WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS

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, March 19, 2014
      d) Claims
         1) WCCA Unrestricted Fund - $1,836,260.98
         2) WCCA Restricted Fund - $41,077.38
         3) WCCA Federal Fund - $4,982.85
         4) WCCA Agency Fund - $48,538.74
         5) WCCA Loan Fund - $ -0-
         6) WCCA Plant Fund - $141,042.39
         7) WCCA Auxiliary Fund - $47,410.43
      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

April 16, 2014

12:00 P.M. - LUNCH
Room 122
Western Nebraska Community College
Sidney Campus
371 College Drive
Sidney, Nebraska

1:00 P.M. - REGULAR MEETING
Rooms 115 and 116
Western Nebraska Community College
Sidney Campus
371 College Drive
Sidney, Nebraska

(Pages 1 - 1w)

(Pages 1 - 15)

(Pages 15 - 16)

(Pages 16 - 17)

(Pages 17 - 20)

(Attachment)

(Pages 2 - 2a)
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) #14-EQ-20 – Coating and Painting Simulator  (Pages 3 – 3a)
   b) #14-FAC-25 – Pioneer Hall Addition and Renovations  (Handout)
   c) #14-SE-26 – Student Planners/Handbooks  (Pages 3b – 3c)

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. Kyle T. Keller, Trio Upward Bound Advisor  (Pages 4 – 4a)
   b) Appointment(s):
      1) Mr. Richard J. Cecava, Honorary Status of Professor Emeritus  (Page 4b)
      2) Mr. Larry D. Collins, Honorary Status of Professor Emeritus  (Page 4c)
      3) Mr. Virgil A. Combs Honorary Status of Professor Emeritus  (Page 4d)
      4) Ms. Jacilyn S. Jacobsen, Honorary Status of Administrator Emeritus  (Page 4e)
      5) Ms. Anabel Malmquist, Honorary Status of Professor Emeritus  (Page 4f)
      6) Mr. Keith H. Miller, Honorary Status of Professor Emeritus  (Page 4g)
      7) Mr. Wilbert L. Quindt, Honorary Status of Professor Emeritus  (Page 4h)

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

G. Reports and Recommendations from Board Policy Committee – Ms. Walworth, Mr. Groshans  (Enclosure)

1) #405.0100.14 – Non Discrimination Statement
G. Reports and Recommendations from Board Policy Committee – Ms. Walworth, Mr. Groshans – Cont.

2) #420.1050.14, #440.1050.14, #450.1050.14 - Leave: Employee Responsibility

3) #420.1400.14, #440.1400.14, #450.1400.14 - Bereavement Leave

4) #420.1115.14, #450.1115.14 - Disability Leave

5) #420.1100.14, #440.1100.14, #450.1100.14 - Sick Leave

6) #500.0715.14 – Student Leave of Absence for Military Duty (Handout)

7) #500.4600.14 – Compensatory Abilities: Services for Students with Disabilities

8) Appendix E-2-2014 – Compensatory Abilities: Procedures

H. Monitoring Reports

1) Nebraska Coordinating Commission for Postsecondary Education –

   a) Program Review – Dr. Gaalswyk, Ms. Barkeloo
      1) Health Information Technology
      2) Information Technology (Pages 5 - 5c)
      (Pages 5d – 5g)

2) 2014 Legislation – Dr. Holcomb

   a) LB 740 – Provide Residency Requirements for Postsecondary Education Purpose for Veterans and Their Family Members
   b) LB 781 – Change a Date Community College Area Comprehensive Audit
   c) LB 1103 – Provide for a Strategic Planning Process for Education

3) Nebraska Community College Association – Dr. Gramberg, Dr. Perkins

4) Association of Community College Trustees – Dr. Perkins

I. Board Member Comments

J. President’s Comments
K. Upcoming Meetings and Events

1) Association of Community College Trustees
   a) 2014 Annual Leadership Congress
      1) October 22 - 25, 2014
      2) Chicago, Illinois

2) Nebraska Community College Association
   a) 2014 Regular Meetings
      1) Second Quarter Meeting
         A) May 19, 2014
         B) Norfolk, NE
      2) Third Quarter Meeting
         A) August 4, 2014
         B) Videoconference
      3) Fourth Quarter Meeting (Annual Meeting)
         A) November 3 and 4, 2014
         B) Lincoln, NE

3) Western Nebraska Community College
   a) 2014 Awards Ceremonies
      1) Sidney Campus
         A) Friday, April 25, 2014, 2:00 p.m.
         B) Aviation Building, Sidney Municipal Airport
      2) Scottsbluff Campus
         A) Thursday, May 1, 2014, 5:00 p.m.
         B) Little Theatre
      3) Alliance Campus
         A) Friday, May 2, 2014, 2:00 p.m.
         B) Panhandle and Sandhills Rooms
   b) Nursing Pinning Ceremony
      1) Saturday, May 17, 2014, 2:00 p.m.
      2) Little Theatre, Scottsbluff Campus
   c) Graduation Ceremony
      1) Saturday, May 17, 2014, 4:00 p.m.
      2) Cougar Palace, Scottsbluff Campus
   d) Celebrate WNCC 2014
      1) October 13 - 18, 2014

4) Western Nebraska Community College Foundation
   a) Monument Marathon
      1) September 27, 2014
L. Next Regular Meeting: Wednesday, May 21, 2014, 1:00 p.m., Boardroom Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska

M. Adjournment

IMMEDIATELY FOLLOWING ADJOURNMENT: GROUNDBREAKING CEREMONY FOR SIDNEY CAMPUS STUDENT HOUSING

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 1:05 p.m., on Wednesday, April 16, 2014, in Room 115 and 116, Western Nebraska Community College, Sidney Campus, located at 371 College Drive, in the City of Sidney, in the County of Cheyenne, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Saturday, April 12, 2014, with the following members present: Timothy H. Daniels, L. Paul Leseberg, Kimberly A. Marcy, Jack L. Nelson, Alexander D. Pavlista, M. Thomas Perkins, Mary K. Shaver, Richard G. Stickney, Julienne L. Walworth, Merlyn L. Gramberg, Chairperson. Absent: F. Lynne Klemke. Student Representatives present: None. Faculty Representatives present: Richard Cecava, Sidney Campus. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Paula J. Abbott, Garry R. Alkire, Judith L. Amoo, Mary Barkeloo, Ellen M. Dillon, William J. Hanson, Michael A. Hausmann, Linda Roelle, Jason L. Stratman, Jeffrey A. Summitt. College 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.

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

VISITORS
Visitors were: Megan McGown, City of Sidney; Donna Kuskie, Nebraska Department of Labor; Gary Person, City Manager, City of Sidney; Steve Olson, Cheyenne County Commissioner; Kenneth McMillen, Cheyenne County Commissioner.

COMMUNITY COMMENTS
Dr. Gramberg asked for comments from the community.

Pursuant to Board Policy #803.1000.79, Dr. Gramberg reminded community members who wish to make comments that each speaker will be limited to a five minute presentation.

Mr. Gary Pearson thanked the Board for holding a meeting in Sidney. He also thanked the Board for constructing student housing on the Sidney Campus. Because of the
COMMUNITY COMMENTS Cont.

housing shortage the City of Sidney is experiencing, the additional housing will benefit both the College and the community.

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 the Dawes County Commissioners invited College representatives to meet with them. Dr. Holcomb and Ms. Amoo attended a recent meeting where they answered questions and provided information about the College. Dr. Gramberg commented it was a very good meeting.

Dr. Gramberg reported Ms. Klemke notified the Secretary that she would be unable to attend the meeting today because of Personal Business.

CONSENT CALENDAR Review Contents

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

1) Agenda, April 16, 2014
2) Excuse Absent Board Member – Klemke
3) Minutes
   a) Regular Meeting, March 19, 2014
4) Claims
   a) WCCA Unrestricted Fund - $1,836,260.98
   b) WCCA Restricted Fund - $41,077.38
   c) WCCA Federal Fund - $4,982.85
   d) WCCA Agency Fund - $48,538.74
   e) WCCA Loan Fund - $-0-
   f) WCCA Plant Fund - $141,042.39
   g) WCCA Auxiliary Fund - $47,410.43
5) City Planning Commission Reports – Attachment A – A-1
6) Reports and Proposals
   a) From the Students
   b) From the Faculty – Attachment B – B-1
   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.

CONSENT CALENDAR Approval

Mr. Leseberg moved the Consent Calendar be approved as submitted. Seconded by Mr. Daniels. The vote was, Yes:
CONSENT CALENDAR
Approval
Daniels, Leseberg, Marcy, Nelson, Pavlista, Perkins, Shaver, Stickney, Walworth, Gramberg. No: None. Absent: Klemke. 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 bid(s):

1) #14-EQ-20 – Coating and Painting Simulator – Attachment C
2) #14-FAC-25 – Pioneer Hall Addition and Renovations
3) #14-SE-26 – Student Planners/Handbooks

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 Bid #14-FAC-25 – Pioneer Hall Addition and Renovations and Bid #14-SE-26 – Student Planners/Handbooks be removed for separate consideration.

BID CONSENT CALENDAR
Approval
Ms. Walworth moved the amended Bid Consent Calendar be approved. Seconded by Dr. Perkins. The vote was, Yes: Leseberg, Marcy, Nelson, Pavlista, Perkins, Shaver, Stickney, Walworth, Daniels, Gramberg. No: None. Absent: Klemke. Motion carried.

BID CONSENT CALENDAR
Consider Items Extracted
Bid #14-FAC-25 – Pioneer Hall Addition
Mr. Daniels reported the Budget and Finance Committee met earlier today to consider all bids on the Bid Consent Calendar. He reported he requested Bid #14-FAC-25 – Pioneer Hall Addition and Renovations be extracted to allow the Board to hear an administrative report regarding this bid. He asked Mr. Knapper to present the report.

Mr. Knapper reported during the August 2013 Board of Governors meeting, the Board agreed that Pioneer Hall was the top priority in the Facilities Master Plan, and directed the administration to work with RDG Planning and Design to investigate solutions for Pioneer Hall. At the November 2013 meeting, the Board approved the option to construct an addition to Pioneer Hall and remodel the existing facility, and enter into an architectural contract with RDG Planning and Design. Also, at that meeting, the proposed remodel/construction costs of five million dollars
and the sources of funding were presented. Mr. Knapper reported the project was designed and put out for bid.

Mr. Knapper reported two contractors attended a pre-bid conference - Samson Construction of Cheyenne, WY and Anderson Shaw of Scottsbluff, NE. The College was expecting to receive bids from both contractors; however, Samson Construction was unable to obtain a quote from all of the subcontractors necessary to complete the project. Mr. Knapper commented there is a high demand for sub-contractors at this time, and bidding is very tight.

Mr. Knapper reported one bid was received from Anderson Shaw, of Scottsbluff, NE in the amount of $4,907,535. The original budget for the construction was expected to be $4,318,920 with a total project cost of $5,000,000. Mr. Knapper reported he and Dr. Holcomb participated in a conference call yesterday afternoon with the architect and the contractor to consider options which would result in reduced construction cost. Mr. Knapper reported the mechanical subcontractor and the plumbing subcontractor reworked their bid price and were able to reduce costs by over $40,000. There are additional options which the architect, contractor, and College administration will consider to reduce the construction/project cost.

Mr. Knapper reported the administration is requesting the Board authorize the administration to enter into contracts for a project cost not to exceed $5,680,000. He referred Board members to the handout material which includes pre-bid sources of funding totaling the projected $5,000,000 project cost and post-bid sources of funding totaling $5,680,000. Mr. Knapper reported the College administration is proposing the use of an additional $220,000 of on-hand tax funds and $460,000 of Scottsbluff Campus Facility Fees to fund the additional $680,000 project budget. The sources of funding would then become: On-hand Tax Funds - $1,970,000; Revenue Bonds - $1,750,000; Plant Fund - Scottsbluff Campus Facility Fees - $460,000; Residence Hall and Bookstore Cash Balances - $1,500,000.

Mr. Knapper commented because of the many unknowns that may occur during the renovation of the existing facility, he did not wish to lower the contingency amount included in the project cost.

Dr. Holcomb remarked other items such as moving the transformer could be taken out of the bid. There are other
items such as the sprinkler system, landscaping and furniture/equipment, which could be completed by the College, resulting in cost savings.

Board members commented they appreciated what the contractors had done to help reduce construction costs and inquired if the architect would be willing to make concessions to their expenses. Mr. Knapper responded their cost is based on a percentage of the project.

Board members inquired whether the project should be rebid. Mr. Knapper responded rebidding the project would delay completion one year. He commented there had been a competitive bidding process, and there is a limited number of contractors available to work on large projects.

In response to a question from the Board, Mr. Knapper reported that in accordance with Nebraska Statutes, Facility Fees are to be accounted for within the Plant Fund. He remarked the facility fees are maintained by campus.

Mr. Daniels reported the Budget and Finance Committee is recommending the Board approve Anderson-Shaw Construction, Inc. as the prime contractor and authorize the administration to enter into contracts not to exceed $5,680,000 for the Pioneer Hall addition and renovation project.

Mr. Daniels moved the Board accept the recommendation of the Budget and Finance Committee to approve Anderson-Shaw Construction, Inc. as the prime contractor and authorize the administration to enter into contracts not to exceed $5,680,000 for the Pioneer Hall addition and renovation project. Seconded by Mr. Leseberg. The vote was, Yes: Marcy, Nelson, Pavlista, Perkins, Shaver, Stickney, Walworth, Daniels, Leseberg, Gramberg. No: None. Absent: Klemke. Motion carried.

Mr. Daniels reported he requested Bid #14-SE-26 – Student Planners/Handbooks be extracted to allow the Board to accept the low bid meeting specifications.

Mr. Daniels reported the Budget and Finance Committee reviewed three bids received on April 8, 2014 for Student Planners/Handbooks. Bids were received from the following firms:
BID CONSENT CALENDAR

Consider Items Extracted
Bid #14-SE-26 Student Planners/Handbooks
Cont.

Premier Agendas, Bellingham, WA $6,120.00
Global Datebooks, Southborough, MA $7,560.00
School Datebooks, Lafayette, IN $8,490.00

Mr. Daniels reported the low bid submitted by Premier Agendas of Bellingham, WA does not meet specifications; therefore the Budget and Finance Committee is recommending the Board approve the bid submitted by Global Datebooks, Southborough, MA in the amount of $7,560.00. This is the low bid meeting specifications.

Mr. Daniels moved the Board accept the recommendation of the Budget and Finance Committee to approve the low bid meeting specifications submitted by Global Datebooks, Southborough, MA in the amount of $7,560.00 for Student Planners/Handbooks. Seconded by Mr. Stickney. The vote was, Yes; Nelson, Pavlista, Perkins, Shaver, Stickney, Walworth, Daniels, Leseberg, Marcy, Gramberg. No: None. Absent: Klemke. Motion carried.

PERSONNEL CONSENT CALENDAR

Review Contents

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

1) Resignation(s):
   a) Mr. Kyle T. Keller, Trio Upward Bound Advisor, effective July 15, 2014.

2) Appointment(s):
   a) Mr. Richard J. Cecava, Honorary Status of Professor Emeritus
   b) Mr. Larry D. Collins, Honorary Status of Professor Emeritus
   c) Mr. Virgil A. Combs, Honorary Status of Professor Emeritus
   d) Ms. Jacelyn S. Jacobsen, Honorary Status of Administrator Emeritus
   e) Ms. Anabel Malmaquist, Honorary Status of Professor Emeritus
   f) Mr. Keith H. Miller, Honorary Status of Professor Emeritus
   g) Mr. Wilbert L. Quindt, Honorary Status of Professor Emeritus

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.
Mr. Nelson requested the appointment of Mr. Cecava, Mr. Collins, and Mr. Quindt to the Honorary Status of Professor Emeritus and the appointment of Ms. Jacobsen to the Honorary Status of Administrator be extracted from the Personnel Consent Calendar.

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

Mr. Nelson reported he requested four appointments be extracted from the Personnel Consent Calendar to allow him the honor to recognize those individuals. Mr. Nelson remarked it was his privilege to work with Mr. Cecava, Mr. Collins, Ms. Jacobsen, and Mr. Quindt when he was a College faculty member. He extended his personal best wishes to each of them.

Mr. Nelson moved Mr. Cecava, Mr. Collins and Mr. Quindt be appointed to the Honorary Status of Professor Emeritus. He further moved Ms. Jacobsen be appointed to the Honorary Status of Administrator Emeritus. Seconded by Mr. Daniels. The vote was, Yes: Perkins, Shaver, Stickney, Walworth, Daniels, Leseberg, Marcy, Nelson, Pavlista, Gramberg. No: None. Absent: Klemke. Motion carried.

Ms. Walworth reported the Board Policy Committee met earlier today to consider proposed revisions to several existing policies and also proposed new policies.

Ms. Walworth reported the Committee will not introduce proposed new Board Policy #500.4600.14 – Compensatory Abilities: Services for Students with Disabilities and the accompanying Appendix E-2-2014 – Compensatory Abilities: Procedures today.

Ms. Walworth asked Mr. Groshans to present the proposed policies. She commented that pursuant to Board Policy #830.1600.79 – Policy Revision and Suspension, the policies Mr. Groshans will present today are for Board member review. Board action on those policies will occur at the May 2014 meeting.

Mr. Groshans reported proposed Policy #405.0100.14 – Non Discrimination Statement, was expanded to prohibit
discrimination for gender expression/identity, sexual orientation or political affiliation. The policy also defines and clarifies where discrimination is prohibited in the College setting.

Mr. Groshans reported four of the proposed policies will affect several different employee sections within the Board Policy Manual.

The Leave: Employee Responsibility Policy is a new policy clarifying that leaves are to be used for the intended purpose as defined in the related policy. This policy will appear as an introductory policy within each applicable employee section of the Board Policy Manual. This policy will affect the following Board Policies: #420.1050.14, #425.1050.14, #435.1050.14, and #450.1050.14.

The Bereavement Leave policy establishes uniform guidelines for providing paid time-off to employees for absences related to the death of immediate family and non-family members. It clarifies the number of days that are allowed and defines who could be considered as an immediate family member. The policy will affect the following Board Policies: #420.1400.14; and #450.1400.14. This policy is also a part of the Negotiated Agreement with the Western Education Association, and as such, will have to be approved by the Association prior to Board approval. Once approved by the Association, it will affect policies: #425.1400.14, and #435.1400.14.

The proposed addition to the Disability Leave/Insurance policy will affect policies #420.2300.14 and 450.2300.14. Long term disability insurance is available to full-time employees and, if approved by the insurance carrier, provides income protection in the event of a disability exceeding 90 calendar days. Additionally, it addresses the obligations of the employee prior to returning to work from a disability. The policy also provides protection for the College by not requiring a job be held open for an extended period of time. This policy will also apply to policies: #425.2300.14 and #435.2300.14.

The proposed Sick Leave Policy was revised to fit with the proposed Disability Leave/Insurance policy. It will clarify when the College may request a physician’s certification of an illness or injury. This policy will affect policies: #420.1100.14; and #450.1100.14. This policy is also a part of the Negotiated Agreement with the Western Education
Association, and as such will have to be approved by the Association prior to Board approval. Once approved by the Association, it will affect policies: #425.1100.14 and #435.1100.14.

Proposed Policy #500.0715.14 – Student Leave of Absence for Military Duty is a new policy. The policy establishes guidelines and procedures for members of the military who receive a deployment order while enrolled in classes. The proposed policy protects the student from any negative consequences for failing to complete the class(es) prior to deployment.

Mr. Groshans remarked the policies are presented for Board member review. If Board members have any questions, they should contact him or Ms. Walworth.

Dr. Gaalswyk reported the Nebraska Coordinating Commission for Postsecondary Education has established a seven-year cycle for program reviews. He remarked the Health Information Technology and Information Technology programs are in the review cycle for this year. He reminded Board members the Commission has also established two thresholds - 275 student credit hours per full-time faculty equivalent and 10 graduates. Dr. Gaalswyk remarked the program review reports have been approved by the College’s Curriculum Council and College Council.

Dr. Gaalswyk introduced Ms. Barkeloo who has worked with the Dean of Educational Services and the Division Chairs to prepare the report.

Ms. Barkeloo reported the Health Information Technology program has met the established threshold for student credit hours per full-time faculty equivalent with a five-year average of 333.89; but, did not meet the threshold of 10 graduates with a five-year average of six awards. Ms. Barkeloo reported based on several employment resources, there is a need for training in the Health Information Technology program. Employment opportunities exist in general medical and surgical hospitals, physicians’ offices, nursing and residential care facilities, government and self-employment.

Ms. Barkeloo reported in 2007 and 2009 the College completed an internal review of the program, and upon the
recommendation of the committee the name of the program of study was changed from Health Information Management Services (HIMS) to Health Information Technology (HIT). The committee also recommended to continue the program. Ms. Barkeloo reported since the last review, the Health Information Technology program has completed steps derived from the recommendations: 1) Developed recruitment activities in Nebraska and specifically in Wyoming. This program is not available in Wyoming; 2) Established an Advisory Board specific to the program. 3) Developed a formal marketing and recruitment plan. The goal for those recommendations was to increase the enrollment, which has increased from 220 in 2009 – 2010 to 293 in 2013 – 2014.

Ms. Barkeloo reported the graduate numbers have steadily increased. With the requirement of an Associate degree to sit for the accreditation exam, the graduate numbers should improve. However, for program statistics students have been able to find jobs without completing the program. The graduate placement rate average is 90 percent. Ms. Barkeloo reported the October 2014 conversion to Electronic Health Records and new Coding System has increased student enrollment. The Health Information Technology program curriculum was revised to reflect new standards and competencies for the Associate degree and were based in part, on information gathered from the Commission on Accreditation for Health Informatics and Information Management Education.

Ms. Barkeloo reported that in 2001 – 2002 the program began developing online classes and in 2004 – 2005 all Health Information Technology courses were being taught online and are currently available on-site.

Ms. Barkeloo reported the current program assessment process required an annual report be submitted to the Commission on Accreditation for Health Informatics and Information Management Education in order to maintain accreditation. This report includes comparison of the College's Health Information Technology program to national thresholds in five areas. It also includes an evaluation of the program goals and outcomes.

Ms. Barkeloo reported the Program Coordinator considers marketing to be the key to increased enrollment. She reported the College would like to continue to offer this program and have the opportunity to maintain and increase
MONITORING REPORTS
Nebraska Coordinating Commission for Postsecondary Education
Program Review
Health Information Technology Cont.

both enrollment and the number of graduates by continuing to implement the strategies as a direct result of the internal review committee recommendations.

Ms. Marcy reported the Student Success Committee met earlier today to consider the Program Review report for Health Information Technology and Information Technology. She reported the Committee is recommending the Board approve the reports as presented, and that the reports be forwarded to the Nebraska Coordinating Commission for Postsecondary Education.

Ms. Marcy moved the Board accept the recommendation of the Student Success Committee to approve the Program Review report for the Health Information Technology program as presented. She further moved the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. Seconded by Mr. Stickney. The vote was, Yes: Shaver, Stickney, Walworth, Daniels, Leseberg, Marcy, Nelson, Pavilista, Perkins, Gramberg. No: None. Absent: Klemke. Motion carried.

Program Review
Information Technology

Ms. Barkeloo reported the Information Technology program has a five-year average of 341.25 student credit hour per full-time faculty equivalent, which exceeds the established threshold (275). The five-year average of graduates does not meet the required threshold. Ms. Barkeloo explained computer classes are also offered by the Business and Industry program. The students taking these classes are generally not seeking a degree; but, are enhancing a job specific skill area for career advancement and/or their continued employment. These classes have a designed alpha of COMP. Courses offered through the information technology emphasis areas have an INFO alpha and are the classes that were considered for this report. She explained further the Microcomputer Applications class (INFO alpha) is offered by the Business, Office, and Information Technology Division. This course is required of Associate of Arts degree graduates regardless of emphasis areas, and consequently, this is reflected in the Student Hours, the Full-Time Faculty Equivalency and the Student Credit Hours per Full-Time Faculty Equivalent. It does not carry over to the number of degrees and awards.

Ms. Barkeloo reported there is a need for training in the information technology area. The information technology field offers students a number of employment options such as computer system analysts, computer and information
systems managers, programmers, support specialists, web designers, etc. She reviewed the program award options available for Information Technology, and the review recommendations that have been completed for the Information Technology program. Ms. Barkeloo reported the employment outlook varies depending on the area of information technology a student selects to pursue. Ms. Barkeloo reported the student credit hour production has been steady for the past five years, and student credit hour/full-time faculty equivalent was met over the past five years. She reported the Division increased the number of online class offerings and changed the number of options by eliminating certain skill areas. She commented many students take the entry-level computer classes and declare, for example, primarily General Studies as their program of study. Ms. Barkeloo remarked the College continues to make available the Cisco classes primarily through the Business and Industry program. After completing the Cisco courses, students can, with additional coursework, receive an Associate of Applied Science or Associate of Occupational Studies degree.

Ms. Barkeloo reported the Division Chair considers marketing to be the key to increased enrollment. There appears to be a need for trained professionals in the field with the many employment options available in the information technology field. Additionally, the College’s growing online course offerings have addressed the availability of classes in Alliance and Sidney as well as students in the outlying service areas.

Ms. Barkeloo reported even though the graduate threshold has not been met, the Information Technology instructors know of students who have completed their goals, developed the skills necessary to secure employment and are currently experiencing successful careers in the field. The College would like to continue to offer this program option and have the opportunity to increase enrollment and graduates through recruitment, advising, student retention, and marketing.

Ms. Marcy moved the Board accept the recommendation of the Student Success Committee to approve the Program Review report for the Information Technology program as presented. She further moved the report be submitted to the Nebraska Coordinating Commission for Postsecondary Education. Seconded by Ms. Shaver. The vote
was, Yes: Stickney, Walworth, Daniels, Leseberg, Marcy, Nelson, Pavlista, Perkins, Shaver, Gramberg. No: None. Absent: Klemke. Motion carried.

Dr. Holcomb reported LB 740, which was introduced by Senator Crawford, provides for residency requirements for postsecondary education purposes for veterans and family members to be considered a resident student. On March 28, 2014, Governor Heinemann signed this bill into law. Dr. Holcomb remarked the College had been considering a Board policy to allow veterans to be considered a resident of Nebraska for purposes of registration. With the approval of this legislation, such a policy will not be needed.

Dr. Holcomb reported on April 10, 2014, Governor Heinemann signed LB 781 into law. This legislation was introduced by Senator Harms and it extends the date for submission of a community college area comprehensive audit one month, from October 15 to November 15 each year.

Dr. Holcomb reported LB 1103 was introduced by the Education Committee and was signed into law by Governor Heinemann on April 2, 2014. This legislation provides for a strategic planning process to create a statewide vision for education in Nebraska. The process will include public hearings, work sessions and focus group meetings. A report will be submitted to the Clerk of the Legislature by December 31, 2014.

Dr. Perkins reported he attended a meeting on April 7, 2014, of the Executive Committee of the Nebraska Community College Association. The purpose of the meeting was to prepare for the Second Quarter meeting of the Board of Directors, which will be held in Norfolk, NE on May 19, 2014. Dr. Perkins reported at the Second Quarter meeting, the Board will review the video of Mr. Bill Gates' presentation made last fall at the Association of Community College Trustees 2013 Leadership Congress. The Directors will extract ideas from the video that the Association might use to help keep Nebraska in the forefront with projects important to community colleges nationwide.
MONITORING REPORTS
Association of Community College Trustees

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

BOARD MEMBER COMMENTS

Dr. Gramberg asked for Board Member Comments.
There were none.

PRESIDENT'S COMMENTS

Dr. Gramberg asked for President’s Comments.

Dr. Holcomb reported that on April 1, 2014, the College, Volunteers of America, Garden County Health Service, Ash Hollow Art Club, Nebraska Public Power District, Scottsbluff/Gering Rotary Club, community volunteers and Garden County School staff provided an education/fun-filled day for students. There were 95 high school and elementary students who participated in a variety of sessions: SimMan and Phlebotomy demonstrations, improvisational acting Gallup’s StrengthsFinder, guitar strumming, photography using iPads, and the Rotary 4-Way Test. He reported the students embraced the opportunity to try new and exciting things, expand their cultural and social horizons, and explore future careers.

On Sunday, March 30, 2014, the Nebraska LEAD Program made a stop at the College. Joining Dr. Gaalswyk, and Ms. Amoo in the presentation was 17 year-old Ethan Nelson, of Dalton. Ethan is a College student who has established an art business with his brother, Jake. In 2014, Mr. Nelson’s honors include Best of Show in the Youth Division Image Art Show and the Hixon-Lied Young Artist Award in both music and art. He was just accepted in to the Harvard Secondary Summer School and will go to Cambridge, Massachusetts this summer. Mr. Nelson spoke about his gratitude for his photography and computer teachers, Bill Loring and Bill Spurgeon, who helped prepare him for these opportunities. He is also very appreciative of the Celebrate WNCC Art Exhibit for which he won the People’s Choice Award in 2012.

Dr. Holcomb reported that on March 22, 2014, Ms. Juanita Rodriguez, of ACCS, was featured as a part of the “Pride in the Panhandle” series in the Star-Herald. Ms. Rodriguez credited the College Business Incubator as being among the resources that helped her achieve this recognition.

The College was recently notified by the Fiber Arts Fair Committee that the College was selected as the location...
for the educational workshops to be held in September 2014 in conjunction with the Annual Fiber Arts Fair.

Ms. Maryella Broberg, has been selected as a 2014 Coca-Cola Community College Academic Team Silver Scholar. Selection as a Coca-Cola Silver Scholar is based on scores the student earned in the All-USA Community College Academic Team competition, for which more than 1,700 applications were received this year. This program is sponsored by the Coco-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Ms. Broberg will graduate from the College on May 17, 2014.

On March 10, 2014, the members of Mitchell’s Entrepre-neurShip Investigation After School Club received their certificates from Ms. Amoo for completing the first unit of the semester-long club. This Club walks students through the process of creating their own business concept, marketing materials, and products. At the end of the semester, the students participate in a “marketplace” open to the public in which the products and/or services created by the students are sold.

The College hosted fun learning and literacy activities at the Monument Mall to kick off this year’s “Week of the Young Child”. The College’s Early Childhood Program and the Education Professions Club offer this event with assistance from Scotts Bluff Public Schools, Sixpence Program, Early Development Network, UNL Extension, Head Start, Department of Health and Human Services, as well as several local childcare centers.

Dr. Holcomb invited Board members to the Awards Ceremonies that will be held on each campus. The dates and times are: Sidney Campus April 25, 2014, 2:00 p.m.; Scottsbluff Campus, May 1, 2014, 5:00 p.m.; and Alliance Campus, May 2, 2014, 2:00 p.m. Dr. Holcomb remarked the awards ceremonies are an opportunity for the College to honor some of the College’s most outstanding students. A reception will follow the ceremonies.

Vocal Music Program students Brittney Mitchell, Brayden Ryan, Victoria Seibert, David Weishaar and music student Rebecca Kouba performed a graduation/transfer recital on Sunday, April 13, 2014, in the Little Theatre.

The Nebraska State Activities Association 2014 District VI Music Contest will be held on the Scottsbluff Campus,
Thursday, April 24, 2014. Nearly 1,000 vocal and instrumental musicians, representing 13 area school systems will compete for ratings throughout the day.

The Motorsports Club will host the 11th annual car show and open house on Saturday, May 10, 2014 from 10:00 a.m. to 3:00 p.m. Vehicle registration for those planning to show their car or motorcycle begins at 9:00 a.m. and costs $15. This price includes a lunch for two and a dash plaque. Attendance is free to the public and the show takes place in the parking lot of the Applied Technologies Building on the Scottsbluff Campus, just north of the Main Building. Previous events have drawn up to 70 street rods, imports, street machines, motorcycles and even bicycles. Along with the change to view stunning vehicles, attendees will be treated to a lunch for only $4.00 and they can participate in family games and other activities. The Motorsports Club consists of College students from the automotive, automotive body and welding programs.

Dr. Holcomb reported the Muslim Student Association has extended an invitation to participate in a book drive on Wednesday, April 23, 2014, from 10:00 a.m. to 2:00 p.m. The plan is for any books collected to be shipped to Gambia (the West African country several Association members are from) next semester.

Ms. Christine Wolf, with the College Veterans Upward Bound/Military and Veterans Affairs recently shared a story about one of the College’s Aviation students, Mr. Richard Weinmaster. Ms. Wolf commented she knew Mr. Weinmaster had been the recipient of the Navy Cross; but, she did not know the details. She shared a news release depicting his story about a true act of selflessness and bravery. Corporal Weinmaster jumped in front of a grenade to save his team leader and three other Afghans in 2008. After two years of rehabilitation and with shrapnel lodged inside his head, Mr. Weinmaster said he is getting back to normal.

Dr. Holcomb invited Board members to join faculty, staff and students for the Scottsbluff Campus Walk@Lunch, which is scheduled for April 28, 2014.

The Scottsbluff Campus end-of-the-year BBQ is scheduled for April 29, 2014 at 5:00 p.m. Dr. Holcomb invited Board members to attend.
Dr. Holcomb announced May 9, 2014, is the College's Ride Your Bike to Work day. He hopes to see numerous bicycles on campus that day.

Dr. Holcomb reported performances for the David C. Hyer play “Lying in State,” a spoof on the games of politics, will be in the Little Theatre. Performance dates are Friday and Saturday, April 25 and 26, 2014, and Friday and Sunday, May 2 and 4, 2014. Evening performances begin at 7:30 p.m. The Sunday matinee is at 2:30 p.m. Proceeds from the sale of tickets will be donated to the Gering Schools Foundation to support sound upgrades in the Gering High School auditorium. The Friday evening, April 25, performance is Pay What You Can Night, donate what you can afford to pay that evening – no one will be turned away. The ticket price for the other performances is $5.00. College students, faculty and staff will be admitted free with ID. Dr. Holcomb remarked due to adult themes, the play is not appropriate for young children.

Dr. Holcomb asked for questions. There were none.

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

1) The Association of Community College Trustees 2014 Annual Leadership Congress to be held on October 22 – 25, 2014, in Chicago, Illinois. Ms. Richards reported that registration for this meeting is now open.

2) The Nebraska Community College Association 2014 Regular meetings to be held as follows: a) Second Quarter Meeting, May 19, 2014, in Norfolk, NE; b) Third Quarter Meeting, August 4, 2014, Videoconference; c) Fourth Quarter Meeting (Annual Meeting), November 3 and 4, 2014, in Lincoln, NE.

3) The Western Nebraska Community College 2014 Awards Ceremonies to be held as follows: a) Sidney Campus, on Friday, April 25, 2014, at 2:00 p.m., in the Aviation Building, Sidney Municipal Airport; b) Scottsbluff Campus, on Thursday, May 1, 2014, at 5:00 p.m. in the Little Theatre; and c) Alliance Campus, on Friday, May 2, 2014, at 2:00 p.m., in the Panhandle and Sandhills Rooms.

4) The Western Nebraska Community College Nursing Pinning Ceremony to be held on Saturday, May 17, 2014, at 2:00 p.m., in the Little Theatre, Scottsbluff Campus.
UPCOMING MEETINGS

5) The Western Nebraska Community College Graduation Ceremony to be held on Saturday, May 17, 2014, at 4:00 p.m., in the Cougar Palace, Scottsbluff Campus.

6) The Western Nebraska Community College Celebrate WNCC 2014 to be held October 13 – 18, 2014.

7) The Western Nebraska Community College Foundation Monument Marathon to be held on September 27, 2014.

Dr. Gramberg announced the Groundbreaking Ceremony for the Sidney Campus Student Housing will be held at 3:00 p.m., today. Board members are invited to participate.

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, May 21, 2014, 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 2:04 p.m.

Merlyn L. Gramberg, Chairperson

Coral E. Richards, Secretary
CITY PLANNING COMMISSION REPORTS

1) Consider the following applications pending before the City of Gering Planning Commission:

a) Notice of Public Hearing to be held on April 15, 2014, at 6:00 p.m., in the Gering City Council Chambers, 1025 “P” Street, Gering Nebraska to:

1) Consider an application for a change of zoning from ML (Light Manufacturing) to MH (Heavy Manufacturing) located in Tax Lot 4 and Tax Lot 1 Parcels 1 and 2, in Section 2, Township 21 North, Range 55 West of the 6th P.M., in the City of Gering, Scottsbluff County, Nebraska and Block 4 of Upland Second Addition, An addition to the City of Gering, Scotts Bluff County Nebraska.

2) Discuss a request for a special exception/conditional use permit application for an exception to RM (Residential Medium) Zone District Section 6.304 (6) to allow a two family dwelling at Block 6, Lot 3, Westwood Estates otherwise known as 1950 Oregon Trail Boulevard in the City of Gering, Scottsbluff County, Nebraska. The Gering City Council will conduct a Public Hearing on this matter on Monday, April 28, 2014 at 6:00 p.m.

2) Consider the following applications pending before the City of Sidney Planning Commission:

a) Notice of a Public Hearing to be held on April 21, 2014, at 5:30 p.m., in the City Council Room, 1115 13th Avenue to consider the following:

1) The application of Kielland Family Trust/Croell Redi Mix Inc. to rezone a parcel of land known as Parcel B, containing 160 acres, more or less, in Section 3, Township 13 North, Range 49 West of the 6th P.M., in Cheyenne County, Nebraska from A (Agricultural) to M-1 (Light Manufacturing and Industrial Park) Zone.

2) A conditional Use Permit of Croell Redi Mix, Inc., to operate a gravel/pit concrete plant on a parcel of land known as Parcel B, containing 160 acres, more or less, in Section 3, Township 13 North, Range 49 West of the 6th P.M., in Cheyenne County, Nebraska.

3) The following Annexation Requests:

A) K & W, LLC for a 14.63 acre tract of land located within the Southwest Quarter of Section 9, Township 13 North, Range 49, West of the 6th P.M., Cheyenne County, Nebraska (K&W, LLC);

B) The City of Sidney for a 36.4 acre tract of land located in the North Half of Section 7, Township 13 North, Range 49 West of the 6th P.M., Cheyenne County, Nebraska (Verde Lane Dam);
CITY PLANNING COMMISSION REPORTS
Page 2

2) Consider the following applications pending before the City of Sidney Planning Commission: Cont.

3) The following Annexation Requests: Cont. 3) The following Annexation Requests:

   C) The City of Sidney for a 10.6 acre tract of land located in a part of the East Half of the Northeast Quarter of Section 7, Township 13 North, Range 49 West of the 6th P.M., Cheyenne County, Nebraska (White Bluffs Veterinary Clinic);

   D) The Estate of Wesley E & Evelyn M. Jensen for a 126.8 acre tract of land situate in the South Half of Section 8, Township 13 North, Range 49 West of the 6th P.M.,
   Cheyenne County, Nebraska (Wesley Jensen Estate);

   E) The City of Sidney for a 12.516 acre tract of land located in part of the Southeast Quarter of Section 33, Township 14 North, Range 49 West of the 6th P.M.,
   Cheyenne County, State of Nebraska (21st Century Equipment);

   F) The City of Sidney for a 19.92 acre tract of land situated in the Southeast Quarter of Section 29, Township 14 North, Range 49 West of the 6th P.M.,
   Cheyenne County, Nebraska, State of Nebraska P.M., (Anderson Forest Products);

   G) The City of Sidney for a 142.9 acre tract of land situated in the East Half of Section 29, Township 14 North, Range 49 West of the 6th P.M., Cheyenne County,
   Nebraska (City Landfill).

4) A tract of Land situated in Cheyenne County, Nebraska that was formerly owned by the U.S Government as a military operation that included Sections,
8,9,10,11,12,13, 14,15, 16, 17, 20, 21,22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35,
36 of Township 15 North, Range 50 West.; South ½ Section 31, Township 25 North,
Range 50 West, Section 6 North ½ of Section 5, North ½ of Section 6, North ½ of
Section 5, North ½ of Section 4, North ½ of Section 3 of Township 14 North, Range 50
West.; Section 7 West ½ of Township 14 North, Range 50 West and Section 18 West ½
of Township 14 North, Range 50 W to and not including the Union Pacific right of way
on the south of the Section be declared to be substandard and blighted, pursuant
to the Nebraska Community Development Law. The property listed as part of the
Potter Annex shall not be included in this blight study of designation.

April 2014
FACULTY REPRESENTATIVE REPORT TO THE WCCA BOARD OF GOVERNORS FOR APRIL 2014

Joseph Jackson, WNCC Powerline Instructor reports that last month, the class was invited to Lincoln to tour Lincoln Electric System (LES). LES arranged for 3 site tours: the Terry Bundy Generating Station (TGBS), N Substation area job site, and their operating facility. LES then took the group to lunch in the downtown area. LES is interested in forming a long-standing relationship with WNCC’s program; they have much to offer including support for the program and the possibility of employment for our graduates. LES has also decided to come out to tour our Powerline facility and the Alliance campus. They have also agreed to conduct mock interviews with the students in the first part of May. WNCC has the possibility of also placing some of our graduates there this year for permanent employment.

Rita Stinner, WNCC Vocal Music Instructor, announced that WNCC music majors, Victor Garza, Brittney Mitchell, Victoria Seibert, and David Weishaar, attended the North Central Convention of the American Choral Directors in Des Moines, Iowa Wednesday – Friday, March 19-21. They participated in the Collegiate Repertoire Choir, with college and university students from the 6 state north central region of ACDA, and work with 5 notable conductors.

Tom Tylee, WNCC ESL Instructor, reports that as a part of our continuing effort to attract more international students and globalize our campus, he attended NAFSA Spring Training in Atlanta, GA. This was a 3½ day intensive training as part of the NAFSA Academy for International Education. It was an excellent opportunity to not only get a broad overview of international education as a whole, but it was also an opportunity to meet and speak with representatives from colleges and universities around the US. He learned that we are doing some great things as a college already, and after hearing about the successes and challenges of other institutions, he learned that we can help improve the experiences of both international and domestic students by becoming a more global institution.

Colin Croft, WNCC Social Science Instructor and faculty adviser to the Muslim Students Association, reports that the Association’s recent Gambian computer donation project was very successful and reflected positively on the College. As explained in a recent Star-Herald story, the computers went to numerous health and education groups throughout the Gambia, most of these groups had no computers whatsoever. Association President Seedy Sarr says the group intends to try to make this an annual event, as well as add a book donation program for unwanted books that can be used by children and students in the Gambia.

Corey Batt, WNCC Auto Body Instructor, and Aaron Gayman, Automotive Technology Instructor, as sponsors of the Motorsports Club, will be hosting the 11th annual car show and open house at the applied tech building. They will be working with the student members of the club to put together the event which will include the car show, a BBQ, door prizes, games and of course the chance to show the public what WNCC has to offer in regards to training in the automotive, auto body and welding areas. The event will take place at the applied tech building on Saturday, May 10th from 10:00am – 3:00pm. Corey and Aaron invite all members of the WCCA Board of Governors to attend the event, enjoy some BBQ, and learn more about the programs.
Linda Mattern Ritts, WNCC Education and Early Childhood Education Instructor reports the following:
1. The WNCC Education Professions Club hosted Week of the Young Child on April 5th at the Monument Mall. Eight of our students worked with children at this event.
We were so fortunate to have, as agency partners this year, the Scottbluff School District’s Sixpence Program. The three family workers attended and added to the learning stations planned by the Education Professions Club. Advisory Council members (including myself) also were there to work with the children and talk with parents.
Early Development Network attended again this year and provided information for parents on developmental milestones.
Early Head Start and Head Start planned and participated with us this year.
More childcare centers participated this year adorning the walls with their children’s artwork and information about their programs.
Dr. Lorin King set up his dinosaur fossils for us this year which was a huge hit with children, and particularly fathers and their children!
We had a record turnout this year! KOTA TV interviewed the president of the Education Professions Club and aired a piece on Week of the Young Child. The club president also created a flyer that was distributed to many childcare centers and passed out to parents. WNCC marketing department sent out a news story advertising the upcoming event.
Before ending the day-long event at the mall, the Director of the Sixpence Advisory Council and myself sat down and reflected on the activities provided and made a list of more activities to be added next year and other ideas, to expand on what we have to offer to community families in 2015!

2. The Early Childhood Education program students have continued this school year with service learning for the TEAMS 4-H Extension grant. They are also doing service learning in two child development courses this semester. This is being done in a few childcare centers and the Roosevelt after-school program. Lastly, these same students were asked to provide hands-on activities for Kindergarten Days at Legacy of the Plains museum. They are in the process of revising the activities done in the past. They will be working at the museum in shifts on April 14 and 15.
MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: April 16, 2014
RE: Board Approval, Bid Number 14-EQ-20

On April 8, 2014 bids were received for Coating / Painting Simulator

SPECIFICATIONS: Attached

ACCOUNT NUMBER: 10.4.17510.5611.15

TOTAL BUDGET: $30,000.00

TABULATION:

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<th>Company</th>
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<td>Iowa Waste Reduction Group</td>
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<td>Aidex Corporation (Williams Crow, Inc.)</td>
<td>Rossville, IN</td>
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Recommendation to come from the Finance Committee.