PROPOSED AGENDA

A. Call to Order, Mr. Daniels

B. Roll Call

C. 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, October 21, 2015
      d) Claims: (Enclosure)
         1) WCCA Unrestricted Fund - $2,415,250.04
         2) WCCA Restricted Fund - $20,690.25
         3) WCCA Federal Fund - $4,870.50
         4) WCCA Agency Fund - $22,202.14
         5) WCCA Loan Fund - $1,000.00
         6) WCCA Plant Fund - $280,184.20
         7) WCCA Auxiliary Fund - $118,884.66
      e) City Planning Commission Reports
      f) Authorization for Board Member Travel
         1) ACCT 2016 Community College National Legislative Summit
            A) Dr. Perkins
      g) Reports and Proposals
         1) From the Students
         2) From the Faculty
         3) From the Administration
         4) From the Board

REGULAR MEETING

November 18, 2015

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

(Pages 1 - 1u)
(Pages 14 - 15)
(Pages 15 - 16)
(Pages 16 - 17)
(Pages 17 - 20)
(Attachment)
(Pages 2)
WCCA Board of Governors
Page 2
Agenda - November 18, 2015

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) #16-EQ-11 – Stryker Endoscopy Tower
   b) #16-SE-12 – Adobe Renewal (Pages 3 – 3a)

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) Ms. Maricia Guzman, Admissions Counselor (Handout)
      2) Ms. Cecilia Merrigan, TRIO Programs Director (Page 4)
      3) Ms. Melissa J. Schaub, Nursing Instructor (Page 4a)
      4) Dr. James I. Schmucker, CollegeNOW Director (Handout)

   b) Appointment(s):
      1) Dr. Kimberly J. Kuster Dale, Executive Vice President (Pages 4b – 4g)
      2) Ms. Erin R Huddleston, Student Services Coordinator (Pages 4h – 4k)
      3) Ms. Pamela J. Zitterkopf, Nursing Instructor (Pages 4L – 4p)

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

H. Western Community College Area Board of Governors – Mr. Daniels

1) Discussion of Board Retreat

I. Monitoring Reports

1) Presentation: NPPD Scholarship – Ms. Terry Rajewich
WCCA Board of Governors
Page 3
Agenda - November 18, 2015

I. Monitoring Reports – Cont.

2) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins
   a) Report from Executive Director, Mr. Dennis Baack

3) Standard Response Protocol for Students and Staff – Mr. Groshans, Ms. Tylee  (Pages 5 – 5a)

4) 2014 – 2015 Audited Annual Reports – Mr. Knapper, Mr. Koehler  (Handout)
   a) F.T.E
   b) Financial

5) Association of Community College Trustees – Dr. Perkins
   a) Letter of Support for Mr. Kent Miller’s Candidacy for the Association of Community College Trustees Director from the Western Region  (Page 6)
   b) Leadership Governance Institute
      1) December 3 and 4, 2015 (Postponed)
      2) Possible Dates to Reschedule
         a) January 13 and 14, 2016
         b) February 18 and 19, 2016
         c) February 25 and 26, 2016
         d) March 24 and 25, 2016
      3) Fairfield Inn, Grand Island, NE

J. Board Member Comments

K. President’s Comments

L. Executive Session

1) 2016 – 2017 Collective Bargaining

2) Report on Claim filed by Mr. Vernes Rasidkadic
M. Upcoming Meetings and Events

1) Association of Community College Trustees
   
a) 2016 National Legislative Summit
   1) February 8 – 11, 2016
   2) Marriott Wardman Park Hotel
   3) Washington, DC
   b) 2016 Annual Leadership Congress
   1) October 5 – 8, 2016
   2) Hilton New Orleans Riverside
   3) New Orleans, Louisiana

2) Nebraska Community College Association
   
a) 2016 Regular Meetings
   1) First Quarter Meeting
      A) January 22, 2016
      B) Lincoln, Nebraska
   2) Second Quarter Meeting
      A) May 2, 2016
      B) Lincoln, Nebraska
   3) Third Quarter Meeting
      A) August 1, 2016
      B) Lincoln, Nebraska
   4) Fourth Quarter Meeting (Annual Meeting)
      A) November 7, 2016
      B) Central Area

N. Next Regular Meeting: Wednesday, December 16, 2015, 1:00 p.m., Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska

O. Adjournment

MISSION STATEMENT:

"WNCC assures learning opportunities for all – enriching lives, invigorating communities, creating futures"
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

ROLL CALL
Wednesday, November 18, 2015, 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, November 14, 2015, with the following members present:

NOTICE OF MEETING

QUORUM
Mr. Daniels declared a quorum was present for the trans- action of business.

COMMUNITY COMMENTS
Mr. Daniels asked for comments from the community.

Mr. Daniels reminded community members who wish to make comments, that pursuant to Board Policy #830.1000.79, each speaker will be limited to a five minute presentation. There were no community comments.

BOARD CHAIRPERSON
Mr. Daniels 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.

COMMENTS
Mr. Daniels welcomed Mr. William A. Loring, the Sidney Campus Faculty Representative. He also welcomed Ms. Rose Nelson, Sidney Campus Student Representative.
Mr. Daniels acknowledged receipt of thank you letters from students who received College scholarships for the 2015 – 2016 academic year. Scholarships included are: ACT, Board of Governors, Harlan Cooper, Ann Mitchell, Vice President of Student Services and WNCC. The letters are located on the table at the back of the room for Board member perusal.

Mr. Daniels reviewed the contents of the Consent Calendar which include the following items:

1) Agenda, November 21, 2015
2) Excuse Absent Board Member(s) – None
3) Minutes
   a) Regular Meeting, October 21, 2015
4) Claims:
   a) WCCA Unrestricted Fund - $2,415,250.04
   b) WCCA Restricted Fund - $20,690.25
   c) WCCA Federal Fund - $4,870.50
   d) WCCA Agency Fund - $22,202.14
   e) WCCA Loan Fund - $1,000.00
   f) WCCA Plant Fund - $280,184.20
   g) WCCA Auxiliary Fund - $118,884.66
5) City Planning Commission Reports – Attachment A
6) Authorization for Board Member Travel
   a) ACCT 2016 Community College National Legislative Summit
      1) Dr. Perkins
7) Reports and Proposals
   a) From the Students
   b) From the Faculty – Attachment B
   c) From the Administration
   d) From the Board

Mr. Daniels 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.

Dr. Gramberg moved the Consent Calendar be approved as presented. Seconded by Mr. Savelly. The vote was, Yes: Gramberg, Klemke, Marcy, Packard, Perkins, Perinski, Savelly, Shaver, Stickney, Walworth, Daniels. No: None. Absent: None. Motion carried.

There were no items extracted from the Consent Calendar.
Mr. Daniels reviewed the contents of the Bid Consent Calendar which include the following bids:

1) #16-EQ-11 – Stryker Endoscopy Tower – Attachment C
2) #16-SE-12 – Adobe Renewal – Attachment D

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

Mr. Stickney moved the Board approve the Bid Consent Calendar as submitted. Seconded by Ms. Marcy. The vote was, Yes: Klemke, Marcy, Packard, Perkins, Perlinski, Savely, Shaver, Stickney, Walworth, Gramberg, Daniels. No: None. Absent: None. Motion carried.

There were no items extracted from the Bid Consent Calendar.

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

1) Resignation(s):
   a) Ms. Maricia Guzman, Admissions Counselor, effective last working day December 24, 2015.
   b) Ms. Cecilia Merrigan, Trio Programs Director, effective January 4, 2016
   c) Ms. Melissa J. Schaub, Nursing Instructor, effective December 17, 2014.
   d) Dr. James I. Schmucker, CollegeNow Director, effective last working day December 24, 2015.

2) Appointment(s):
   a) Dr. Kimberly J. Kuster Dale, Executive Vice President, effective January 4, 2016 through June 30, 2016, salary to be prorated from an annual salary of $140,000.00.
   b) Ms. Erin R. Huddleston, Student Services Coordinator, effective November 30, 2015, through June 30, 2016, salary to be prorated from an annual salary of $38,298.00.
   c) Ms. Pamela J. Zitterkopf, Nursing Instructor, effective January 7, 2016, through May 17, 2016, salary to be determined in accordance with the provisions of the WCCA Negotiated Agreement.
Mr. Daniels 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.

Ms. Walworth moved the Personnel Consent Calendar be approved as presented. Seconded by Ms. Klemke. The vote was, Yes: Marcy, Packard, Perkins, Perlinski, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Daniels. No: None. Absent: None. Motion carried.

There were no items extracted from the Personnel Consent Calendar.

Mr. Daniels reported that he and Dr. Holcomb have been discussing the possibility of having a Board Retreat or workshop session to discuss issues involving the College. They discussed the possibility of holding such a meeting in May 2016. Mr. Daniels asked Mr. Kelly to explain how such a meeting would comply with the open meetings law.

Mr. Kelly explained the question of compliance with the open meeting law is what will be discussed at the meeting. If the Board is discussing how to understand and more effectively perform their "job" as a Board member, then notice would not be required. However, if the Board is discussing public business, goals, needs, long-range planning, or any matter that could result in the formation of tentative policy, even if no vote is taken, notice of the meeting is required by the open meetings law. Mr. Kelly remarked notice of the Informal meetings for the purpose of the budget workshops is published and there is little, if any, level of outside participation. Mr. Kelly suggested that notice of the meeting be published to allow for open discussion of any topics that could possibly lead to the formation of tentative policy.

Mr. Daniels inquired of Board members whether there was any interest in holding an Informal workshop to discuss issues important to the College. He inquired further if Saturday would be an acceptable day for the meeting.

Board members discussed the value of such a meeting to provide more open time to discuss issues, and develop camaraderie. When the Board met with Dr. Holcomb to review his evaluation, there was discussion regarding holding a workshop meeting. Board members discussed that it has
been a long time since the Board has held a work session on a day other than the Regular meeting day. It was suggested there are a myriad of topics that could be discussed.

Board members stressed the importance of having all Board members participate.

It was mentioned May is a busy month, especially so, with many high school graduation ceremonies held on Saturday.

Board members suggested the Chairperson and College President decide on the kinds of topics, and put together a possible agenda. Mr. Daniels remarked he would welcome Board member input of topics to include in the agenda.

Mr. Daniels remarked further discussion of a work session meeting will be a topic for the December 16, 2015, Regular meeting agenda.

Mr. Daniels introduced Ms. Terry Rajewich, Nebraska Public Power District Account Manager.

Ms. Rajewich thanked the Board for a "great dinner", and commented it is always her pleasure to present scholarship funds raised by the golf tournament. Ms. Rajewich reported for the past twenty-four years, Nebraska Public Power District and Wells Fargo Bank have sponsored a golf tournament with the proceeds divided between the professional golfers who participate in the tournament and Nebraska's five community colleges that are within the Nebraska Public Power District service area. Ms. Rajewich reported a total of $1,339,571.00 has been raised and the Western Area has received a total of $266,385.00. Ms. Rajewich reported this year she is pleased to present a check in the amount of $15,600.00 to be used to benefit students at the Alliance, Scottsbluff and Sidney campuses.

Ms. Rajewich commented that Nebraska's economy is stronger because of the education that community colleges provide. Additionally, Nebraska Public Power District is stronger for having hired several community college graduates.
Ms. Rajewich presented Mr. Daniels with a check, which represents the Western Area’s share of the funds raised during the 2015 golf tournament.

On behalf of the Board, administration, staff and students, Mr. Daniels thanked Ms. Rajewich. He remarked the College is grateful to Wells Fargo Bank and Nebraska Public Power District for hosting the tournament that provides scholarship funds for the benefit of community college students.

Dr. Perkins introduced Mr. Dennis Baack, Executive Director of the Nebraska Community College Association.

Mr. Baack thanked the Board members for the opportunity to meet with them. He is making his annual fall visit to area board meetings. Mr. Baack commented he has been meeting with the area boards for twenty-three years.

Mr. Baack thanked the Western Area for hosting the 2015 Annual meeting of the Nebraska Community College Association. He remarked the attendance was excellent and the presenters were excellent. On Monday afternoon, Dr. Michael Baumgartner, Executive Director of the Nebraska Coordinating Commission for Postsecondary Education, spoke about the role of the coordinating commission, and Dr. Juliann Sebastian, Dean and Professor of the University of Nebraska Medical Center, College of Nursing, addressed rural health needs. On Tuesday morning, Mr. Chuck Underwood, Founder/Principal of Consulting Firm, The Generational Imperative, was the keynote speaker.

Mr. Baack thanked Platte Valley Bank for underwriting $5,000 of Mr. Underwood’s speaker’s fee/expenses. In the afternoon, Mr. Underwood met with Platte Valley Bank personnel.

Mr. Baack reported the next meeting of the Board of Directors will be held on Friday, January 22, 2016. This date is right after the 10th day of the 2016 Legislative Session, which is the last day for bills to be introduced. The Board of Directors will consider the Association’s position (support, oppose, monitor) on the introduced bills.
Mr. Baack reported the Council of Chief Executive Officers has been working on ways to change the funding formula. Mr. Baack reported Metro Community College has been a part of the discussions. He commented the proposed revisions will require the State to put in an additional $16 million dollars. Mr. Baack commented the Economic Forecasting Advisory Board is projecting a $132 million revenue shortfall. The Board will meet again in February. The reduced projections included decreases in sales and use taxes and decreases in corporate income tax. Mr. Baack commented farm income is down. Mr. Baack reported adjustments to the funding formula do not have to be done this year, and could possibly wait for up to two years.

Dr. Holcomb remarked he is very concerned about how the impact of a projected shortfall in state revenue will affect changes to the funding formula. He commented decisions regarding the funding formula need to be made soon.

Mr. Baack reported the Association has no other legislation ready to introduce at this time. There is some discussion about whether or not to introduce legislation that would change the probationary period for faculty from two to three years.

In response to a question from the Board, Mr. Baack remarked the holdup has been that the Nebraska State Education Association has opposed such legislation. He commented a three year probationary period is better for both the faculty members and the institutions.

Dr. Holcomb reported the Western Area faculty association is in favor of a three-year probationary period, and is willing to raise the issue through the state association. Mr. Baack remarked, if all faculty associations would support the measure, it would be easier to get the legislation passed.

Mr. Baack asked for questions from the Board. He commented he would be leaving the meeting to travel to North Platte to meet with the Mid-Plains Board of Governors.

Mr. Daniels thanked Mr. Baack for his report.

Mr. Groshans reported that the safety of students and staff is of extreme importance to College administration. He reported there are response mechanisms in place and the College makes every effort to ensure safety.
Mr. Groshans introduced Ms. Katrina S. Tylee, Environmental Health and Safety Coordinator. Ms. Tylee joined the College staff last March (2015) bringing experience and new ideas to advance safety.

Ms. Tylee reported she has been working with first responders, faculty members, students, and staff as well as making presentations during new student orientation sessions about the Standard Response Protocol in an emergency situation. Ms. Tylee commented she would present a very condensed version of the presentation for faculty and students.

Ms. Tylee shared a video presentation provided by the "I Love U Guys" Foundation, which is designed to help schools and businesses respond to emergency situations. The Standard Response Protocol is based not on specific scenarios but on the response to any given situation. There are four specific actions that can be performed in response to an incident. The four actions are: Lockout; Lockdown; Evacuate; and Shelter. Each action is identified by a "Term of Art" and specific directives in response to the situation.

Ms. Tylee referred Board members to the mailed packet which contains a black and white copy of the poster that is going up around the campuses. The posters are color coded and identified with an icon: Lockdown is a red circle with a padlock symbol meaning doors are locked, lights are off and individuals are out of sight; Lockout is a blue circle with a hands symbol, meaning secure the perimeter; Evacuate is a green circle with a person symbol meaning to go to an announced location; and Shelter is a yellow circle with a roof and person symbol meaning to follow direction given for self-protection.

Ms. Tylee asked for questions from the Board.

In response to a question regarding protocol in open spaces such as the gym and library, Ms. Tylee reported the response protocol would depend on the exact situation. In a lockdown situation the police have to open the door.

In response to a question about off-campus designated sites, Ms. Tylee responded they have yet to be determined.
In response to a question about drills, Dr. Holcomb reported there have not been any drills since this Standard Response Protocol model became available.

Mr. Groshans remarked Ms. Tylee is also chairperson of the College Safety Committee. She has a big job and she is working hard to ensure safety.

The Board members commended the College administration and Ms. Tylee for the work being done to increase student and staff safety.

Mr. Knapper reported Mr. Kevin Sylvester, with Dana Cole and Company, met with the Audit Committee earlier today to review the 2014 – 2015 Audited Annual Reports for Full-Time Equivalent Student Enrollment and the Financial Statements.

Mr. Knapper referred Board members to the handout materials which include the "Statements of Reimbursable Full-Time Student Enrollment and Reimbursable Education Units, June 30, 2015 and 14."

Mr. Knapper directed the Board members attention to the Independent Auditors' Report which states "We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions," and "...the enrollment statements referred to above present fairly, in all material aspects, the reimbursable full-time equivalent student enrollment and reimbursable educational unit consisting of only courses listed on the Master Course List of Western Community College Area, as of June 30, 2015 and 14, in accordance with Nebraska Community College Annual State Aid Enrollment Audit Guidelines and Process as described in Note 1."

Mr. Knapper reviewed the Full Time Equivalent Student Enrollment and Reimbursable Educational Units for 2015 and 2014. He commented these numbers are key as they are used to calculate the College's state-aid revenue. The total Reimbursable Full Time Equivalent Student enrollment for 2014 is 1,828.83 and for 2015 is 1,750.09. The Reimbursable Educational Units for 2014 is 2,604.94 and for 2015 is 2,423.94. Mr. Knapper reported notes and supplementary data is also included within audited report. Mr. Knapper referred Board members to the "Independent Auditors' Report on Internal Control over Enrollment Reporting and on Compliance and Other Matters..." which states "The results
of our test disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. Mr. Knapper reported the College received a clean audit and an unqualified opinion on the "Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units – June 30, 2015 and 2014.

Mr. Knapper referred Board members to the "Western Community College Area Financial Statements, June 30, 2015 – 2014" included with the handout materials. He reviewed the Table of Contents. He commented Management's Discussion and Analysis describes in more layman terms and narrative the College's financial performance during the fiscal year ended June 30, 2015. Mr. Knapper referred Board members to the "Independent Auditors' Report" which states "Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America:..." and "We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion." The Auditors' Report states further "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities and discretely presented component unit of Western Community College Areas as of June 30, 2015, and the respective changes in financial position and cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America."

Mr. Knapper reviewed the Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position. He commented the balance sheet improved from 2014 to 2015 not as a profit; but, because of the addition of new buildings. He reviewed the Notes to Financial Statements and referred Board members to the "Independent Auditors' Report on Internal Control over Financial Report and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards."

The auditors' report states the audit was conducted in accordance with generally accepted auditing standards in the United States of America. The report includes definitions of a deficiency in internal control, a material weakness, and a significant deficiency. The report states "...we
did not identify any deficiencies in internal control that we consider to be material weaknesses." and "The results of our tests disclosed no instances of noncompliance or other matters are required to be reported under Government Auditing Standards."

Mr. Knapper reported the Financial Statement includes an audit of the College's compliance with the types of compliance requirements described in OMB Circular A-133 that could have a direct effect on each of the College major federal programs. The "Independent Auditors' Report On Compliance For Each Major Federal Program and Report on Internal Control Over Compliance Required by OMB Circular A-133" states "...Western Community College Area complied in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015."

Mr. Knapper reviewed the Summary of Auditors' Results which indicates the College received an unmodified report for the Financial Statements and the Federal Awards programs. Additionally, there were no reported Financial Statement Findings or Federal Award Findings and Questioned Costs.

Mr. Knapper reported he was pleased to report the College has received a clean audit that was submitted to the applicable reporting agencies by the prescribed due date.

Mr. Knapper commended Mr. David Koehler, Accounting Services Director and Ms. Rosa Rosario, Assistant Accounting Services Director for their hard work to ensure the College’s enrollment and financial records were completed in a timely and accurate manner.

In response to a question from the Board, Mr. Knapper reported the audit was conducted by Dana F. Cole & Company. He remarked this is the first year of a three contract with this firm.

On behalf of the entire Board, Mr. Daniels thanked Mr. Knapper, Mr. Koehler, Ms. Rosario and the entire Business Office staff for their efforts toward the College receiving a clean audit and submitting the audited reports by the due date.
MONITORING REPORTS
2014 - 2015 Audited Annual Reports
F.T.E. Acceptance

Dr. Perkins moved the Board accept the "Statements of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units, June 30 2015 and 2014" as presented. Seconded by Mr. Savely. The vote was, Yes: Packard, Perkins, Perlinski, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Marcy, Daniels. No: None. Absent: None. Motion carried.

Financial Acceptance

Dr. Packard moved the Board accept the "Western Community College Area Financial Statements, June 30, 2015 - 2014" as presented. Seconded by Ms. Shaver. The vote was, Yes: Perkins, Perlinski, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Marcy, Packard, Daniels. No: None. Absent: None. Motion carried.

MONITORING REPORTS
Association of Community College Trustees
Letter of Support for Mr. Kent Miller's Candidacy for Director from the Western Region

Dr. Perkins reported Mr. Kent Miller's term as a Western Region Director on the Association of Community College Trustees Board is ending. Mr. Miller is a candidate for a second three-year term for this position, and is seeking endorsements for his candidacy. Dr. Perkins referred Board members to the mailed packet which includes a proposed letter of support for Mr. Miller's nomination as a Western Region Director.

Dr. Perkins moved the Board endorse the candidacy of Mr. Kent Miller for the position of Association of Community College Trustees Director from the Western Region. He further moved the Board authorize the Chairperson to sign the letter of support for Mr. Miller's nomination for Western Region Director. Seconded by Dr. Gramberg. The vote was, Yes: Perlinski, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Marcy, Packard, Perkins, Daniels. No: None. Absent: None. Motion carried.

Leadership Governance Institute

Mr. Daniels reported the Association of Community College Trustees Governance Leadership Institute that was scheduled to be held in Grand Island on December 3 and 4, 2015, has been postponed. There were only 19 people planning to attend on those dates. The Association would like to have a minimum of 30 attendees. The Association is proposing the following possible dates to reschedule the Institute: January 13 and 14, 2016; February 18 and 19, 2016; February 25 and 26, 2016; or March 24 and 25, 2016. The Association is asking which of these dates would be the best option to allow more participation from each area board. The location, Fairfield Inn, Grand Island, NE, and the times will remain the same.
Board members discussed the options and agreed their first option is February 25 and 26, and their second option is March 24 and 25, 2016.

Dr. Perkins requested his report from the Association of Community College Trustees be deferred until the December meeting.

Mr. Daniels asked for Board Member Comments.

Dr. Gramberg requested a monthly Monitoring Report be added to the Regular meeting agendas about how the College is serving constituents in the service area beyond the Alliance, Scottsbluff and Sidney communities.

Mr. Daniels asked for President's Comments.

Dr. Holcomb reported the Sidney Campus hosted its second annual Cosmetology Cancer Survivor Spa Day on October 22, 2015. The cosmetology students served 25 individuals. Also, in honor of Veteran's Day, the Cosmetology program offered free haircuts to veterans with an event called "Red, White and Blue, Honoring You." Haircuts were offered at both the Sidney and Scottsbluff campuses.

Dr. Holcomb reported that during the month of December, Sidney Campus students and staff will once again deliver blankets to the living centers throughout the Sidney service area.

Dr. Holcomb reported three College Upward Bound students were recognized as outstanding Hispanic leaders at the Annual Hispanic/Latino conference in Kearney, NE. Out of several students from throughout Nebraska, Patty Longoria and Tiesha Alsides, of Scottsbluff High School, and Gabby Rodrigues, of Gering High School, were selected to be recognized as leaders.

Recently, EducationQuest Foundation sponsored the KnowHow2Go event that was aimed at helping high school seniors get into the mentality of planning for the future and understanding the process of applying for college. Time was provided for students to fill out college applications and receive assistance. A variety of representatives from the College, the EducationQuest Foundation, Panhandle Research and Extension Center and the University of Nebraska-Lincoln assisted the students.
Dr. Holcomb reported on November 4, 2015, 235 students participated in the Business and Industry Tour held at the Harms Center. Students were able to look at skills and education needed for various careers. Tours were conducted for the different industries for the career academies that included business and marketing management, communication/information technology, human services and resources, health sciences, environmental and agricultural systems, and industrial, manufacturing and engineering systems. Altogether, 24 business and 11 panhandle schools participated in the event.

Dr. Holcomb reported the Cougar women’s volleyball team won the 17th straight Region IX title to qualify for the National Junior College Athletic Association National Tournament. The National Tournament will be held in Casper, WY, November 19 through 21, 2015.

The Military Times Magazine issued their 2015 ranking and the College was ranked number 24. In order to be ranked, the College had to fill out an extensive “Best for Vets” survey with over 100 questions. The school had to provide information on things such as retention and graduation rates, services and various accommodations for students with a military background. There were over 600 colleges that filled out the survey.

Dr. Holcomb reported the College Internal Campaign committee organized a Family Fun Night that took place on Friday, November 13, 2015. He reported the evening was a huge success with approximately 150 staff members and their families in attendance at the evening of fun and games. This phase of the fund raising campaign will end on November 20, 2015. The Major Gifts phase kicks off in December.

Dr. Holcomb reported the Instrumental Music Program presented a “Fiesta! Music of Celebration on November 14, 2015, at the Gering Civic Center. Performances under the direction of Dr. Nathaniel Johnson, Instrumental Music Director, included student, faculty, and community talent. Dr. Holcomb remarked he is always amazed at the talent in the community.

Dr. Holcomb asked for questions.

Ms. Klemke inquired about media coverage of the National Volleyball Tournament. All matches will be live-
streamed through the National Junior College Athletic Association website. The College is seeded #2.

Mr. Daniels declared a ten minute recess at 2:32 p.m.

Mr. Daniels declared the Open meeting in session at 2:44 p.m.

Mr. Stickney moved, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law that the Board hold a closed session with Dr. Todd R. Holcomb, Mr. William D. Knapper, Mr. David E. Groshans, Ms. Coral E. Richards and Mr. Philip M. Kelly, Attorney, for the purpose of discussion of the following items: a) 2016 – 2017 Collective Bargaining; and b) Report on claim filed by Mr. Vernes Rasidkadic. He further moved that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to collective bargaining and litigation are specifically authored by the Nebraska Public Meetings Law. Seconded by Dr. Packard. The vote was, Yes: Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Marcy, Packard, Perkins, Pertinski, Daniels. No: None. Absent: None. Motion carried.

Mr. Daniels stated the purpose of the Executive Session is discussion of 2016 – 2017 Collective Bargaining, and a report on a claim filed by Mr. Vernes Rasidkadic.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 2:46 p.m.

The Executive Session ended at 3:11 p.m.

Mr. Daniels declared the Open meeting in session at 3:11 p.m.

Mr. Daniels reminded Board members of the following upcoming meetings and events:

1) The Association of Community College Trustees 2016 National Legislative Summit to be held on February 8 – 11, 2016, at the Marriott Wardman Park Hotel, in Washington, D.C.

2) The Association of Community College Trustees 2016 Annual Leadership Congress to be held on October 5
UPCOMING MEETINGS
AND EVENTS
Cont.

3) The Nebraska Community College Association 2016 Regular Meetings to be held as follows: a) First Quarter Meeting, January 22, 2016, Lincoln, Nebraska; b) Second Quarter Meeting, May 2, 2016, Lincoln, Nebraska; c) Third Quarter Meeting, August 1, 2016, Lincoln, Nebraska; and Fourth Quarter Meeting (Annual Meeting,) November 7, 2016, Central Area.

NEXT REGULAR MEETING
The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, December 16, 2015, 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 3:12 p.m.

Timothy H. Daniels, Chairperson

Coral E. Richards, Secretary
1) Consider the following applications pending before the City of Gering Planning Commission:
   a) A recommendation and report to consider adding a zoning overlay of BHC (Highway Commercial District) to the existing zoning of MH (Heavy Industrial and Manufacturing District) to properties along the 10th Street Corridor from Union Pacific Railroad north to County Country Club Road and between Union Pacific Railroad east to 7th Street.
   b) An application for a change in zoning from RMH (Multi-Family Residential High Density District) to MH (Heavy Industrial and Manufacturing District on Block 3, John Hoffman Subdivision otherwise known as 845 Country Club Road, in the City of Gering, Scotts Bluff County, Nebraska.

2) Consider the following applications pending before the City of Sidney Planning Commission:
   a) A Preliminary Plat application of Michael R. Nelson and Brad Harper to subdivide a tract of land located in the Southwest Quarter of Section 26, Township 14 North, Range 49 West of the 6th P.M., located 1 1/2 miles east on Highway 30 for ten (10) lots for residential construction.
   b) A Rezoning request of Michael R. Nelson and Brad Harper to rezone Lots 1 - 9, Block 2, Coly Estates Subdivision, from A (Agricultural) to R1-a (Rural Residential Estate) Zone.

3) Consider the following application pending before the Bayard City Council:
   a) A "Change of Zoning" request by the property owners of Lot 17 and Lot 18, Neighbors Addition, from Residential One (R1) to general commercial. (A recommendation to not approve the zoning change was made by the City of Bayard Planning Commission.)

November 2015
Bill Loring, IT instructor, report that he and Dr. William Spurgeon attended the day long BizTech conference with Information Technology and Network Security speakers and vendors in Denver on October 15th.

Jennifer Pedersen, Director of Teaching and Learning, reports that faculty continue to take advantage of the personal development opportunities the college provides. The follow faculty have participated in the Dee Fink Intentional Course Design course: Yelena Khanevskaya, Tiffany Wasserburger, Harish Subedi, Russ Beck, David Harnish, Bill Loring, Melissa Schaub, Laurie Alkire, Loren Bell, and Robynn Whittier.

Hallie Feil, Dean of Instruction, reports that WNCC held its first “advising week” the week of October 26-30. About 450 students were advised during this week using the new Student Planning tool in Ellucian. Students can use this tool to plan out their entire degree by semester. Students and faculty report that this tool is really easy to use. The tool will allow WNCC to plan class offerings that better match student needs. This will allow us to get a better idea of which semester classes need to be offered in and how many sections of each class will need to be offered. Installing the tool was a 6 month process requiring collaboration from many areas of the college. Faculty, staff, and administration all participated in this process. This is one of the first steps in redesigning the college operating systems leveraging usage of the existing products (Ellucian and Blackboard).

Aletia Norwood, Assessment Coordinator, reports that installation of the Outcomes and Analytics tools in Blackboard is progressing and the first on-site training has been scheduled. These tools along with the Student Planner and Early Alert System (Ellucian) will enable us to gather knowledge and data related to student retention and completion that we have never been able to access before.

Respectfully submitted by
Aletia Norwood
MEMORANDUM

TO: __________________ Board of Governors 

FROM: William D. Knapper 

DATE: November 18, 2015 

RE: Board Approval, Bid Number 16-EQ-11 

On November 10, 2015 bids were received for 1288 Stryker Endoscopy Tower 

ACCOUNT NUMBER: 10.1.13500.5611.46 

BUDGET AMOUNT: $9,000.00 

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<td>D.R.E. Medical Groups, Inc.</td>
<td>Louisville, KY</td>
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Recommendation to come from the Finance Committee.
TO:        Board of Governors

FROM:    William D. Knapper

DATE:  November 18, 2015

RE:      Board Approval, Bid Number 16-EQ-12

On November 10, 2015 bids were received for Adobe Membership

ACCOUNT NUMBER:  10.1.42000.5334.11

BUDGET AMOUNT:  $14,000.00

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Recommendation to come from the Finance Committee.