WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

PROPOSED AGENDA

A. Call to Order, Ms. Wisniewski

B. Roll Call

C. Introduction of Visitors
   1) Community Comments

D. Board Chairperson Comments
   1) Copy of Nebraska Open Meetings Act is 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, June 16, 2010
         2) Special Meeting, June 29, 2010
      d) Claims
         1) WCCA Unrestricted Fund - $2,209,527.17
         2) WCCA Restricted Fund - $101,275.71
         3) WCCA Federal Fund - $5,869.62
         4) WCCA Agency Fund - $229,273.37
         5) WCCA Loan Fund - $0
         6) WCCA Plant Fund - $233,532.70
         7) WCCA Auxiliary Fund - $211,506.36
      e) City Planning Commission Reports
      f) Reports and Proposals
         1) From the Students
         2) From the Faculty
         3) From the Administration
         4) From the Board

REGULAR MEETING

July 21, 2010

12:00 NOON – LUNCH
John C. Bishop Dining Hall
Pioneer Activity Center
Western Nebraska Community College
Scottsbluff Campus
1409 East 27th Street
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 - None

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): - None
   b) Appointment(s):
       1) Ms. Elizabeth J. Most, Admissions Counselor (Pages 2 – 2b)
       2) Mr. Randall K. Sonnemaker, Accounting Services Director (Pages 2c – 2g)
       3) Ms. Ronda K. Kinsey, Nursing Instructor (Pages 2h – 2r)
   c) Approval of Interim President Contract

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

H. Western Community College Area Board of Governors – Ms. Wisniewski

1) Association of Community College Trustees 2010 Annual Leadership Congress

   a) Discussion of Board Member Travel

2) Appointment of Board Member Representatives to Strategic Planning Team

I. Reports and Recommendations from Executive Council – Ms. Wisniewski

1) Update of College Brand
J. Reports and Recommendations from Board Policy Committee - Committee Chair, Mr. Groshans

1) #500.0750.10 – Senior Citizen Tuition Waiver (Page 3)

K. Monitoring Reports

1) WNCC Foundation – Ms. Wallien (Pages 4 – 4b)
   a) Report from Executive Director

2) Update, Development of Funding Formula – Mr. Douglas, Mr. Groshans

3) Retention Task Force – Dr. Holcomb, Mr. Gaalswyk (Pages 5 – 5a)
   a) Fall Semester 2010 Initiative

4) Nebraska Educational Telecommunications Commission – Mr. Miller

5) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins, Mr. Daniels

6) Association of Community College Trustees – Dr. Perkins

L. Western Nebraska Community College Facilities – Mr. Knapper

1) Scottsbluff Campus Front Entrance
   a) Construction Update

2) Replacement of Gymnasium Flooring
   a) Construction Update

3) Sidney Campus Remodeling Project
   a) Construction Update
M. Western Nebraska Community College Facilities Corporation Annual Meeting

1) Call to Order – Ms. Wisniewski

2) Roll Call

3) Election of Officers
   a) President
   b) Vice President
   c) Secretary/Treasurer

4) Adjourn

N. Board Member Comments

O. President’s Comments

P. Upcoming Meetings

1) Association of Community College Trustees
   a) 2010 Annual Leadership Congress
      1) October 20 – 23, 2010
      2) Toronto, Canada

2) Western Community College Area Board of Governors
   a) Informal Meetings
      1) Budget Work Sessions
         A) August 18, 2010, 11:00 a.m. – Capital Construction Fund
         B) September 15, 2010, 10:30 a.m. – Final Review of All Budgets
   b) Public Hearings on Proposed 2010 – 2011 WCCA Budgets
      1) September 15, 2010, 1:00 p.m.
   c) Regular September 2010 Board Meeting
      1) September 15, 2010, immediately following the Public Hearings on the Proposed 2010 – 2011 WCCA Budgets
P. Upcoming Meetings - Cont

3) Nebraska Community College Association

   a) Regular Meetings
      1) Third Quarter Meeting
         A) August 8 and 9, 2010
         B) Southeast Community College – Beatrice Campus
      2) Annual Meeting/Legislative Seminar
         A) October 5 and 6, 2010
         B) Host: Western Community College Area

Q. Next Regular Meeting: Wednesday, August 18, 2010, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

R. Adjournment
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 1:03 p.m., on Wednesday, July 21, 2010, 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, July 17, 2010, with the following members present: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels, Merlyn L. Gramberg, L. Paul Leseberg, Dennis W. Miller, Jr., Jecca R. Ostrander, Darrell E. Roberts, Richard G. Stickney, Jane Wisniewski, Chairperson. Absent: Jack L. Nelson, M. Thomas Perkins. Student Representatives present: None. Faculty Representatives present: Guy Wylie, Scottsbluff Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Kathryn J. Shirley, Paul G. Jacobsen, Dayle L. Wallien, Garry R. Alkire, Judith L. Amoo, John D. Corum, Randall K. Sonnemaker, Carla Stein, Holly Sterkel. College Attorney present: Richard A. Douglas. A current agenda was available in the College President’s office and Board Secretary’s office on the Scottsbluff Campus at the time of the publicized notice.

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

VISITORS
Visitors were: Maunette Loeks, Scottsbluff.

COMMUNITY COMMENTS
Ms. Wisniewski asked for comments from the community. There were none.

BOARD CHAIRPERSON COMMENTS
Ms. Wisniewski announced that for public information there is a copy of the Nebraska Open Meetings Act available on the table at the back of the room.

Ms. Wisniewski acknowledged receipt of a thank you from Dr. Ely for the picture of the Board gave to her.

Ms. Wisniewski reported Mr. Nelson advised the Secretary that he would be unable to attend the meeting today because of Personal Business. Ms. Wisniewski reported Dr. Perkins advised the Secretary that he would be unable to attend the meeting today because of Personal Health.
Ms. Wisniewski reviewed the contents of the Consent Calendar which include the following items:

1) Agenda: July 21, 2010
2) Excuse Absent Board Members – Nelson, Perkins
3) Minutes
   a) Regular Meeting June 16, 2010
   b) Special Meeting, June 29, 2010
4) Claims
   a) WCCA Unrestricted Fund - $2,209,527.17
   b) WCCA Restricted Fund - $101,275.71
   c) WCCA Federal Fund - $5,869.62
   d) WCCA Agency Fund - $22,927.37
   e) WCCA Loan Fund - $0
   f) WCCA Plant Fund - $233,532.70
   g) WCCA Auxiliary Fund - $211,506.36
5) City Planning Commission Reports – Attachment A
6) Reports and Proposals
   a) From the Students
   b) From the Faculty
   c) From the Administration
   d) From the Board

Ms. Wisniewski inquired if there were any item(s) on the Consent Calendar which any Board member wished to have removed for separate consideration. Mr. Miller requested Item E-f-4 Reports and Proposals from the Board be extracted.

Mr. Daniels moved the Consent Calendar be approved as amended. Seconded by Mr. Leseberg. The vote was, Yes: Cervantes-Guzman, Daniels, Gramberg, Leseberg, Miller, Ostrander, Roberts, Stickney, Wisniewski. No: None. Absent: Nelson, Perkins. Motion carried.

Mr. Miller reported he requested Reports and Proposals from the Board be extracted to allow him to read a letter from Dr. Perkins.

Mr. Miller then read a lighthearted letter from Dr. Perkins explaining his absence from recent Board meetings; his experiences of having a mitral valve repaired (open heart surgery); and subsequently having a pacemaker inserted. Dr. Perkins concluded his letter as follows: “So when you see me next month you will see a person who has had a valve and ring job, supported by Gortex and wired and glued shut. You will have a battery operated Board member who
CONSENT CALENDAR
Consider Items Extracted
Cont

hopes that Energizer Bunny will keep on going and going and going."

The open heart surgery was performed on June 28, 2010, and the pacemaker was inserted on July 6, 2010. Dr. Perkins is home, is doing well and his recovery progress is exceeding the doctor's expectations.

Mr. Leseberg moved the Reports and Proposals from the Board be approved as presented. Seconded by Dr. Gramberg. The vote was, Yes: Daniels, Gramberg, Leseberg, Miller, Ostrander, Roberts, Stickney, Wisniewski. No: None. Absent: Nelson, Perkins. Motion carried.

BID CONSENT CALENDAR
Review Contents

There were no items on the Bid Consent Calendar.

PERSONNEL CONSENT
CALENDAR
Review Contents

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

1) Resignation(s): - None
2) Appointment(s):
   a) Ms. Elizabeth J. Most, Admissions Counselor, effective July 6, 2010, through June 30, 2011, salary to be prorated from an annual salary of $26,225.00.
   b) Mr. Randall K. Sonnemaker, Accounting Services Director, effective July 12, 2010, through June 30, 2011, salary to be prorated from an annual salary of $53,000.00.
   c) Ms. Rhonda K. Kinsey, Nursing Instructor, effective August 13, 2010, through May 17, 2011, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
3) Approval of Interim President Contract – Dr. Todd R. Holcomb, effective July 1, 2010, through June 30, 2010, (Compensation to be in accordance with the terms of the Employment Contract as prepared by College Counsel).

Ms. Wisniewski 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. Daniels moved the Personnel Consent Calendar be approved as presented. Seconded by Ms. Cervantes-Guzman. The vote was, Yes: Gramberg, Leseberg, Miller,

There were no items extracted from the Personnel Consent Calendar.

Ms. Wisniewski remarked the Early Bird Registration deadline for the Association of Community College Trustees 2010 Annual Leadership Congress is August 19, 2010. She reported that Dr. Perkins is an Associate Committee member so it will be necessary for him to attend the Congress. She inquired whether or not other Board members were planning to attend the Congress. Dr. Gramberg expressed interest in attending.

Ms. Wisniewski commented that during the Budget Work Session, there was discussion regarding how to best utilize the Board Travel Account. Discussion included whether travel to national and regional conferences should be rotated, and whether the number of Board members who attend should be limited. There was also discussion about the importance of staying in touch with other community college trustees, as well as community college issues both nationally and regionally. Board members suggested that Board travel should be reflective other budget reductions.

Mr. Miller moved the Board authorize travel for Dr. Perkins and Dr. Gramberg to attend the Association of Community College Trustees 2010 Annual Leadership Congress. Seconded by Mr. Daniels. The vote was, Yes: Leseberg, Miller, Ostrander, Roberts, Stickney, Cervantes-Guzman, Daniels, Wisniewski. No: None. Abstain: Gramberg. Absent: Nelson, Perkins. Motion carried.

Ms. Wisniewski reported the Strategic Planning Team should include representatives from the Board of Governors. It was suggested that four Board members be appointed to serve in that capacity. She reported it is important to have all geographic regions of the College area represented. Ms. Wisniewski reported Mr. Daniels and Mr. Miller are willing to serve on the Strategic Planning Team. As Board Chair, she will also represent the Board as a member of the Strategic Planning Team. Ms. Wisniewski reported further other Board members are giving consideration to serving in this capacity, but will need to check their schedule before making a final commitment.
It was suggested that an alternate Board member representative could be appointed. The Board also questioned whether or not it would be possible to conduct the Strategic Planning Team meetings through the use of video conferencing.

Mr. Roberts moved that Mr. Daniels, Mr. Miller and Ms. Wisniewski be appointed to serve as Board Representatives on the Strategic Planning Team. Seconded by Mr. Leseberg. The vote was, Yes: Miller, Ostrander, Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Leseberg, Wisniewski. Na: None. Absent: Nelson, Perkins. Motion carried.

The appointment of a fourth Board member to represent the Board will be made at the August Board meeting.

Ms. Wisniewski requested that Board members be thinking of individuals from their respective district to serve on the Strategic Planning Team. She commented the nominees should be supportive of the College, as well as positive solution, action driven, forward thinking individuals. It was pointed out that constituent representation should also be broad based from throughout the service area. It was also recommended that individuals with "an agenda" should not be considered for nomination to the Strategic Planning Team.

In response to a question from the Board, Ms. Wisniewski reported names should be submitted to Ms. Richards not later than August 1, 2010.

In response to a question from the Board, Mr. Gaalswyk, Strategic Planning Team Co-Chair, reported the Initial meeting of the Strategic Planning team will require a minimum time commitment of one evening and one day. The Leadership Team is suggesting the meeting be held on a Friday evening and all day on Saturday.

Board members suggested that a "position description" for members of the Strategic Planning Team be prepared and forwarded to Board members. Such a description would be helpful as constituents are contacted for nomination to the Strategic Planning Team.

Dr. Holcomb remarked it is possible for the College to pay mileage and room expense for Team members.
Ms. Wisniewski reported the Executive Council met earlier today to hear a proposal for a new College brand. Representatives from the administration, students and community shared the process and methodology that was used to determine the need for and development of an updated logo. They also presented a proposed new College logo.

Ms. Wisniewski asked Ms. Holly Sterkel, Marketing Manager, to present the report.

Ms. Sterkel reported in May 2009, a national community college consultant from Propeller Communications conducted a Brand Positioning Workshop. There were 12 internal and 12 external stakeholders representing students and alumni, faculty and staff, and community leaders who participated. Through a series of exercises, the group identified the College's visual assets and decided which ones possessed the most equity for the entire service area. Ms. Sterkel reported the entire group determined that the current College logo was not a recognizable visual asset for the college. The group identified key words or attributes that were mentioned by the various stakeholder groups. A Brand Positioning Statement was drafted as follows: "Western Nebraska Community College (WNCC) is a valuable resource with supportive faculty and staff dedicated to empowering and enriching our students and communities. We provide accessible opportunities for personal, professional, and cultural growth through higher education, career training, and community education in an innovative environment."

Ms. Sterkel reported the group was again divided into teams and using identical sets of universal word association cues, the nine key attributes in the statement were translated into colors, typography, logo and symbol rendering styles, photographic direction and layout composition. Each team presented their selections and rationale. It was important to the entire group that the updated logo, or brand, includes "WNCC" or "WN" in combination with the complete spelling of the College name. Also, the logo should: be open and not enclosed; in a shape to convey accessibility and opportunities; have a sense of movement to show innovative; and use a strong serif typeface to communicate that the College is valuable, supportive, empowering and enriching. It was agreed the logo should use the primary school colors of blue and gold. The group then studied other logos and chose a "standard" the updated College logo should meet. The consulting firm
developed six different updated logo solutions. As a group, facilitated by the consultant, the six updated logo solutions were reviewed using the decisions from the workshop to determine which was the most successful, most legible, and best met the directives. The most favored selection was provided to the facilitator along with suggested refinements.

Two weeks later a smaller group met to view and discuss each of the requested refinements. The logos were judged for legibility, multiple applications and successful communication of the College’s current attributes.

Ms. Sterkel then revealed the proposed new College Brand. She also presented how the logo could appear on various documents, apparel, and marketing materials.

Board members commented that now is an appropriate time to update the logo, as well as the fact that the current logo has no meaning.

Dr. Holcomb reported it has been 26 years since the logo was changed. He commented it is recommended that a brand (logo) should be updated every 12 to 15 years. He commented adoption of an updated logo will better represent, in a unified manner, the dynamic and respected institution that the College is.

Mr. Douglas commented that approval of an updated logo should be contingent upon both state and federal availability. If approved, he will file the necessary documents with the Nebraska Secretary of State and, if necessary, with the United States Patent and Trademark Office.

Ms. Wisniewski reported the Executive Council is recommending adoption of the updated College Brand as presented.

Mr. Miller moved the Board accept the recommendation of the Executive Council and adopt the updated College Brand contingent upon state and federal availability. Seconded by Ms. Ostrander. The vote was, Yes: Ostrander, Roberts, Stickney, Cervantes-Guzman, Daniels, Gramberg, Leseberg, Miller, Wisniewski. No: None. Absent: Nelson, Perkins. Motion carried. (A copy of the logo is attached in the official minute book.)
In response to a question from the Board, once the availability of the logo has been determined the College will begin to do a “soft roll out” of the new logo as new marketing materials and supplies of forms, stationery, etc. are replenished. There will be no “formal” unveiling of the new logo.

Mr. Miller reported the Board Policy Committee met earlier today to consider a revision to Board Policy #500.0750.78 – Senior Citizen Tuition Waiver. The policy as it is written allows persons who are 60 years of age or older to join the “Gold Card Club” and receive a tuition waiver for all non-credit community service classes as well as six credit hours per semester of College sponsored course work. Mr. Miller reported since non-credit classes are to be self-supporting, such a waiver creates a situation where a class is not then self-supporting. Therefore, the Board Policy is bringing forward a revision that would strike “for all non-credit community services classes, and” from the policy. Mr. Miller reported, pursuant to Board Policy #830.1600.79 – Policy Revision and Suspension, the Board Policy Committee is presenting Board Policy #500.0750.10 – Senior Citizen Tuition Waiver for Board member consideration. Action on the revised policy will occur at the August Board of Governors meeting.

Mr. Miller asked Mr. Groshans for any additional comments.

Mr. Groshans remarked that during funding formula discussions the Chief Executive Officers were concerned about tuition revenue being less than twenty percent. Both the Mid-Plains Area and the Western Area fall below 20 percent. The proposed revision will be helpful as the College works to increase the percentage of revenue received from tuition.

Ms. Wallien thanked the Board for the opportunity to share the results of the 2009 – 2010 Foundation Annual Campaign. She reported the WNCC Foundation 2009 – 2010 Annual Campaign raised $109,583.00 which surpassed the campaign goal by $34,583.00.

Ms. Wallien reported the success of the campaign was a collective effort by the campaign committee members led by Ms. Judy Chaloupka, as Campaign Chair; the Foundation Board; the volunteers who solicited funds to benefit the College; the College employees who supported the Foundation; and the generous supporters of the College in western Nebraska. Ms. Wallien extended a thank you to
the Board members and others in the Boardroom who assisted with and donated to the campaign. She commented that Mr. Daniels and Dr. Perkins were great volunteers.

Ms. Wallien explained that the $109,583.00 that was raised for the annual fund was not the total funds donated to the Foundation. She reported the Foundation administered $328,000.00 in student scholarships in 2009-2010. She commented that a more complete picture will be available when the audited financial statements are completed.

Ms. Wallien reported the Foundation Board has established a goal of $125,000 for the 2010 - 2011 Annual Campaign. Ms. Wallien referred Board members to the mailed packet which includes a synopsis of the 2010 - 2011 goals for the Foundation. The overarching goals are: 1) Increase and improve fundraising strategies; 2) Enhance on-campus giving to the Foundation; 3) Continue building an alumni program to increase alumni giving; 4) Continue building an effective donor stewardship program; 5) Strengthen the Foundation Board; and 6) Improve Foundation Administrative Operations. Ms. Wallien reported two new ad hoc committees were formed to help achieve these goals: special events committee and an alumni committee. She commented that Mr. Daniels will serve on the alumni committee, and Ms. Cervantes-Guzman will serve on the special events committee.

Mr. Daniels reported that as a Board representative on the Foundation Board, he thanked Ms. Wallien for all of her hard work. He commented Ms. Wallien is doing a wonderful job as the Executive Director of the Foundation.

Ms. Cervantes-Guzman remarked that she appreciates the leadership Ms. Wallien is providing for the Foundation.

Ms. Wisniewski remarked she was both surprised and pleased as she was soliciting funds for the benefit of the Foundation. Everyone whom she approached was willing to support the Foundation. She commented this has not been the case when she has solicited funds for other organizations.

Mr. Douglas reported he and Mr. Groshans attended a meeting of the College Presidents on July 9, 2010, in Grand Island. The purpose of the meeting was to continue the discussion of development of a new funding formula.
Mr. Douglas reported he stressed the need for the Western Area to have a formula with base driven amounts, rather a formula which "chases" Full-time Equivalent enrollment production. He also pointed out another problem is that the Western Area has the lowest assessed valuation of the six community college areas. Mr. Douglas further explained the Western Area expends funds for bond payments, and rent payments to the City of Alliance and the City of Sidney. The other five community college areas have no bond payments. He also stressed the fact that the Western Area would be more at risk than the other areas if there is a decrease in state-aid.

Mr. Douglas reported after considerable discussion, it was agreed to move forward with a base driven approval.

Mr. Douglas reported there will be another meeting next week, in McCook to continue discussion.

Mr. Groshans commented that over the last three or four meetings, all six area representatives have begun to "buy into" the idea of a base budget. He believes there is support for a base driven concept.

Dr. Holcomb reported that Mr. Douglas, Mr. Groshans and Mr. Knapper have kept him informed of the funding formula discussions. He acknowledged Mr. Knapper’s work to provide the financial data that was requested.

In response to a question from the Board regarding what will happen after the Council of Chief Executive Officers reaches an agreement, Mr. Douglas reported the agreement will be presented to each area Board of Governors for approval. If the six areas agree or if there is no agreement, the funding formula will be presented to the Education Committee of the Nebraska Legislature.

There was discussion concerning a "FTE" driven formula. It was pointed out the smaller schools cannot compete with the colleges that have a larger population base from which to draw enrollment. It was reported that the Metro Area’s enrollment increased 20 percent in 2009-2010 and is projected to increase by a similar percentage in 2010-2011.

Mr. Douglas commented the development of a funding formula is moving forward; however, it is a tough exercise. He commented it is important for the Western Area to remain firm in supporting a base driven concept.
Ms. Wisniewski declared a ten minute recess at 2:05 p.m.

Ms. Wisniewski declared the Open meeting in session at 2:16 p.m.

Mr. Gaalswyk reported the College Retention Taskforce was formed based on the concerns which were identified in the report presented in by Mr. Dennis Jones, President of the National Center for Higher Education Management Systems. Mr. Gaalswyk reported the members of the Retention Taskforce have been working diligently to understand and bring forward solutions to affect the College’s retention rates. Members of the Retention Taskforce are: Mr. Garry Alkire, Dr. John Corum, Ms. Hallie Feil, Ms. Jackie Jacobsen, Dr. Paul Jacobsen, Ms. Ce Merrigan, Ms. Veronica Miller, Dr. Scott Schaub, Ms. Carla Stein, Dr. Todd Holcomb and himself. Mr. Gaalswyk reported the taskforce has determined a multi-phased approach will be necessary to address the many complexities of retention.

Mr. Gaalswyk presented a summary of College retention data and a Fall Semester 2010 retention pilot project. The Fall Semester 2010 Initiative represents the first phase of a comprehensive retention strategy. Dr. Holcomb will share his vision for the other phases to be addressed by the Taskforce.

Mr. Gaalswyk reported the College’s fall-to-fall retention rates tend to be lower than the College peer institutions’ rate. The College’s rate has varied from a low of 41.3 percent for the Fall 2005 to Fall 2006 cohort to a high of 54.8 percent for the Fall 2006 to 2007 cohort. The latest data for the Fall 2008 – 2009 is 49 percent for the College compared to an average of 61 percent for the College’s IPEDS peer group.

Mr. Gaalswyk reported the Taskforce also reviewed two other measures of retention, the fall semester to spring semester rates, and the within term retention rate. He reported the fall to spring retention rates varied from a low of 71.8 percent for the Fall 2005 to Spring 2006 semesters to a high of 80.3 percent for the Fall 2004 to Spring 2005 semesters. The College’s most current retention rate for the Fall 2009 to spring 2010 semester was 80.2 percent. Comparative peer group information is not yet available.

Mr. Gaalswyk reported the Taskforce took a slightly different approach to within term rates and examined data
specific to when students tend to drop classes within a traditional semester. During the past three fall semesters, the student body has dropped an average total of 985.5 credit hours during the traditional semester. Fifty-seven percent of those credit hours were dropped within the first 14 days of the semester. During the past three spring semesters, the student body has dropped an average total of 736.1 credit hours over the traditional semester. Fifty-two percent of those credit hours were dropped within the first 14 days of the semester. Mr. Gaalswyk commented that the data is very clear, over 50 percent of the credit hours dropped within a semester occurs within the first two weeks.

Based on the data, the members of the Taskforce believe the within-term retention rates should be the first phase of to be addressed by an "Early Alert Model" wherein: 1) an immediate institutional response is generated for students who are starting to disengage from their academic pursuits; 2) college personnel familiar with our systems and services are enabled to contact students during non-regular business hours to capture the voice of the students as to the reasons why they are becoming disengaged; and 3) the college personnel will connect those "at risk" students to the appropriate support systems within the College and the community.

Mr. Gaalswyk reported an "Early Alert System" will be implemented for the Fall Semester 2010. The Student Action Form (XACT) that the College has had in place for quite some time will be expanded and re-promoted to the faculty and student support personnel. This electronic process enables a rapid institutional response for immediate evidence of student disengagement. In this process, a faculty or student support staff member will initiate a report using the Student Action Form. The report will then be sent to a new team of part-time Retention Liaisons. The liaisons are charged with making contact with the at-risk student to determine his/her reasons for disengagement, connecting the student with the appropriate College and/or community support services and functions, working with College staff to facilitate the means for the student to maintain active enrollment status, and compiling data received from student contact efforts. This data will then be reported to a Retention Coordinator.

Mr. Gaalswyk reported the Retention Liaisons will be lead by a part-time Retention Coordinator who will be responsible for: training the Retention Liaisons; reviewing Early Alert
Reports on an on-going basis; coordinating the reports and sharing the information with the liaisons; compiling student reported data received from the liaisons; and, serving as a member of the Retention Taskforce.

Mr. Gaalswyk reported that at the beginning of the 2010 Fall Semester, faculty and staff members will receive updated guidelines and training concerning the use of the Early Alert System. The College Retention Liaisons will be working additional evening hours to facilitate ease of communication with students. It is anticipated a large number of reports will be generated within the first two weeks of the semester and again at mid-term.

Mr. Gaalswyk reported the initiative also includes a between-term and between-year retention objective where the Retention Coordinator and the Retention Liaisons will be instrumental in contacting students who were enrolled for the fall semester, but have not enrolled for the spring semester, or failed to register for the following fall term.

Mr. Gaalswyk reported the success of the first phase of the Retention Initiative will be measured by the data already examined. There is baseline data available for within-term and between-term retention. The Taskforce will continue to meet and review the success of the Retention Liaison model and continue with other phases.

Dr. Holcomb reported that he met with Mr. Hovey, College Registrar to review the results of three studies the College has engaged in: Best Practices – ACT’s 2010 College Retention Study, College Board 2009, Noel Levitz 2007. Five top retention strategies are identified: 1) advising; 2) early alert system; 3) faculty involvement; 4) personal contact with students and 5) student support services. He reported the College is engaged in three of the top five retention strategies: advising, early alert system, and faculty involvement. Dr. Holcomb reported that in the future the administration will be examining the academic advising process, summer orientation, and a better tracking of student success through research and assessment. Additionally, a policy for students placed on academic suspension or probation will be instituted and the implementation of Learning Communities, college success courses and mandatory career counseling will be examined.

Dr. Holcomb reported further in addition to the initiatives mentioned, the College will examine intrusive advising and
the advising system, first year learning initiatives and transition programs, and how to assess and better understand the needs of students with learning disabilities to help them succeed in college. The administration will also examine matriculation and retention of dual credit students. The community based support systems available to students will also be reviewed.

Dr. Holcomb commented that the College's between term and in-term rates are "not bad."; however, he believes the College should and can be better than average.

The Board commented on the need for contact with the public schools to discuss better preparation for student success in college level classes.

The Board members commended the College staff for the work that is being done to improve the retention rates, as well as assist students with their particular needs.

Mr. Miller reported the Nebraska Educational Telecommunications Commission met on June 24, 2010. The Commission approved the 2011 Budget. He commented that as with other public funded agencies there are fewer dollars available. As a result of the tough economic times, there is a possibility that two stations may "go dark" in the future.

He reported the Nebraska Educational Telecommunications is in the process of changing the method of distributing the signal. The signal will change to terrestrial (broadband lines) rather than through Nebraska satellite distribution.

Dr. Gramberg reported the Nebraska Community College Association Board of Directors will hold a Board Retreat and Third Quarter meeting on August 8 and 9, 2010. The meeting will be held in Grand Island. The Board will meet for dinner on Sunday evening, August 8, 2010. The work session will begin at 8:00 a.m., on Monday, August 9, 2010, and is scheduled to adjourn at noon. The Third Quarter meeting of the Board of Directors will begin immediately following adjournment.

Dr. Gramberg reported there will be two facilitators at the work session to assist the Board in the review and consideration of revisions to the structure and responsibilities of the Association.
Dr. Gramberg reported that, as of this time, a keynote speaker for the Annual meeting has not been determined. Although several nationally known speakers have been contacted, to date, the Association has not received a response. Dr. Gramberg commented the 2010 Annual Meeting is the 30th Anniversary of the Association. The Western Area is the host for the 2010 Annual meeting.

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

Mr. Knapper reported the Scottsbluff Campus Front Entrance Renovation project was scheduled for completion on July 31, 2010. As a result in a small modification to add a receiving room, the completion will be delayed a few days. There also has been some delay as a result of the weather. Mr. Knapper reported the contractor has two crews working on the project to ensure completion prior to the start of the 2010 Fall Semester.

Mr. Knapper reported the replacement of the gymnasium flooring is nearing completion. In response to a question from the Board regarding the floor being slightly higher than the cement area around it, Mr. Knapper reported a metal transition plate that will ramp down is being fabricated. This will also allow the bleachers to be fully extended onto the floor.

Mr. Knapper reported there are two renovation projects taking place at the Sidney Campus. One project is to replace the counter tops in the Science area. The second project is to remodel the Cosmetology area to provide space for a pedicure station and also a facial massage area.

Ms. Wisniewski called the annual meeting of the Western Community College Facilities Corporation in session at 2:45 p.m.

The Waiver of Notice of the Meeting of the Board of Directors of the Western Nebraska Community College Facilities Corporation was signed by the directors and placed in the record.

The following directors were present at the meeting: Jacqueline M. Cervantes-Guzman, Timothy H. Daniels,
The chair stated that the next order of business to come before the Board of Directors was the election of officers.

Mr. Daniels moved the following persons be elected to the offices set forth opposite their respective names to serve in such capacities at the pleasure of the Board until the next annual meeting of the Board and until their successors are duly elected and qualified.

Jane Wisniewski  President
Dennis W. Miller, Jr.  Vice President
Todd R. Holcomb  Secretary/Treasurer

Seconded by Dr. Gramberg. The vote was, Yes: Cervantes-Guzman, Daniels Gramberg, Leseberg, Miller, Ostrander, Roberts, Stickney, Wisniewski. No: None. Absent: Nelson Perkins. Motion carried.

There being no further business to come before the meeting of the Board of Directors. Ms. Wisniewski declared the meeting of the Western Nebraska Community College Facilities Corporation adjourned at 2:46 p.m.

Ms. Wisniewski declared the Open meeting of the Western Community College Area Board of Governors in session at 2:46 p.m.

Ms. Wisniewski asked for Board member comments. There were none.

Ms. Wisniewski asked for President’s Comments.

Dr. Holcomb reported Mr. Gaalswyk and Mr. Alkire are serving as the co-chairs for the Strategic Planning Team. He reported the Initial meeting for the Strategic Planning Team is tentatively scheduled for the end of August or early September.

Dr. Holcomb reported he is planning to visit personally with each of the Board members. In the next few weeks, Ms. Richards will be contacting Board members to schedule
appointments for the visits. Dr. Holcomb commented the appointments will be planned to accommodate the Board member’s schedule.

Dr. Holcomb reported enrollment is strong for the Fall 2010 semester. At this time, there are 104 more students enrolled compared to the Fall 2009 semester.

Dr. Holcomb reported a ribbon cutting ceremony to celebrate the completion of the front entrance on the Scottsbluff Campus is being planned. The ceremony will be held to coincide with the date of the August Board of Governors meeting.

Dr. Holcomb reported the President’s Cabinet met last week in the Lower Bay area of the Harms Advanced Technology Center. The meeting included a one and one-half hour discussion about utilization of the area. Dr. Holcomb reported Dr. Shirley, Mr. Gaalswyk, and Mr. Mader are working hard to “get the bays filled” for the Fall Semester.

Dr. Holcomb asked if the Board members had any questions.

In response to a question from the Board, Dr. Holcomb reported the first three weeks as Interim President have been great as well as very busy.

Ms. Wisniewski reminded Board members of the following upcoming meetings:

1) The Association of Community College Trustees 2010 Annual Leadership Congress to be held on October 20 – 23, 2010, Toronto, Canada. Earlier in the meeting the Board authorized the Board travel for Dr. Gramberg and Dr. Perkins to attend the Congress. Ms. Richards will register them for the conference and make room reservations.

2) Western Community College Area Board of Governors
   a) Informal Meetings
      1) Budget Work Sessions
         A) August 18, 2010, 11:00 a.m. – Capital Construction Fund
         B) September 15, 2010, 10:30 a.m. – Final Review of All Budgets
      b) Public Hearings on Proposed 2010 – 2011 WCCA Budgets
         1) September 15, 2010, 1:00 p.m.
UPCOMING MEETINGS
Cont

c) Regular September 2010 Board Meeting
   1) September 15, 2010, immediately following the
      Public Hearings on the Proposed 2010 – 2011
      WCCA Budgets
   3) Nebraska Community College Association
      a) Regular Meetings
         1) Work Session and Third Quarter Meeting
            A) August 8 and 9, 2010
            B) Central Community College - Grand Island
               Campus
         2) Annual Meeting/Legislative Seminar
            A) October 5 and 6, 2010
            B) Western Community College, Scottsbluff Campus
            C) Host: Western Community College Area

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, August 18, 2010, at 1:00 p.m., in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, NE.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 2:52 p.m.

Jane Wisniewski, Chairperson

Coral E. Richards, Secretary
CITY PLANNING COMMISSION REPORTS

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

   a) The application of Ross Lehmkuier for a Special Permit for a Dog Kennel at 813 17th Avenue, Sidney, NE.

2) a) Notice of Public Hearing of the City Council of the City of Alliance City whether property generally along the east side of Highway 385 from 10th Street south to the Corporate Limits, along the Corporate Limits south of Kansas Street, including all the area on both sides of 3rd Street between Highway 386 and Cody Avenue, and all the land south of 3rd Street from Highway 385 east of Cody Avenue, Alliance, Box Butte County, Nebraska, should be declared a substandard and blighted area in need of redevelopment for the purpose of the Community Development Law.

July 2010