 C-1-01. The proposed policy will help the College to be more responsive to any complaint of discrimination, harassment or retaliation. It establishes timelines and reporting procedures for both informal and formal resolution of a received complaint. The policy further establishes to whom a complaint may be submitted. This information shall be made available in all appropriate student and employee publications and will also be available online.

Ms. Walworth reported neither the Board Policy Committee nor the College administration have received any comments or questions concerning the proposed policy. Therefore, the Board Policy Committee is recommending Board Policy #201.0100.12 and the accompanying Appendix Series 2000, A-1-12 be adopted as presented.

Ms. Walworth moved the Board accept the recommendation of the Board Policy Committee to adopt Board Policy #201.0100.12 - Discrimination, Harassment, and Retaliation Prohibited and the accompanying Appendix Series 2000, A-1-12 as presented. Seconded by Mr. Leseberg. The vote was, Yes: Leseberg, Nelson, Ostrander, Pavlista, Stickney,
Mr. Daniels reported the College has funds held by NUVEEN Investments, Account No. 94001.6520, which were transferred to the College from the Anne M. Mitchell Estate to be used for non-athletic scholarships. Mr. Daniels reported it is not appropriate for the College to maintain these accounts, and it is in the best interests of the College to liquidate said funds and transfer the proceeds to the Western Nebraska Community College Foundation. Therefore, the Budget and Finance Committee is recommending the Board authorize Mr. Knapper, as Treasurer, to liquidate the NUVEEN Investment account(s) and to transfer the proceeds to the Western Nebraska Community College Foundation.

Mr. Nelson moved the Board adopt the following Resolution to authorize Mr. Knapper to liquidate the NUVEEN Investment Account(s) and transfer the proceeds to the College Foundation:

WHEREAS, Western Community College Area is a political subdivision of the State of Nebraska, which operates Western Nebraska Community College through its Board of Governors, which is authorized pursuant to Section 85-1505 et seq., of the Nebraska Revised Statutes; and

WHEREAS, Western Nebraska Community College holds assets with NUVEEN Investments, more specifically referred to as Account No. 94001.6520; and

WHEREAS, the funds in NUVEEN Investments, Account No. 94001.6520 were transferred to Western Nebraska Community College through the Estate of Anne M. Mitchell to be used for non-athletic scholarships; and

WHEREAS, the Board of Governors of Western Community College Area have determined that it is in the best interest of Western Nebraska Community College to liquidate the NUVEEN Investments, Account No. 94001.6520, and transfer said funds to Western Nebraska Community College Foundation for the purpose of administration of the scholarship funds.
BE IT RESOLVED that William D. Knapper, Treasurer of the Board of Governors, Business Office, Western Nebraska Community College, is hereby authorized on behalf of Western Community College Area to take all steps necessary to liquidate the NUVEEN Investments, Account No. 9400016520, and upon receipt of the funds shall transfer the funds to Western Nebraska Community College Foundation.

BE IT FURTHER RESOLVED that the funds will be transferred to Western Nebraska Community College Foundation with the express purpose of providing non-athletic scholarships to students attending Western Nebraska Community College.

Seconded by Ms. Wisniewski. The vote was, Yes: Nelson, Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

(A copy of the duly executed Resolution is attached in the official minute book.)

Ms. Ostrander commented one of the responsibilities of the Audit Committee is to consider the selection of a firm to conduct the annual audit. She reported the three-year contract with Contrryan Associates, P.C. expired with the completion of the Fiscal Year 2011 annual audit. Ms. Ostrander reported the Audit Committee met earlier today to consider the appointment of an auditor for Fiscal Years 2012, 2013, 2014. She reported the Audit Committee is recommending the Board appoint Contrryan Associates, P.C. as the auditor for Fiscal Years 2012, 2013, and 2014.

Ms. Ostrander moved the Board accept the recommendation to appoint Contrryan Associates, P.C. as the auditor for Fiscal Years 2012, 2013, and 2014. Seconded by Ms. Walworth. The vote was, Yes: Ostrander, Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Mr. Hovey referred Board members to the handout materials which includes the “Final Fall 2011 Enrollment Report.”

Mr. Hovey reported the final Fall 2011 Fall Semester Headcount is 5,465 students. This compares to the final 2010 Fall Semester headcount of 5,824 students. Mr. Hovey reviewed
the comparison of enrollment between the Ten-Day Enrollment Report and the Final Fall 2011 Enrollment. The enrollment increased 139 percent from the ten-day report. He reported the significant increase in part-time Business and Community Education enrollment can be attributed to training offered at the Pine Ridge Job Corps. Mr. Hovey reported the Full-time Equivalent enrollment for the Fall 2011 Semester is 992.53 which is an increase above the Ten Day Enrollment report of 28.9 percent. He commented the final Full-time Equivalent enrollment was 1,031 in 2010 and 1,027 in 2009. Mr. Hovey reviewed the End of Fall Semester Perspective for both full-time and part-time enrollment for the 2000-2011 years. He commented there is a slight decrease in the final fall 2011 enrollment after two fall semesters of record high enrollment (2009 and 2010).

Mr. Hovey referred Board members to the handout materials which includes the 10-Day Enrollment Report for the Spring 2012 Semester. Mr. Hovey reported the Spring 2012 enrollment of 912 full-time students and 1,154 part-time students is the third highest spring enrollment. The number of full-time students dropped from an all-time high of 1,051 in the Spring 2011 Semester, while the number of part-time students is almost the same as last year. Mr. Hovey commented that most of the decline in the number of full-time students came from continuing students who have been attending for more than one semester. The number of part-time degree-seeking students has increased. Mr. Hovey reported the enrollment of high school students taking “College Now” (college) courses remains strong. Mr. Hovey reported the credit hour production is 19,469.5 hours, and the Full-Time Equivalent enrollment is 679.34. Mr. Hovey presented a four-year comparative Breakdown of Full-Time and Part-Time Degree-Seeking Students- (First-time, Transfer and Continuing).

Mr. Hovey commented the ratio of male to female full-time students has remained virtually unchanged since the Spring Semester 2009; however, there has been a shift to more female part-time students from 57 percent to 67 percent.

Mr. Hovey reported the percentage of full-time students who are Hispanic reflects continuing growth and is 17.7 percent. Likewise the percentage of part-time students who are Hispanic has increased to 15.5 percent. Mr. Hovey reported the number of International students has declined from 61 to 56. He commented this decline is not because of a lack of interest by international students; but
rather because they are having difficulty getting approval to come to the United States.

Mr. Hovey reviewed the End of Spring Semester Enrollment and Full-Time Equivalent Perspective. He commented the number of part-time students from Business and Community Education has, in recent years, shown a marked increase when counted at the end of the semester. Consequently, the expected end-of-semester Full-Time Equivalent enrollment for the Spring 2012 Semester is 853.33. This is very close to the 2009 end-of-semester Full-Time Equivalent Enrollment (860.09).

Mr. Hovey reviewed the enrollment by residence. Each county within the College service area has students who are enrolled for the Spring 2012 semester. He commented that the number of full-time students from counties within the College service declined while the number of part-time students increased. Scotts Bluff County has the largest percentage of credit hour production (47.94) followed by Box Butte County (9.86) and Cheyenne County (8.14). The percentage of credit hour production from Out-of-State enrollment is 14.32 percent. Mr. Hovey reported there are 56 students enrolled from Nebraska who reside outside of the College service area. There are 215 students enrolled from out-of-state, and there are 56 international students enrolled.

Mr. Hovey reviewed the enrollment by programs of study. The largest change occurred in General Studies with a decrease from 693 to 572 students. Other programs showed a slight decrease. Mr. Hovey reported further there are some programs which had healthy increases: Pre-Physical Therapy from 9 to 17, Pre-Athletic Training from 9 to 15, Pre-Medicine from 7 to 17, Welding Technology from 11 to 17, Auto Technology from 20 to 31 and Practical Nursing from 37 to 43.

In response to a question from the Board, Mr. Hovey reported the decline in full-time enrollment at the Sidney Campus from 111 in the 2009 Spring Semester to 59 in the 2012 Spring Semester has been in the Aviation and Cosmetology programs. He commented marketing and recruitment efforts are in place for these programs.

Dr. Gramberg thanked Mr. Hovey for presenting the 10-Day Enrollment report and for his hard work.
Mr. Knapper referred Board members to the handout materials which include the proposed 2012 – 2013 Student Charges. Mr. Knapper reported the student charges are presented today for Board member review and comment. Board action on the 2012 – 2013 Student Charges will be requested at the March meeting.

Mr. Knapper reported the 2012 – 2013 tuition rate for resident and non-resident students is proposed to increase $3.00 per credit hour. The rate would then be $80.00 per credit hour for resident tuition and border states (Colorado, Wyoming and South Dakota), and $94.00 per credit hour for non-resident tuition. He reported further the high school partnership tuition rate is proposed to increase $1.50 per credit hour to $40.00 (one-half the resident tuition rate).

Mr. Knapper reported further the Technology/Instruction fee is proposed to increase $1.50 per credit hour to $3.50 per credit hour. The total per credit hour fees would then be $16.50. No increase is proposed for other per credit hour fees.

Mr. Knapper reported the total resident per credit hour cost will increase from $92.00 to $96.60. This is just under a five percent increase.

Mr. Knapper reported last year the administration recommended and the Board approved additional course fees for specified courses. These fees are utilized to recover some of the expense for consumable supplied. He reported these fees are proposed to increase so that approximately 60 percent of the cost is recovered.

Mr. Knapper reported the 2012 – 2013 room charges are proposed to increase between 3 and 3.2 percent. Board expense is proposed to increase 4.6 percent for the 14 meal plan and 4.9 percent for the 19 meal plan. The increase can be attributed to the increased costs for food, as well as personnel.

Mr. Knapper reported as the Budget Committee developed the proposed student charges for the 2012 – 2013 year among the factors considered were: Revenue from state aid will increase $147,000; The nearly five percent increase proposed for the tuition and fee rate is based on a flat enrollment; it may also be necessary to increase the property tax asking more than four percent to be more in line with the increase in tuition revenue. Expenditures
include an increase in personnel costs of 3.8 percent in total compensation as agreed to in the 2012-2013 Negotiated Agreement with the Western Education Association.

(A complete listing of the proposed 2012-2013 Student charges is attached in the official minute book.)

Mr. Groshans commented that he was happy to report the Community College Aid Act, LB 946, has received swift passage. It was approved by the Legislature on February 7, 2012, and signed by the Governor on February 13, 2012. The bill was passed with an emergency clause.

Mr. Groshans reported on additional legislative bills which could have an effect on community colleges.

LB 735, which would amend the Open Meeting Act to allow community college boards to hold some meetings via Video-conferencing or telephone conference calls, was placed on General File on February 6, 2012. He commented that, if passed, there are specific guidelines that community college boards will have to follow for compliance.

Dr. Gramberg commented LB 735 was introduced by Senator Schumacher at the request of the Central Community College Area Board.

LB 842, which would extend education provisions for state and federal aid recipients, was introduced by Senator Harms. The purpose of the bill is to encourage state and federal aid recipients to get vocational training or a community college degree. The hearing on this bill before the Legislative Health and Human Services Committee is scheduled for today, February 15, 2012, at 1:30 p.m.

LB 902, which would clarify the property tax status of facilities corporations, is still in the Revenue Committee. The purpose of this bill is to ensure that facilities corporations will not be subject to property taxation. A hearing before the Revenue Committee was held on February 9, 2012. The bill has not been moved out of committee. It was introduced by Senator Harr.

LB 990, which would require an American flag and Nebraska flag to be displayed in each classroom, has not yet been released from the Revenue Committee. The hearing on this bill before the Revenue Committee was held on February 7, 2012. LB 990 was introduced by Senator Fulton.
LB 1023, which would amend the Nebraska Statute 80-411 to include a waiver of college fees to veterans, was introduced by Senator Avery. Currently, Nebraska Statute 80-411 requires postsecondary institutions to waive tuition costs for the dependents of veterans. A hearing on LB 1023 before the Military, Government and Veterans Affairs Committee is scheduled for today, February 15, 2012.

LB1079, which would provide educational and training programs for low-income adults, was introduced by Senator Mello. The Education Committee held a hearing on LB 1079 on February 6, 2012. At this time the bill has not been released out of committee.

LB1144, which would provide for Career Academies to build a workforce, was introduced by Senator Ashford. This bill is still held in committee. A hearing on this bill was held on January 30, 2012, before the Education Committee.

Mr. Groshans asked if there were any questions. There were none.

Dr. Gramberg thanked Mr. Groshans for his report.

Mr. Gaalswyk reported after the Higher Learning Commission performed a scheduled, onsite evaluation of the College in February 2010, the College’s accreditation was reaffirmed for a ten year period with a requirement to submit two progress reports. He commented the purpose of the visit was to conduct a comprehensive review for continued accreditation by the Higher Learning Commission.

Mr. Gaalswyk reported the first requirement involved Strategic planning. As Board members are aware, the College has adopted a new strategic plan and mission statement. This progress report was filed with the Higher Learning Commission by the March 1, 2011 deadline.

Mr. Gaalswyk reported the second requirement is specific to the “Assessment of Student Academic Achievement.” This report to the Higher Learning commission is due on March 1, 2013. The report was to include: 1) Evidence that standards for improvement have been established; 2) Evidence of assessment results that are used to systematically enhance education effectiveness; 3) Evidence that course and program outcomes have been improved; and 4) Evidence of the effectiveness in the use of the institution’s data collection, storage, and analysis structure.
Mr. Gaalswyk reported that as a proxy for the Progress Report on the Assessment of Student Academic Achievement, the Higher Learning Commission provides a facilitated process called the Academy to assist colleges in developing an institutional culture and commitment to assessing and improving student learning. He reported the Academy offers member institutions a four-year sequence of interactions that focus on student learning, assisting colleges in accelerating and advancing effort to assess and improve student learning. The interactions are designed to build an institution-wide culture of assessment.

Mr. Gaalswyk reported that after careful consideration and with the encouragement and support of the College's Higher Learning Commission Liaison, the College applied for selective admission into the Academy and was accepted to the March 2011 cohort. Mr. Gaalswyk reported the College’s participation in the Academy does fulfill the obligation to file a Progress Report by March 1, 2013, but more importantly, the College staff, believe a four-year structured approach will help the college to establish a sustainable culture of assessment.

Mr. Gaalswyk introduced Ms. Jackie Jacobsen, Assessment Director. Ms. Jacobsen has been providing leadership, direction, and oversight regarding the College’s participation in the Academy. Ms. Jacobsen will provide the Board with an overview including team members, the focus of the Academy project and associated timelines.

Mr. Gaalswyk commented that Ms. Jacobsen also serves as the Director of Online Learning. He commended Ms. Jacobsen for her passion and commitment to students by ensuring the delivery of engaging online courses and assisting in the development of systems to assess and improve student learning. He thanked Ms. Jacobsen for her service as a dedicated member of the College staff.

Ms. Jacobsen reported after the College was accepted into the Assessment Academy, the Assessment Academy Team defined the process by developing and proposing an Academy Project named “GEARING Up for Student Learning at WNCC”; securing institutional support for the project through budget approval, staffing, and other resources; identifying the appropriate faculty and staff to initiate and refining the project; implementing and beginning the documentation of the project during the Fall of 2011; and organizing the Higher Learning Academy Team.
Ms. Jacobsen reported the Academy Team agrees that the Assessment of Student Learning should be faculty driven. The current four faculty leaders are: Dr. John Corum, Program Director/Instructor, Ms. Susan Dickenson, Academic Foundation Language Coordinator/Instructor, Mr. Andres Newman, Language and Arts Division Chair/Instructor, and Ms. Aelitia Norwood, Accounting Instructor. Ms. Jacobsen remarked these faculty members are very willing to take part in the project, and are very open-minded about it.

Ms. Jacobsen reported the Academy Team needs to have a person to serve as a point of contact between the College and the Higher Learning Commission. This person also needs to be responsible for documentation of projects and communication with the College’s Higher Learning Commission mentor. The Team Leader role is being filled by Ms. Jacobsen, the Assessment/Online Learning and Services Director.

Ms. Jacobsen reported the Academy Team believes project awareness and support on the part of the College is vital to the success of the project. Members from the College administration include: Mr. Garry Alkire, Dean of Instruction and Higher Learning Commission Liaison, and Mr. Terry Gaalswyk, Vice President of Educational Services. Mr. Alkire was identified as a Team member because he has direct access to the curriculum. Mr. Gaalswyk was chosen because he has a direct connection to the College President.

Ms. Jacobsen reported the Academy Team agreed a first step to "gearing up" the assessment of student learning would be through the identification of institutional-level student learning outcome as related to the five General Education Goals: Communication, Critical Thinking and Problem Solving, Computer and Information Literacy, Cultural and Civic Awareness and Personal Development.

On the advice of the Higher Learning Commission visiting scholar, only one goal was selected to build the framework for the project – GE1a: Written Communication. Focusing on one Goal will help the Academy Team to begin creating an assessment culture through a focused project. Additional goals will be addressed after the process for the first step reviewed and refined.
Ms. Jacobsen reported the project (GE1a – Written Communication) was implemented in the Fall 2011. A focus group of community employers was selected to engage in a conversation about writing skills. This was completed in September 2011. Input was gathered regarding essential writing skills from area employers and the identified skills were compared with the existing General Education Writing Rubric. Faculty members from each academic division were asked to contribute to the project, which assisted the Academy Team in understanding the variety of writing types the students produce. After a meeting to better understand the scope of the project and the use of the rubric, faculty members were asked to score a single section of one class for the project. All of the scoring was done by the individual instructors with results reported anonymously to the Academy Team for evaluation of overall writing skills.

Ms. Jacobsen reported that Mr. Newman and Ms. Dickinson made adjustments to the writing rubric as needed to adapt to all kinds of writing rather than to only assess formal writing. The Assessment Committee approved the use and distribution of the writing rubric. Faculty members were recruited to participate in the project through the scoring of a wide range of writing assignments. Initial data was gathered on actual rubrics, and small scale conversations were initiated on initial observations. The Assessment Director worked with the Information Technology Department to begin designing an in-house replacement for eLumen, a system that is designed for much larger institutions. It was agreed that an in-house system would be an improvement over eLumen as it will allow the College staff to access additional student information as the project matures. Presently, the system is designed to record the following items: Course Section and Term, Student ID/Faculty ID, Writing Type (reports, email, essay, lab notes, etc.), and Rubric scores.

Ms. Jacobsen reported she designed three role-based report templates that are in the development stage in the Information Technology Department. The first review was held in January. These reports will be accessible via the College Portal and will include the following information: 1) Faculty: Rubric ID, Term, Section, Student IDs, Item Scored, and Section Average Scores. She reported faculty can always return to their individual scoring screens. The screens will be "locked" so data cannot be removed or changed after the reporting period begins. 2) Division/Department Supervisor: Rubric ID, Term, Instructor ID,
Sections, Number of Students Scored, Item Scored, and Section Average Scores. 3) Assessment Director: Rubric ID, Term, Division/Department, Number of Sections Scored, Number of Students Scored, Item Scored, and Division/Department Average Scores.

Ms. Jacobsen reported that soon after the meeting with the area employer focus group, the Academy Team met. The focus group discussion had drawn attention to the fact that all employees need electronic communication skills. The Assessment Team determined this was something that could be immediately addressed, so the following informal goals were set to begin in the Spring 2012 semester: a) A netiquette activity/assessment in INFO-110 Microcomputer Applications; 2) Assessing the Communication unit in INFO-1098, Introduction to Online Learning; and 3) Increasing awareness of the value in modeling appropriate e-mail practices for students.

Ms. Jacobsen reported monitoring of the project is a major responsibility of the Assessment Academy Team. She reported further the Academy Team met monthly during the Fall 2011 semester to monitor progress and to determine the next steps.

Ms. Jacobsen reported the next steps will be: 1) To continue the conversation about observations and findings from the first round of scoring. The Team will meet the first week of February to review the reports designed by the Assessment Director. 2) Formulate Questions by moving forward with more formal conversations that will help to explore questions that arise from the first report. Determine no more than three areas of focus in order to avoid the pitfall of trying to go too broad, too quickly. 3) Recruit writing project participants by listening for areas of overlapping concern, and team faculty members with like interest to develop writing projects. Decide how those projects can impact the overall Academy Project. 4) Conduct a Student Focus Group: The information gathered through the conversations with area employers about writing skills was very helpful. The Team has decided a next step in the Academy Project should be to conduct a similar student focus group to allow the Team to gain perspective on the students' writing experiences. 5) Bridge the Project into the Next Phase by the Summer 2012. The Academy Team plans to continue collecting writing measures from across the divisions and departments. 6) Creation of a plan to begin working on
MONITORING REPORTS
Higher Learning Commission Progress Report on Assessment of Student Academic Achievement Cont

oral communication. This plan is already emerging through the efforts being made by the Speech Department.

Ms. Jacobsen asked if there were any questions. There were none.

Dr. Gramberg thanked Mr. Gaalswyk and Ms. Jacobsen for their report.

Dr. Gramberg reported that he and Dr. Perkins attended the First Quarter Meeting of the Nebraska Community College Association Board of Directors. The meeting was held on January 25, 2012, in Lincoln, NE. He reported the meeting was attended by representatives from five community colleges. The purpose of the meeting was to review 2012 Legislation that might have some effect on community colleges and decide what would be the position of the Association on the bills. Dr. Gramberg referred the Board members to the mailed packet which includes a written report in which Dr. Perkins provides the action taken by Association Board.

(A copy of Dr. Perkins’ written report is attached in the official minute book.)

Dr. Gramberg reported further that on Monday, January 24, 2012, the Legislative Education Committee held a hearing on LB 946, the Community College Aid Act. He reported that Dr. Marshall Hill, Executive Director of the Nebraska Coordinating Commission for Postsecondary Education, testified from a neutral position on the bill; however, he was concerned that Nebraska statistics on community colleges were not provided through the Commission.

MONITORING REPORTS
Nebraska Community College Association First Quarter Meeting January 25, 2012

There was no report from the Association of Community College Trustees.

Dr. Gramberg remarked Dr. Perkins and Dr. Holcomb are in Washington, DC to attend the 2012 National Legislative Summit which is taking place at this time (February 13 - 16, 2012).

BOARD MEMBER COMMENTS

Dr. Gramberg asked for Board Member Comments.

Dr. Gramberg reported the compilation of the 2011 Board Self Evaluation has been completed. He asked Board members to pick up their copy of the compilation from Ms. Richards at the close of the meeting.
Mr. Leseberg commented he appreciated the Library facilities at all three College sites. He is looking forward to visiting the Sidney Campus when the Board meets there next April.

Dr. Gramberg remarked Board members should be prepared to look at all aspects of the Sidney Campus facilities, including the Aviation Department. He commented a tour of the facilities will be a part of the April Board meeting day schedule.

Dr. Pavlista commented he had been on the Sidney Campus and had visited the Library facilities and also the Cosmetology Department. He remarked they are very impressive.

Dr. Gramberg asked for President’s Comments. Dr. Gramberg remarked that Mr. Gaalswyk will present President’s Comments on behalf of Dr. Holcomb.

Mr. Gaalswyk stated that Dr. Holcomb asked him to present the following comments.

Mr. Gaalswyk extended an invitation to all Board members to attend the ribbon cutting for the College Business Incubator on Tuesday, February 21, 2012. Coffee and donuts will be served at 7:45 a.m., followed by the ribbon cutting ceremony at 8:00 a.m. Ms. Juanita Rodriguez of Addiction Counseling and Consultation Services and some of her staff will be in attendance as will members of the incubator Resource Team. The Scottsbluff/Gering United Chamber of Commerce Ambassadors will assist with the ribbon cutting. This event coincides nicely with National Entrepreneur Week, February 18 through 25, 2012.

The College Vocal Music Department will present the 22nd annual A Gala Evening at the Gering Civic Center on Friday, February 24 and Saturday, February 25. Tickets are available at the College Business Office.

Mr. Gaalswyk reported it was with much sadness the College family was informed of the death of a long-time colleague and emeritus faculty member, Mr. James J. Compton. Mr. Compton was a Business Instructor at the College from 1967 through 2001.

The College Forensics Team began the Spring 2012 season with a trip to Cheyenne, WY to participate in the Flatland
Fiesta Tournaments at Laramie County Community College. The tournaments were held on January 28 and 29, 2012, with fifteen schools from Colorado, Virginia, Wyoming, Nebraska and South Dakota in attendance. Three College students placed over the two days.

The College is the 2012 recipient of the Panhandle Business and Professional Women’s Employer of the Year Award.

In an effort to provide outreach services into the communities the College serves, the College is collaborating with the Terry Carpenter Intergenerational Center in Terrytown to host a variety of classes.

Ms. Rita Stinner, Vocal Music Director, is the recipient of the 2012 Trailblazer Award. This award was presented by the Scottsbluff-Gering United Chamber of Commerce during the annual banquet.

The Cougar Strides Wellness Committee now has a web page on the College site. For information about all of the wellness opportunities that are happening at the College, please access www.wncc.net/cougarstrides.

Mr. Alkire regretfully notified the Board of the death of Mr. Denny Merchant. Mr. Merchant developed the job training and safety curriculum which is the basis for the College’s Powerline Program. Mr. Merchant provided a great deal of assistance to the College staff in the development of the Powerline Program, and he was a strong promoter of the program.

Mr. Gaalswyk asked for questions. There were none.

Dr. Gramberg declared the Open meeting in session at 2:38 p.m.

Dr. Pavlista moved, pursuant to Section 84-1410 of the Reissue of the Revised Statutes of 2006, known as the Nebraska Public Meetings Law, that the Board hold a close session with Mr. David E. Groshans, Mr. William D. Knapper, Ms. Coral E. Richards, and Mr. Philip M. Kelly, Attorney, for the purpose of discussion of the following item(s): a) Personnel Matters – Re: Early Retirement Applications of Ms. Jill C. Ellis, Technical Services Librarian, and Ms. Karen S. Kerschner, Nursing Instructor. He further moved that this closed session
EXECUTIVE SESSION
Personnel Matters – Re: Early Retirement Application(s) of Ms. Jill C. Ellis and Ms. Karen S. Kerschner
Cont

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 Ms. Ellis and Ms. Kerschner have not requested a public meeting and have consented to discussion in closed session. Seconded by Mr. Leseberg. The vote was, Yes: Pavlista, Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Dr. Gramberg stated the purpose of the Executive Session is the discussion of Personnel Matters regarding the Early Retirement Applications of Ms. Jill C. Ellis, and Ms. Karen S. Kerschner.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:41 p.m.

The Executive Session ended at 2:56 p.m.

OPEN MEETING

Dr. Gramberg declared the Open meeting in session at 2:56 p.m.

CONSIDER EARLY RETIREMENT AGREEMENTS
Ms. Jill C. Ellis

Ms. Wisniewski moved the Board approve the Voluntary Early Retirement Incentive Request of Ms. Jill C. Ellis effective August 31, 2012. She further moved the Board award early retirement incentive to Ms. Ellis in the amount of $61,596.00 in accordance with the provisions of the WCCA Negotiated Agreement. Seconded by Mr. Daniels. The vote was, Yes: Stickney, Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Pavlista, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

Ms. Karen S. Kerschner

Mr. Nelson moved the Board approve the Voluntary Early Retirement Incentive Request of Ms. Karen S. Kerschner effective August 31, 2012. He further moved the Board award early retirement incentive to Ms. Kerschner in the amount of $60,358.00 in accordance with the provisions of the WCCA Negotiated Agreement. Seconded by Ms. Ostrander. The vote was, Yes: Walworth, Wisniewski, Daniels, Leseberg, Nelson, Ostrander, Pavlista, Stickney, Gramberg. No: None. Absent: Klemke, Perkins. Motion carried.

UPCOMING MEETINGS

Dr. Gramberg reminded Board members of the following upcoming meetings and events:

1) The Regular meetings of the Nebraska Community College Association Board of Directors to be held as follows:
a) Second Quarter Meeting to be held on May 7, 2012, in
UPCOMING MEETINGS

Cont

Broken Bow, NE; b) Third Quarter Meeting to be held on August 13, 2012, in South Sioux City, NE.

2) The Nebraska Community College Association Annual Meeting/Legislative Seminar to be held on November 12 and 13, 2012, in North Platte NE.

3) The Association of Community College Trustees 2012 Annual Leadership Congress to be held on October 10 – 13, 2012, in Boston, MA.

NEXT REGULAR MEETING

4) The Western Nebraska Community College "2012 Celebrate WNCC" to be held on September 22, 2012.

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, March 21, 2012, at 1:00 p.m., in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:01 p.m.

Merlyn L. Gramberg, Chairperson

Coral E. Richards, Secretary
ATTACHMENT A

CITY PLANNING COMMISSION REPORTS

1) Consider the following application(s) pending before the City of Sidney Planning Commission:

   a) The Preliminary Plat Application of S & J Convenience, LLC for the Replat of Lot A, Sidney Hills Third Addition to the City of Sidney.

   b) The Application of Kelly Lapp/Tool Box Productions, LLC to Rezone Lot 8, Block 3, Wellner's Addition to the City of Sidney, more commonly known as 432 20th Avenue, from R-1 (Single-Family Residential) to R-2 (Multi-Family Residential) Zone.

   c) The modification of an existing redevelopment plan entitled "Second Modification to Tax Increment Financing Redevelopment Plan of Cabela's, Inc."

February 2012
WESTERN COMMUNITY COLLEGE AREA
Board of Governors
February 15, 2012

Consent Calendar
Item 71
Renewal Farm Lease with Mr. F. Robert Pedulla - Scottsbluff

The College owns approximately 15 acres of farm ground, which adjoins the Scottsbluff campus on the west. This land has been leased to F. Robert Pedulla under an agreement, which calls for payment of 1/3 of all alfalfa hay to WNCC. The current lease will expire on February 28, 2012. Mr. Pedulla has indicated a desire to enter into a new lease with identical provisions. This lease will cover the period March 1, 2012 to February 28, 2013.

Ref. No. 701103
SCOTTSBLUFF CAMPUS STUDENT REPRESENTATIVE REPORT TO THE WCCA BOARD OF GOVERNORS

February 2012

Last semester, Student Government conducted elections, planned the Halloween dance, helped with the DOVES canned food drive, and helped the Salvation Army during Christmastime. They were also instrumental in implementing handicapped push buttons in the Den. So far this semester, they have catered snacks for Sex Signals, held a PB&J table in the pit as a welcome back for students on Jan. 16, and recruited new members at the new student orientation Jan. 9. This semester, they will sell roses on Valentine’s Day to the student body and hold elections for next year. The Scottsbluff campus Student Government (StuGo) conducts regular meetings every 2nd and 4th Thursday of the month.

Each of the three student governments, Scottsbluff, Sidney and Alliance have identified a student to serve as a representative to the three shared governance councils. Scottsbluff’s representative serves on the Student Services Council; Sidney’s representative serves on the College Council and Alliance’s representative serves on the Curriculum Council.

There are many activities that WNCC’s student organizations on Scottsbluff campus have participated in and conducted over the last semester. There are also various activities planned by the student organizations for the spring semester. At the student organization meeting January 25, 2012, the organizations shared their accomplishments and future plans. At the Student Organization meeting, Sue Yowell and Kelsey Empfield shared an update from January’s board meeting. They summarized the positive economic benefits of WNCC on the community and the graduation statistics discussed at the last board meeting.

The Student Ambassadors have been trying to recruit new students at high school basketball games. At the Scottsbluff/Gering boys’ basketball game Jan. 21, held at WNCC, the ambassadors set up a table and talked with people (primarily parents) about the college. Feb. 3 and 4 at the Western Trails basketball tournament, they also had a table, informing people about the college.

Residence Life brought an international improvisation duo called Sex Signals to the college on Jan. 17. Approximately 150 students attended the performance in the theater. Residence Life also has other activities planned for the spring semester. These activities include: salsa magic dance competition, casino night, and UNK visit with hockey game or a trip to a Nugget’s game.

Emerging Voices is partnered with Residence Life Feb. 2 at Pioneer Hall to put on a talent night and poetry slam with prizes and food. Emerging Voices also has a Feb. 25 deadline for literature and art submissions for WNCC’s Journal of Literature and Art. On April 25 they plan to bring a poetry-alive dynamic duo from North Carolina for a pit stop and classroom visits.

The Forensics team was busy last semester competing at tournaments in several states. This semester, they will continue their competitions until after spring break when they will no longer travel.

Last semester, the Student Veterans Organization (SVO) shared the recent recognition by Military Times that WNCC was named the #1 veteran friendly community college in the entire nation. Also, during the fall semester, on Veterans Day, they organized name-readings of fallen soldiers. This semester, they plan to help with an after
school program in Gering, bring Chuck Elley (a local state patrolman) to campus to promote drug and alcohol prevention, and attend the SVO state conference in March. They also recently ordered each U.S. military branch flag and are now on display in their office. Jan. 27 they held an open house to exhibit the flags to the student body.

In January, the theater club held auditions for the spring play, The Diary of Anne Frank. The Spirit Club/Dance Team has begun promoting school spirit with flashy poster boards. They also organized a white-out at the home basketball game Jan. 27. They have a dance clinic planned for Feb. 18.

Phi Theta Kappa is organizing a “Help the Animals” project tentatively scheduled for April 28. They are going to bring in dog demonstrations with the K-9 unit headed by Bob Hessler (WNCC’s head security) and his search and rescue dog, Brutus. Through this project, they will raise funds for the local K-9 unit, Tails of Love, and the Panhandle Humane Society by selling raffle tickets. The pep band has also been busy playing for numerous Cougar Athletic games.

There are new organizations arising on the Scottsbluff campus and all of the organizations are at various stages. Two organizations are in the last phase of being recognized as a student organization. The first organization, Chi Alpha is a campus ministry that holds meetings every Tuesday in the residence halls. The second organization, WNCC Education Service and Learning Association helps with various educational activities in the community. Some of these include: gathering school supplies, aiding with curriculum decisions, and starting programs at elementary schools.

There are three organizations in the first stages of being recognized as a student organization. The Muslims Student Association’s constitution is awaiting approval. They are newly organized and focus on community service, education, and leadership. They meet every Friday at Conestoga Hall and they feel at home here and thank WNCC. Another new organization, Circle K is newly organized. Circle K is a Kiwanis-affiliated organization of college and university students across the globe. It promotes community service, leadership development, and fellowship. Circle K held its first meeting Jan. 31. There is also potential for the art club to become active again. Students hope to get organized this semester and revise the old constitution.

Upcoming events for student organizations include Student Organization Day Feb. 18. In the morning, the Student Governments from Scottsbluff, Sidney and Alliance will have a leadership workshop and touch base with each Student Government of WNCC. In the afternoon, every Student Org. will be recognized between basketball games at Cougar Palace (games commence at 1:00 p.m. and 3:00 p.m.). Shirts have been pre-ordered for every member of their respective organization to wear at this time. Also, on April 25, there will be an end of the year barbeque. The barbeque is open to everyone on campus and their families.
SCOTTSBLUFF CAMPUS FACULTY REPRESENTATIVE REPORT TO
THE WCCA BOARD OF GOVERNORS FOR FEBRUARY 2012

Denee Janda, WNCC Speech Instructor and Director of the Forensics Speech Team, reports that
the College Forensics (Speech) Team began its Spring 2012 season with a trip to Cheyenne, WY
for the Flatland Fiesta Tournaments at Laramie County Community College on January 28-29.
Fifteen schools from Colorado, Virginia, Wyoming, Nebraska, and South Dakota attended the
tournament. Chris Arends (Scottsbluff) received 2nd and 6th place in Program of Oral
Interpretation over the two days; Mustapha Barry (Basse, The Gambia) received 3rd place in
Prose Interpretation; and Heidi Belgum (Scottsbluff) received 7th place in After Dinner Speaking.
The team will travel to Hastings College, the University of Nebraska-Lincoln, and Hutchinson
Community College (KS) for regional and national tournaments later this semester.

Lorin King, WNCC Science Instructor, was the lead author on a presentation at the 71st Annual
Meeting of the Society of Vertebrate Paleontology held November 2-5 in Las Vegas, Nevada,
not in Texas as the report for December indicated. The presentation was titled "Shark Coprolites
as Paleoenvironmental and Paleoecological Indicators."

Bill Spurgeon, WNCC Information Technology Instructor, attended a meeting at the Midwest
Center for Information Technology in Omaha on January 13. The Center is now in the third
round of NSF funding and a new approach to funding was initiated last fall. The goal is to
develop several well-vetted, peer-reviewed, scenario-based learning modules for IT courses that
have a direct tie to current business practices and involve a local business partner. The funding
was previously awarded to the ten colleges involved, but now will be payment for deliverables in
stages up to about $6,000 to faculty for their work on the scenario modules. The site coordinators
are learning how this is done and there are opportunities for all faculty members to contribute.
Continued training opportunities to develop solutions to these real-world problems will continue.