PROPOSED AGENDA

A. Call to Order, Dr. Gramberg
B. Oath of Office, Newly Elected
   And Re-Elected Board Members
C. Roll Call
D. Community Comments
E. Board Chairperson Comments
   1) Copy of Nebraska Open Meeting Act is
      available at back of room
F. Re-Organization of Board for 2015
   1) Election of Chairperson
   2) Election of Vice Chairperson
   3) Appointment of Secretary
   4) Appointment of Treasurer
G. Consent Calendar
   1) Review Contents of Consent Calendar
      a) Agenda
      b) Excuse Absent Board Member(s)
      c) Minutes
         1) Regular Meeting, December 17, 2014 (Pages 1 - 1u)
G. Consent Calendar - Cont

1) Review Contents of Consent Calendar - Cont

d) Claims
   1) WCCA Unrestricted Fund - $2,226,518.99 (Pages 1 - 14)
   2) WCCA Restricted Fund - $41,157.20 (Page 14)
   3) WCCA Federal Fund - $8,667.82 (Pages 14 - 15)
   4) WCCA Agency Fund - $1,032.31 (Pages 15 - 16)
   5) WCCA Loan Fund - $0-
   6) WCCA Plant Fund - $614,939.34 (Page 16)
   7) WCCA Auxiliary Fund - $103,604.30 (Pages 16 - 19)

e) City Planning Commission Reports

f) Authorization for Board Member Travel
   1) ACCT 2015 Community College National Legislative Summit
      a) Dr. Packard

g) Reports and Proposals
   1) From the Students (Page 2)
   2) From the Faculty
   3) From the Administration
   4) From the Board

2) Approval of Consent Calendar

3) Consideration of Items Extracted from Consent Calendar

H. Bid Consent Calendar

1) Review Contents of Bid Consent Calendar

   a) #15-SE-12 - Public Relations and Marketing Service Contract (Pages 3 - 3a)
   b) #15-SE-13 - Western Magazine, Ed.2 (Handout)
   c) #15-SE-10 - Adobe Software (Handout)
   d) #15-EQ-11 - Servers (Handout)

2) Approval of Bid Consent Calendar

3) Consideration of Items Extracted From Bid Consent Calendar
WCCA Board of Governors
Page 3
Agenda – January 21, 2015

I. Personnel Consent Calendar

1) Review Contents of Personnel Consent Calendar

   a) Resignation(s):
      1) Ms. Anne Hippe, Nursing Instructor
      2) Ms. Melanie A. Thomas, Nursing Instructor/Nursing Education Director
   b) Appointment(s):
      1) Ms. Kristin R. Wiebe, Major Gifts and Planned Giving Officer

2) Approval of Personnel Consent Calendar

3) Consideration of Items Extracted from Personnel Consent Calendar

J. Reports and Recommendations from Board Policy Committee – Ms. Walworth

   1) Policy #500.3900.14 – Use of Alcoholic Beverages

K. Reduction-In-Force – Dr. Holcomb

   1) Final Recommendation of the WCCA President for Amendment of Contracts and
      Reduction of Staff Members for the 2015 – 2016 Academic Year

L. Monitoring Reports

   1) 2013 – 2014 Audited Annual Reports – Mr. Knapper

      a) F.T.E.
      b) Financial

   2) WNCC Enrollment – Mr. Hovey

      a) Final Report, Fall Semester 2014
      b) Preliminary, Spring Semester 2015

   3) RichGrossSolutions – Mr. Rich Gross, President

      a) Major Gifts Campaign Orientation
M. Western Nebraska Community College Facilities Corporation Special Meeting

1) Call to Order – Mr. Stickney

2) Roll Call

3) Election of Directors

4) Adjourn

L. Monitoring Reports – Cont.

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

   a) Executive Committee Meeting, January 5, 2015

5) Association of Community College Trustees – Dr. Perkins

N. Board Member Comments

O. President’s Comments

P. Upcoming Meetings and Events

1) Association of Community College Trustees

   a) 2015 National Legislative Summit
      1) February 9 – 12, 2015
      2) Washington, DC

   b) 2015 Annual Leadership Congress
      1) October 14 – 17, 2015
      2) San Diego, CA

2) Nebraska Community College Association

   a) 2015 Regular Meetings
      1) First Quarter Meeting
         A) January 23, 2015
         B) Lincoln, NE
      2) Second Quarter Meeting
         A) May 4, 2015
         B) Lincoln, NE
P. Upcoming Meetings and Events – Cont.

2) Nebraska Community College Association – Cont.

a) 2015 Regular Meetings – Cont.
3) Third Quarter Meeting
   A) August 3, 2015
   B) Lincoln, NE
4) Fourth Quarter Meeting (Annual Meeting)
   A) November 2 and 3, 2015
   B) Lincoln, NE

Q. Next Regular Meeting - Wednesday, February 18, 2015, 1:00 p.m., Boardroom, Western
   Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska.

R. 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 11:12 a.m., on Wednesday, January 21, 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 published notice in the Star-Herald, on Saturday, January 17, 2015, with the following members present: Timothy H. Daniels, F. Lynne Klemke, L. Paul Leseberg, William M. Packard, M. Thomas Perkins, R. J. Savely, Jr., Mary K. Shaver, Richard G. Stickney, Julienne K. Walworth, Merlyn L. Gramberg. Chairperson. Absent: Kimberly A. Marcy. Student Representatives present: None. Faculty Representatives present: None. College staff present: Todd R. Holcomb, William D. Knapper, Coral E. Richards, Terry B. Gaalswyk, David E. Groshans, Susan K. Yowell, Paula J. Abbott, Garry R. Alkire, Joseph W. Deer, David R. Koehler, Jennifer Rogers, Jeffrey A. Summit, Susan L. Verbeck. 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.

OATH OF OFFICE
Prior to the Roll Call, Ms. Richards administered the Oath of Office to newly elected Board members: R. J. Savely, Jr., District Two; and William M. Packard, District Five; and to re-elected Board members Merlyn L. Gramberg, District One; L. Paul Leseberg, District Three; Julienne K. Walworth, District Four.

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

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

Pursuant to Board Policy, Dr. Gramberg reminded community members who wish to make comments that each speaker will be limited to a five minute presentation. There were no community comments.

BOARD CHAIRPERSON COMMENTS
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 remarked that when he became Board Chair he had five goals: 1) Review credit hours for students; 2) Review and increase online course offerings; 3) Review and increase dual credit enrollment; 4) Review teaching methods; and 5) Engage students, faculty, and Board members in student success initiatives. He remarked that he believes those goals have been met. Dr. Gramberg thanked the Board members for their support and for the opportunity to serve as Chairperson.

Dr. Gramberg announced the next order of business is the re-organization of the Board for the 2015 year.

Dr. Gramberg called for nominations for Chairperson of the Western Community College Area Board of Governors for the 2015 year. He reminded Board members that nominations do not require a second. As he has previously announced, Dr. Gramberg remarked that he would not accept a nomination for the position of Chairperson.

Ms. Walworth nominated Mr. Daniels. There were no further nominations.

Dr. Perkins moved nominations cease and a unanimous ballot be cast for Mr. Timothy H. Daniels, as Chairperson of the Western Community College Area Board of Governors for the 2015 year. Seconded by Mr. Leseberg. The vote was, Yes: Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Gramberg. No: None. Abstain: Daniels. Absent: Marcy. Motion carried.

Dr. Gramberg stated he would continue to Chair the meeting until the re-organization of the Board was complete, at which time he would relinquish the Chair to Mr. Daniels.

Dr. Gramberg called for nominations for Vice Chairperson of the Western Community College Area Board of Governors for the 2015 year.

Mr. Leseberg nominated Ms. Walworth. There were no further nominations.

Ms. Klemke moved nominations cease and a unanimous ballot be cast for Ms. Julienne K. Walworth as Vice Chairperson of the Western Community College Area Board of
Governors for the 2015 year. Seconded by Mr. Leseberg. The vote was, Yes: Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Daniels, Gramberg. No: None. Abstain: Walworth.

Appointment of Secretary and Treasurer

Dr. Gramberg reported the positions of Secretary and Treasurer are appointments; therefore, a motion will be in order to appoint the Secretary and the Treasurer. He recommended Ms. Richards be appointed Secretary and Mr. Knapper be appointed Treasurer.

Appointment of Secretary

Ms. Walworth moved the Board appoint Ms. Coral E. Richards as Secretary of the Western Community College Area Board of Governors for the 2015 year. Seconded by Ms. Klemke. The vote was, Yes: Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Daniels, Klemke, Gramberg. No: None. Absent: Marcy. Motion carried.

Appointment of Treasurer

Ms. Klemke moved the Board appoint Mr. William D. Knapper as Treasurer of the Western Community College Area Board of Governors for the 2015 year. Seconded by Mr. Daniels. The vote was, Yes: Packard, Perkins, Savely, Shaver, Stickney, Walworth, Daniels, Klemke, Leseberg, Gramberg. No: None. Absent: Marcy. Motion carried.

Mr. Daniels assumed the position of Chairperson.

Mr. Daniels thanked the Board for the vote of confidence.

Mr. Daniels reported Ms. Marcy notified Ms. Richards that she would be unable to attend the meeting today because of Personal Business.

CONSENT CALENDAR

Review Contents

Mr. Daniels reviewed the contents of the Consent Calendar which include the following item(s):

1) Agenda, January 21, 2015
2) Excuse Absent Board Member(s) - Marcy
3) Minutes
   a) Regular Meeting, December 17, 2014
4) Claims
   a) WCCA Unrestricted Fund - $2,226,518.99
   b) WCCA Restricted Fund - $41,157.20
   c) WCCA Federal Fund - $8,667.82
   d) WCCA Agency Fund - $21,032.31
   e) WCCA Loan Fund - $0-
   f) WCCA Plant Fund - $614,939.34
   g) WCCA Auxiliary Fund - $103,604.30
CONSENT CALENDAR
Review Contents
Cont.

5) City Planning Commission Reports – None
6) Authorization for Board Member Travel
   1) ACCT 2015 Community College National Legislative
      Summit
      a) Dr. Packard
7) Reports and Proposals
   a) From the Students
   b) From the Faculty – Attachment A
   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.

CONSENT CALENDAR
Approval

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

CONSENT CALENDAR
Consider Items Extracted

There were no items extracted from the Consent Calendar

BID CONSENT CALENDAR
Review Contents

Mr. Daniels reviewed the contents of the Bid Consent Calendar which include the following bid(s):

1) #15-SE-12 – Public Relations and Marketing Service Contract
2) #15-SE-13 – Western Magazine, Ed. 2
3) #15-SE-10 – Adobe Software – Attachment B
4) #15-SE-11 – Servers

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.

Ms. Walworth requested Bid #15-SE-12, Public Relations and Marketing Service Contract, Bid #15-SE-13, Western Magazine, Ed. 2, and Bid #15-SE-11, Servers be extracted for separate consideration.

BID CONSENT CALENDAR
Approval

Ms. Shaver moved the Bid Consent Calendar be approved as amended. Seconded by Ms. Walworth. The vote was, Yes: Shaver, Stickney, Walworth, Gramberg, Klemke, Leseberg, Packard, Perkins, Savely, Daniels. No: None. Absent: Marcy. Motion carried.
Ms. Walworth reported she requested Bid #15-SE-12, Public Relations and Marketing Service Contract be removed to allow the Board to accept the better bid. She asked College administration to speak to this bid.

Dr. Holcomb reported that since March of 2014, he has served in the capacity of the Interim Public Relations and Marketing Director. During that time, the College has attempted to fill the position, but has not found a suitable candidate. Dr. Holcomb reported there are numerous projects which are pending. Dr. Holcomb reported the College solicited proposals from firms qualified to provide leadership and direction to the College’s public relations and marketing efforts. He reported the terms of the contract is for six months with an option of up to two six-month extensions if the College desires.

Dr. Holcomb reported two bids were received on January 12, 2015, from the following firms:

1) Lamp Public Relations & Marketing, Billings, MT $42,000.00
2) 25th Hour Communications, Westwood, MA $55,500.00

Dr. Holcomb reported he is recommending the Board accept the proposal from 25th Hour Communications. This firm has considerable expertise, having provided services to community colleges all across the country. He remarked Lamp Marketing, which submitted the low bid, does not have community college experience.

Ms. Walworth reported the Budget and Finance Committee met earlier today to review all bids on the Bid Consent Calendar. She reported the Budget and Finance Committee is recommending the Board accept the bid of 25th Hour Communications.

Ms. Walworth moved the Board accept the recommendation of the Budget and Finance Committee and College administration to approve the proposal of 25th Hour Communications, Westwood, MA, in the amount of $55,500.00. Seconded by Ms. Klemke. The vote was, Yes: Stickney, Walworth, Gramberg, Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Daniels. No: None. Absent: Marcy. Motion carried.
Ms. Walworth reported she requested Bid #15-SE-13, Western Magazine Ed. 2 be removed for separate consideration to allow the administration to present information about the proposal.

Dr. Holcomb referred Board members to the handout material which contains a proposal from Catalyst Education Partners LLC. He reported this firm is the same one that developed the first edition of the "Western Magazine." Dr. Holcomb reported to provide consistency, the College would like to use the same firm to develop edition two. He reported there are funds in the budget for the second edition of the publication. Dr. Holcomb reported Catalyst Education Partners LLC has proposed to develop edition two for the same cost as edition one, $27,279.00. He remarked that in July 2014, Catalyst Education Partners submitted the low bid for edition one.

Ms. Walworth reported the Budget and Finance Committee is recommending the Board accept the proposal submitted by Catalyst Education Partners LLC, of Bloomfield Hills, MI to develop edition two of the "Western Magazine."

In response to a question from the Board, Dr. Holcomb responded the funds for this publication are in the Public Relations and Marketing budget.

It was suggested that going forward, the size of the magazine might be made smaller, so that it did not have to be folded for mail delivery.

Ms. Walworth moved the Board accept the recommendation of the Budget and Finance Committee and College administration to approve the proposal of Catalyst Education Partners, Bloomfield Hills, MI, in the amount of $27,279.00 to develop edition two of the "Western Magazine." Seconded by Mr. Leseberg. The vote was, Yes: Walworth, Gramberg, Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Daniels. No: None. Absent: Marcy. Motion carried.

Ms. Walworth reported she requested Bid #15-SE-11, Servers be removed to allow the Board to accept the low bid meeting specifications.

Ms. Walworth reported the Budget and Finance Committee reviewed bids received on January 20, 2015, for Servers. Bids were received from the following firms:
BID CONSENT CALENDAR
Consider Items Extracted
Cont.
Insight Public Sector, Inc., Tempe, AZ $22,152.72
Sterling Computers Corporation,
Dakota Dunes, SD $23,992.80

Mr. Knapper reported the servers will replace smaller and slower servers on the network. They will also host new services and technology that have been added to the College’s networks. He reported the bid submitted by Insight Public Sector, Inc. does not meet the bid specifications for the number of core central processing units.

Ms. Walworth moved the Board accept the low bid meeting specifications submitted by Sterling Computers Corporation, Dakota Dunes, SD, in the amount of $23,992.80. Seconded by Dr. Gramberg. The vote was, Yes: Gramberg, Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Daniels. No: None. Absent: Marcy. Motion carried.

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

1) Resignation(s):
   a) Ms. Anne Hippe, Nursing Instructor, effective August 31, 2015.
   b) Ms. Melanie A. Thomas, Nursing Instructor/Nursing Education Director, effective August 31, 2015.

2) Appointment(s):
   a) Ms. Kristine R. Wiebe, Major Gifts and Planned Giving Officer, effective January 19, 2015, through June 30, 2015, salary to be prorated from an annual salary of $47,000.00.

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.

PERSONNEL CONSENT CALENDAR
Approval
Mr. Savely moved the Personnel Consent Calendar be approved as submitted. Seconded by Ms. Shaver. The vote was, Yes: Klemke, Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Gramberg, Daniels. No: None. Absent: Marcy. Motion carried.

PERSONNEL CONSENT CALENDAR
Consider Items Extracted
There were no items extracted from the Personnel Consent Calendar.
Ms. Walworth reported at the December 2014 meeting, the Board Policy Committee presented proposed Policy #500.3900.14 – Use of Alcoholic Beverages for Board member review. She asked Mr. Groshans to present the policy.

Mr. Groshans referred Board members to the mailed packet which includes a copy of the current policy and the proposed policy. Mr. Groshans reported the current Board Policy prohibits the use, possession or sale of alcoholic beverages at any College sponsored function either on College property or off campus.

As reported at the December 2014 Board meeting when the proposed policy was presented, College sponsored functions, such as the Music Department functions, held at the Gering Civic Center are in violation of the current policy because there is a cash bar available. Mr. Groshans reported the proposed revision to the policy will continue to prohibit the use, possession or sale of alcoholic beverages on College property and on the specific premises of College sponsored or supervised off-campus functions unless specifically approved by the President or the Board in advance of the event.

Mr. Groshans asked if there were any questions or comments regarding the proposed policy.

Dr. Perkins thanked Mr. Kelly for his diligent research on the policy relating to alcohol use associated with College related activities. He commented the Board is fortunate not to have been singled out for the violation of the current policy.

Dr. Perkins remarked the updated proposed policy that has been brought before the Board, is in essence, asking the Board to give some responsibility to administration for approving the sale or use of alcohol at College related events and in some instances hotel social or training events. Dr. Perkins remarked further that historically, this has been a Board Policy and ultimately the Board’s responsibility to review requests for alcohol on campus. Historically, the Board has reviewed such requests and has temporarily suspended the current policy and given limited approval to the group seeking special consideration. By bringing a request to serve alcohol during a College related function or for training purposes, the Board has ample opportunity to discuss the pros and cons of the request. Dr. Perkins commented such a responsibility cannot be taken lightly. While
the Board has established the alcohol use policy and may determine to suspend it, the Board also must be aware that it serves a broad range of constituents some of whom have no problem with alcohol use, while others see such use as a moral issue.

Dr. Perkins remarked this is not the time or place to debate the moral issue. It is appropriate to raise the question about sharing responsibility for suspending the policy and making a decision about the sale and use of alcohol for social functions of the College. Dr. Perkins remarked that in a matter as serious as this, he is uncomfortable with the possibility of retroactively approving a request to have alcohol served at a College event on or off campus or for a non-College function.

Dr. Perkins posed the question "what happens if a request has been approved by the administration and the Board does not agree with the approval?" The Board certainly cannot or should not override the administration's decision as that could create unnecessary conflict between the two parties. The proposed policy takes from the Board the responsibility to determine when to suspend the policy and to fully discuss such requests prior to the event.

Dr. Perkins pointed out that over the years, the Board has lived with an important and underlying principle: The Board and administration are bound together by what he described as creative tension. The Board sets policy and gives responsibility to the administration to carry it out. The Board does not get involved in the daily operations of the College, as it trusts the administration's judgment for taking care of College business. On the other hand, College administration does not take on the role and function of the Board. Dr. Perkins remarked that he views the proposed change as a disruption in Board and administration functions. He recommended the proposed policy be returned to the Policy Committee for revision or voted down.

The question was raised about how timely the requests would be made, and how the policy should be revised.

The flash point would be if a request were made less than a month before the event. It was pointed out that there are very few conferences or business related events that are scheduled on short notice.
There is an event, the Vocal Music Department "A Gala Evening", scheduled to be held at the Gering Civic Center in late February. Historically, there is a cash bar available at this function. The Board discussed options other than returning the policy to Committee.

One option to sending the policy back to committee would be to revise the proposed policy. Another option, to accommodate the upcoming event, would be to temporarily suspend the current policy.

The Board discussed a revision to the proposed policy, by removing "...the President or..." from the policy. This revision would leave the responsibility for approval with the Board.

Board members suggested it is not fair to place responsibility/blame on the College President. The president should be isolated from those decisions as it pertains to the proposed policy.

It was pointed out the College will not hold or ask for a Liquor License, but would request an on-campus function be catered. The catering business would be responsible for providing the alcoholic beverages, making application for and receiving approval for the on-campus event, and complying with all laws. Additionally, the policy further stipulates the approval and authorization for the use, possession or sale of alcoholic beverages on College property, within College facilities at off-campus College sponsored/supervised functions is conditioned upon the requirement that any such use/sale or possession of alcoholic beverages be in complete conformity with the requirements of law.

Mr. Leseberg moved the Board approve proposed Board Policy #500.3900.14 – Use of Alcohol Beverages, with the suggested revision to strike the "the President or" from the policy. Seconded by Dr. Gramberg. The vote was, Yes: Leseberg, Packard, Perkins, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Daniels. No: None. Absent: Marcy. Motion carried.
(A copy of the adopted policy is attached in the official minute book.)
Mr. Daniels declared a recess for lunch at 11:55 a.m. He announced lunch would be served in Room A103 at the Harms Advanced Technology Center. The Regular meeting will reconvene at 1:00 p.m.

Mr. Daniels declared the Open meeting in session at 1:02 p.m.

Dr. Holcomb referred Board members to the "Final Recommendation of the WNCC President for Amendment of Contracts and Reduction of Staff Members for the 2015 - 2016 Academic Year" which is included in the handout material.

Dr. Holcomb reported the review, revision, addition or elimination of instructional programs is an ongoing charge of the Board of Governors that must be addressed on an annual basis. As such, the Board directed that the reduction-in-force policy be implemented for review and possible elimination of specific program areas. He reported an Advisory Committee was appointed to study programs and provide recommendations to the College President. Dr. Holcomb reported the Advisory Committee has finalized and submitted its recommendations to him. Dr. Holcomb reported he has carefully reviewed the Committee recommendations and considered them in his final recommendation to the Board of Governors.

Dr. Holcomb reported there are no recommendations eliminating any programs or for reduction of staff members. He remarked, if reduction of staff members is recommended, there is a specific timeline required by Nebraska Statutes for notification of staff members.

Dr. Holcomb reported that he concurs with the Reduction-In-Force Advisory Committee in the course of action for the Cosmetology Program. Specifically, he concurs and requests that strategies presented in the program recommendations be developed and implemented to enhance the Cosmetology Program, including: a) the implementation of the actions identified as Program Educational Requirements and other Program Offerings; b) adoption of the Program Delivery Options; c) the implementation of the 2014-2015 Cosmetology Program Action Plan, and staffing levels; and d) the General Committee Recommendations as delineated in the program recommendations as found in the 2015-2016 Program Recommendations for the Cosmetology Program.
Dr. Perkins moved the Board accept the "Final Recommendation of the WNCC President for Amendment of Contracts and Reduction of Staff Members for the 2015 – 2016 Academic Year" for the Cosmetology Program as presented. Seconded by Walworth. The vote was, Yes: Packard, Perkins, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Leseberg, Daniels. No: None. Absent: Marcy. Motion carried.

Dr. Holcomb reported further that he concurs with the Reduction-In-Force Advisory Committee in the course of action for the Auto Body Program. Specifically, he concurs and requests that strategies presented in the program recommendations be developed and implemented to enhance the Auto Body Program including: a) The development and implementation of Educational Requirements, Program Offerings, and Student Engagement Activities; Changes in Program Delivery Options; Career Pathway; Program Marketing; Program Recruitment; and Staffing levels; and, b) The implementation of the General Committee Recommendations as delineated in the program recommendations as found in the 2015 – 2016 Program Recommendations for the Auto Body Program.

Ms. Klemke moved the Board accept the "Final Recommendation of the WNCC President for Amendment of Contracts and Reduction of Staff Members for the 2015 – 2016 Academic Year" for the Auto Body Program as presented. Seconded by Mr. Stickney. The vote was, Yes: Perkins, Savely, Shaver, Stickney, Walworth, Gramberg, Klemke, Leseberg, Packard, Daniels. No: None. Absent: Marcy. Motion carried.

(The "Final Recommendation of the WNCC President for Amendment of Contracts and Reduction of Staff Members for the 2015 – 2016 Academic Year" is attached in the official minute book.)

Mr. Knapper referred Board members to the handout material which includes the "Western Community College Area Statements of Reimbursable Full-Time Equivalent Student Enrollment & Reimbursable Education Units – June 30, 2014 – 2013".

Mr. Knapper reported Nebraska Statutes require this report to be filed with the Auditor of Public Accounts and the Department of Administrative Services prior to August 15 each year. The report is completed by Conthyman Associates, in
MONITORING REPORTS
2013 – 2014 Audited Annual Reports
F.T.E.
Cont.

accordance with Government Auditing Standards. Mr. Knapper referred Board members to the auditor's opinion, and to the actual enrollment numbers contained in the report. Mr. Knapper reviewed the Reimbursable Full-Time Equivalent Student Enrollment for the Fiscal Years ending June 30, 2013 and 2014. There is a decrease from 1,910.28 in 2013 to 1,828.83 in 2014. He also reviewed the Reimbursable Education Units for the same period. There is a decrease from 2,700.14 in 2013 to 2604.94. Mr. Knapper reported the three-year average values are also included in the report for use in state aid computations.

Mr. Knapper introduced Mr. David R. Koehler, Accounting Services Director, and congratulated him for his work on the report. Mr. Knapper reported the College received an unqualified opinion.

Dr. Gramberg moved the Board accept the Audited Annual Report for the "Western Community College Area Statements of Reimbursable Full-Time Equivalent Student Enrollment & Reimbursable Education Units – June 30, 2014 - 2013" as presented. Seconded by Mr. Savely. The vote was, Yes: Savely, Shaver, Stickney Walworth, Gramberg, Klemke, Leseberg, Packard, Perkins, Daniels. No: None: Absent: Marcy. Motion carried.

Financial

Mr. Knapper referred Board members to the handout materials which includes the "Western Community College Area Financial Statements, June 30, 2014 – 2013". Mr. Knapper referred Board members to the "Management's Discussion and Analysis" found in the report. The purpose of the "Management's Discussion and Analysis" is to interpret in layperson terms the College Financial performance during the past fiscal year (2014). Mr. Knapper then referred Board members to the "Auditors' Report" which states the audits on the financial statements were conducted in accordance with the auditing standards contained in Government Auditing Standards. The Auditors' Opinion statement is also found in the "Auditors' Report" as follows: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component units of Western Community College Area, as of June 30, 2014 and 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."
Mr. Knapper reported an unmodified report was issued by the auditor.

Mr. Knapper reviewed the Statements of Net Position and Statement of Revenues, Expenses and Changes in Net position which shows the net financial position of the College increased by nearly three million dollars. He referred to the Notes to Financial Statements which provides an explanation of how the previous pages were prepared.

Mr. Knapper referred Board members to the “Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by OMD Circular A-133” The audit of these programs did not identify any deficiencies in internal control over compliance that were material weaknesses.

Mr. Knapper reported Mr. Koehler prepared the statements for the financial audit. He congratulated Mr. Koehler for his work on the audit which allowed for a “clean” audit.

Mr. Lesberg moved the Board accept the Audited Annual Report for the “Western Community College Area, Financial Statements June 30 2014 – 2013. Seconded by Ms. Walworth. The vote was, Yes: Shaver, Stickney, Walworth, Gramberg, Klempke, Lesberg, Packard, Perkins, Savely, Daniels. No: None. Absent: Marcy. Motion carried.

Mr. Hovey referred Board members to the handout materials which include the Final Fall 2014 Enrollment Report. He reported the change from the Fall 2014 Ten-Day Enrollment Report reflects an increase in total headcount of 17.4 percent. However, the comparison with Fall 2013 total headcount is lower. The full-time End of Semester Perspective for 2014 is 891 compared to 943 in 2013. Mr. Hovey remarked there are some enrollments for the Fall Semester that have not yet been entered in the system, so it will be somewhat greater. Mr. Hovey reported further the Full-Time Equivalent Enrollment is 931 compared to 1,007 for the Fall 2013 Semester.

Mr. Hovey reported the online enrollment refers to students who are taking 100 percent of their courses online. He pointed out the large increase in non-credit enrollment reflects the shift of many of the business and community education students from credit to non-credit.
Mr. Hovey remarked, if the fall semester enrollment is lower, the same trend will apply to the following Spring Semester. He commented that retention is a very important factor when considering enrollment. He referred Board members to the Fall 2014 to Spring 2015 Retention. Mr. Hovey reported 81.3 percent of the full-time Fall 2014 semester degree seeking students enrolled for the spring semester, and 56.9 percent of the part-time students returned. Of the full-time students not returning, 21 graduated in December, and sixty-two students were restricted from returning because of outstanding balances or academic suspension. Mr. Hovey reported the admissions staff is striving to contact those who are eligible to return and remind them that enrollment for the Fall 2015 Semester will begin on April 6, 2015. Several of those contacted have indicated they are planning to enroll for the Fall 2015 semester.

Mr. Hovey reported the preliminary 2015 Spring Semester Enrollment as of January 20, 2015, is 710 full-time students and 716 part-time students. This compares to 796 full-time and 816 part-time students for the Spring 2014 semester. Mr. Hovey reported there will be an increase in the part-time enrollment as there are additional dual credit students that need to enroll. Mr. Hovey reported he will present the Ten-Day Enrollment report at the February Board of Governors meeting.

Mr. Daniels thanked Mr. Hovey for his report.

Using a PowerPoint presentation, Mr. Rich Gross, President of RichGrossSolutions and consultant for the Major Gifts Campaign,

Mr. Gross reported much of the preparation for a major gift campaign has been completed. The individual interviews and group summits conducted as a part of the Feasibility Study has been completed. Mr. Gross reported the findings were presented to the Board at the August 2014 meeting. Since that time, Dr. Holcomb has met with the participants of the Feasibility Study to share the results with them.

Mr. Gross reviewed the reasons for conducting a major gift campaign. State aid is becoming a more unstable revenue source and is declining as a proportion of overall revenue requirements. Tuition and fees are becoming increasingly close to the affordability ceiling. Also, local taxes, Federal programs and grants are also becoming an
unstable source of funding. In setting the tone for the major gifts campaign, the Feasibility Study identified the unique areas of College impact are economic development, workforce development and quality of life. Mr. Gross remarked that over the next decade, community colleges must challenge themselves to improve institutional advancement efforts to account for twenty percent of operational revenue and, thus, provide a measure of stability in an increasingly unstable funding landscape.

Mr. Gross commented there are three phases of the Major Gift Campaign: Phase One - Planning and Lead Gifts; Phase Two - Major Gifts; and Phase Three - Public Campaign. He commented the objective of Phase One is to reach fifty percent of the Target Goal or 4.5 million dollars. He reviewed the actions that have been taken will be during this phase. He commented committees will be formed and trained, the first being the Campaign Executive Committee.

Mr. Gross remarked that among the additional committees is a Family Campaign Committee. Ms. Sheila Johns has agreed to help with this committee. During the family campaign, faculty, staff, and Board members (both the Board of Governors and the Foundation Board of Directors) will be invited to participate. This portion of the campaign will look for wide spread participation. Mr. Gross commented the Board should have 100 percent participation and a minimum of eighty percent participation from faculty and staff.

Mr. Gross reviewed how the lead gift prospects will be identified, prioritized and cultivated. He presented a summary of Leadership Team Roles during the Lead Gift Phase, including assisting with Lead Gift Prospect Identification and Cultivation. He remarked it is important to stay positive. The campaign is a "Long Road."

Mr. Gross reported during Phase Two, Major Gifts, gifts of $5,000, and above will be sought. He reported about 200 volunteers will be needed. Campaign divisions for industry, geography, alumni, and others will be formed. And, an intensive public relations campaign will be initiated. The objective of Phase Two is to reach 85 percent of the Target Goal.

Phase Three will be the Public Campaign. This will include an extensive public relations and marketing effort, gifts of
any size will be sought and the general public will feel ownership in the success. The reach will include small businesses, neighborhoods, students, parents and organizations. The objective is to reach 100 percent of the Target Goal.

Mr. Gross reviewed the Major Gifts Campaign calendar. He remarked the public campaign will conclude with a community celebration in the fall of 2016.

In response to a question from the Board, Mr. Gross reported a gifts campaign was conducted in 2001 for a specific purpose. The Major Gifts Campaign has a broader objective and also the cultivation of long-term and ongoing institutional advancement.

Mr. Daniels thanked Mr. Gross and remarked the Board appreciates Mr. Gross' work to ensure the success of the Major Gifts Campaign.

(A copy of the PowerPoint presentation is attached in the official minute book.)

The next item on the Agenda is a Special meeting of the Western Nebraska Community College Facilities Corporation.

RECESS

At 2:06 p.m., Mr. Daniels declared the Regular January 2015 meeting of the Western Community College Area Board of Governors in recess until the adjournment of the Special meeting of the Western Nebraska Community College Facilities Corporation.

WESTERN NEBRASKA COMMUNITY COLLEGE FACILITIES CORPORATION SPECIAL MEETING

Mr. Stickney called the Special meeting of the Western Nebraska Community College Facilities Corporation to order at 2:06 p.m.

The Special meeting of the Western Nebraska Community College Facilities Corporation was adjourned at 2:21 p.m.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS Reconvene Meeting

Mr. Daniels reconvened the Regular January 2015 meeting of the Western Community College Area Board of Governors at 2:21 p.m.

MONITORING REPORTS Nebraska Community College Association

Dr. Perkins reported the Association Executive Committee, along with Mr. Baack, met with Senator Davis on January 5, 2015, to listen to his property tax proposal. Senator Davis
is planning to introduce a bill to reduce Community College's taxing authority. His plan is to reduce community college taxing authority from 11.5 cents by one cent a year over five years. At the end of the five years, community college taxing authority will be set at 6.5 cents. During the first five years of Mr. Davis' plan, he will include state funds to help community colleges adjust to the change. However, after the first year, community colleges will have to determine how they will make up the loss of revenue.

Dr. Perkins reported that members of the Executive Committee observed that the only community college that would be affected in the first year (loss of property tax revenue) would be Central, as it has used most of its taxing authority. The other community colleges have not met the limits of their authority.

Dr. Perkins reported the Committee listened to his proposal and raised questions about the consequence of such a bill and the effect it would have on community colleges. Both Western and Mid-Plains Areas would feel the effects of the bill more than the other community colleges as they rely heavily on property tax to balance their budgets.

Dr. Perkins reported the Committee discussed the fact that property tax is a major issue for western Nebraska farmers and ranchers, as their land does not produce an income at a similar level as that in eastern Nebraska. Many find they cannot afford the tax. Also, some farmers and ranchers are of the opinion that they are not benefitting from the Western or Mid-Plains Community Colleges. The problem is their concept of student enrollment is limited to high school graduates attending the College, and they do not understand that the colleges serve more than high school graduates. For example, emergency medical technicians.

Dr. Perkins reported the Committee did not challenge his concerns about the high cost of property tax, but did offer to work with Senator Davis to arrive at an equitable solution. Senator Davis is planning to introduce the bill this session. The Committee suggested that he not introduce the bill this year, the Committee did inform him that in the meantime, the Association would develop a funding formula to be introduced in the 2016 Legislative session. The Executive Committee will keep Senator Davis informed about the funding formula and seek his ideas. Discussion of Senator Davis' bill will be on the January 23, 2015, Association Board meeting agenda.
Dr. Perkins reported he and Mr. Baack met with Senator John Stinner and his legislative aide, Mr. Roger Kleetle, after the Executive Committee meeting January 5, 2015, in regards to Senator Davis’ property tax proposal. They did so as representatives of the Association. Senator Stinner is well aware of the property tax issue. Dr. Perkins reported that Senator Stinner is committed to community colleges and expressed concern that the proposal, if passed, would be harmful to the College and the other community colleges. It was agreed to keep one another informed about Senator Davis’ initiative.

Other Association business included a recommendation from the Executive Committee to the Association Board that the Annual Meeting be rotated among the community colleges and that the Association Board meetings continue to be held in Lincoln. Should the Board accept this recommendation, the College would host the next Annual meeting.

Additionally, in regard to the Association of Community Colleges National Legislative Summit, the Executive Committee is recommending a change in the usual protocol for meeting with the Nebraska Congressional delegation. Arrangements are being made to have lunch with the delegation in one of the conference rooms in the U.S. Capitol. At that time, the Nebraska community college representatives can discuss their interests and concerns regarding community colleges in a more cohesive fashion.

There was comment that property taxes were not the only tax issue; but, rather it was all taxes combined. It was mentioned that there is a large difference between what the community colleges and the K-12 schools receive from property tax. Also, there is a large difference in the amount of state support the University system receives compared to the community college system.

One of the concerns about property tax is the fact many of the constituents in Mr. Davis’ Legislative District hold lots of land on which production cannot be increased (cattle operations).

Mr. Leseberg commented the best solution to rising property taxes is for political subdivisions to cut expenses. He remarked “needing and wanting” are very different.
Dr. Perkins remarked it is important to educate the members of the Legislature about the importance of the community colleges to higher education.

Dr. Perkins referred Board members to a news release from the Association of Community College Trustees. The release is about Mr. Tom Hanks, an award-winning movie star, and his explanation in a New York Times article why he owes his success to his time at Chabot College. In the article, Mr. Hanks announced "I owe it all to community college." Dr. Perkins encouraged Board members to go to the Association website, acctinfo@acct.org to read the entire release.

Mr. Daniels asked for Board Member Comments.

There was discussion about how President Obama’s proposal of free community college tuition would impact the College. The proposal is based on a Tennessee model and the student would have to make academic progress. Seventy-five percent of the proposal would be funded by the Federal government and the remaining 25 percent by state government. Each state would have to accept the proposal. It was pointed out the proposal, intended to help provide a qualified workforce, will be very hard to fund. Even though the proposal may not be funded, the proposal does help to raise awareness of the importance of community colleges.

Ms. Klemke thanked Dr. Gramberg for his years of leadership as Board Chairperson.

Dr. Perkins remarked that tomorrow, January 22, 2015, he would officiate at a Celebration of Life service for Ms. Betty (Elliott) Metcalf. Ms. Metcalf attended Scottsbluff Junior College in 1939-40.

Mr. Daniels asked for President’s Comments.

Dr. Holcomb reported that on January 15, 2015, the College was one of the co-sponsors for the conference "Coming Together: Innovations for Economic and Social Change, Rural Social Entrepreneurship 2015". The conference showcased three very interesting speakers. He thanked Dr. Gadowyk for covering the cost for students to participate in the conference.
Dr. Holcomb reported there should be no assessment to the College for the water district which is a savings of between $20,000 and $30,000. He reported that Mr. Reganis is also saving significant funds based on the portion of the water line that will not need to be installed because of an existing water main the College installed around the residence hall. He thanked Mr. Leseberg for raising the question of the need for the College to be included in the water district.

Dr. Holcomb reported that Mr. Russell Beck, College Men’s Basketball Coach, has shared that the team posted a 3.05 grade point average for the Fall 2014 semester. The team’s academic goal is another semester in the spring with over a 3.0 grade point average as a team. This would allow the opportunity for the team to receive a National Junior College Athletic Association All-Academic team award. Dr. Holcomb reported out of over 300 Association men’s basketball programs, only nine teams accomplished that last year. The team and the College are focused on bringing that honor to the College.

Dr. Holcomb reported Mr. Lorin King, College Science instructor, visited the Western Nebraska Veterans Home in December with a unique delivery for the holidays. He delivered boxes of puzzles purchased with donations he received for a project he began called Puzzles for Veterans.

Dr. Holcomb reported the Assessment Team will be running a contest for students this semester. The Team feels this is a good way to let students know what the College’s expectations and goals are, while at the same time getting some feedback relative to how the students feel the College is doing in these areas. The contest is open to all students and there will be one winner a month per campus, for each goal. These are student learning objective related to the five General Education Goals established at the College. The goals is for students to be proficient in these areas before leaving the College.

The College Financial Aid staff will be presenting “Financial Aid 101” in several panhandle communities throughout January and early February. Students and parents are welcome to attend. Presentations will include information on FAFSA forms, scholarships, Pell grants, and student loans. These informative sessions are not just for College students. Students interested in attending any college are encouraged to attend one of the presentations.
Dr. Holcomb reported the Vocal Music Program, under the direction of Ms. Rita Stinner will present the annual A Gala Evening at the Gering Civic Center on Friday and Saturday evenings, February 20, and 21, 2015. The theme is “Diamonds, Dreams, and Disney”. All seating is reserved and by advance sale only. Seating is limited and tickets have sold out each of the last 18 years. Tickets may be purchased at the College Business Office in person or by phone at 308-635-6020. Dr. Holcomb reported this is the 25th Anniversary celebration for the Gala. The Gala was first presented at the Elks Club in 1990 and has grown and expanded into two nights, performing for sold out crowds since 1997.

Dr. Holcomb reported Sidney Campus staff members, Ms. Linda Roelle and Ms. Regina Kuhns, participated in the KEEP IT STEADY, MAINTAIN DON'T GAIN winter wellness challenge through the Panhandle Wellness Council. They were notified that they won first place in the challenge. The first place price is a new walking workstation for the Sidney Campus.

Dr. Holcomb reported that in November, the College was invited to apply for a grant from First National Bank’s corporate office. In January, the College was notified that the Foundation will receive a $12,500 grant to help GED graduates enroll, including tuition, fees, and books, in Basic Nursing Assistant, Medication Aide, Phlebotomy, and CPR classes.

Dr. Holcomb reported the GED Program in Chadron has moved into the Northwest Community Action Partnership location. The Program is partnering with the Community Action Partnership to coordinate volunteer tutors. Students will be able to rejoin the program this month.

Dr. Holcomb reported the College has partner with the AIM Institute to provide a series of Facebook for Business classes. The classes will take place in February.

Dr. Holcomb reported, students have moved into the new addition of Pioneer Hall. The remodeling of the original Pioneer Hall will begin soon.

Dr. Holcomb asked for questions. There were none.
UPCOMING MEETINGS AND EVENTS

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

1) The Association of Community College Trustees 2015 National Legislative Summit to be held on February 9 – 12, 2015, in Washington, DC.

2) The Association of Community College Trustees 2015 Annual Leadership Congress to be held on October 14 – 17, 2015, in San Diego, CA.

3) The Nebraska Community College Association 2015 Regular Meetings to be held as follows: a) First Quarter Meeting - January 23, 2015; b) Second Quarter Meeting - May 4, 2015; Third Quarter Meeting - August 3, 2015; and, Fourth Quarter Meeting (Annual Meeting) - November 2 and 3, 2015. All the meetings will be held in Lincoln, NE.

Dr. Perkins reported the Annual meeting of the Nebraska Community College Association may be held in Scottsbluff. A final decision on the location for the Annual meeting will be made at the First Quarter Meeting of the Association Board.

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, February 18, 2015, at 1:00 p.m., in the Boardroom, Western Nebraska Community College, Scottsbluff Campus, located at 1601 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 3:05 p.m.

Timothy H. Daniels, Chairperson

Coral E. Richards, Secretary
Nursing Educator Erica Muhr attended the Elsevier Nursing Faculty Development Conference in January in Phoenix Arizona. This conference focused on teaching strategies that promote critical thinking, flipped classrooms, assessment, NCLEX preparation for nursing students and social media and the law. Muhr reports that she is fortunate that to have had this experience and opportunity to gain valuable knowledge, insight and tools which will be helpful in my development as a nurse educator.

IT instructor Tom Robinson reports that WNCC is one of the schools participating in the Nebraska Microsoft IT Initiative. Currently 6 instructors Bill Loring, Bill Spurgeon, Jane Kelley, Aletia Norwood, Bridget Bergiel and myself have taken and passed the MOS certification exams for Word and Excel. We will be completing the PowerPoint certification during the month of January. This program has provided us with 500 vouchers. Students taking Microcomputer Applications will have the opportunity to test for free on these three certifications and students taking Operating Systems, Configuring Windows 8.1. and Configuring Windows Server 2012 will have the opportunity to take a Microsoft Technology Associate exam which is a beginning certification for Microsoft desktop and networking technologies. Thanks for your support on this project.

Respectfully submitted by

Aletia Norwood
MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: January 21, 2015
RE: Board Approval, Bid Number 15-SE-10

On January 19, 2015 bids were received for Adobe Products/Membership Purchase

ACCOUNT NUMBER: 10.1.42000.5334.11
TOTAL BUDGET: $14,000.00

TABULATION:

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<tr>
<th>Company</th>
<th>City/State</th>
<th>Total Amount</th>
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<td>GovConnection, Inc.</td>
<td>Rockville, MD</td>
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<tr>
<td>ScholarBuys</td>
<td>Carpentersville, IL</td>
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<td>IT Savvy</td>
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<tr>
<td>Journeyed.com, Inc.</td>
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Recommendation to come from the Finance Committee.