

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS
JANUARY 16, 2019
AGENDA**

LUNCH – 12:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
Pioneer Activity Center, John C. Bishop Dining Hall
1409 East 27th Street, Scottsbluff, Nebraska

REGULAR MEETING – 1:00 P.M.

Western Nebraska Community College
Scottsbluff Campus
Pioneer Activity Center, Conference Room
1409 East 27th Street, Scottsbluff, Nebraska

PROPOSED AGENDA

A. Call to Order, Mr. Richard G. Stickney

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 Meetings Act Available at the Back of the Room

F. Re-Organization of Board for 2019

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
 - i. Regular Meeting, December 5, 2018 3-47
 - d) Claims:
 - i. WCCA Unrestricted Fund - \$2,749,447.71 49-64
 - ii. WCCA Restricted Fund - \$4,602.52 64
 - iii. WCCA Federal Fund - \$2,235.32 64-65
 - iv. WCCA Agency Fund - \$9,445.18 65
 - v. WCCA Loan Fund - \$-0- N/A
 - vi. WCCA Plant Fund - \$2,296,490.98 65
 - vii. WCCA Auxiliary Fund - \$98,977.41 66-68

G. Consent Calendar (Cont.)

- e) City Planning Commission Report(s)
 - i. City of Scottsbluff 67-75
- f) Reports and Proposals
 - i. From the Students
 - ii. From the Faculty 77-78
 - iii. From the Administration
 - iv. From the Board
- 2. Approval of Consent Calendar
- 3. Consideration of Items Extracted from Consent Calendar

H. Board Member Mileage and/or Expense Reimbursement

- 1. Ms. Karen S. Anderson – \$414.20..... 79
 - Dr. Merlyn L. Gramberg – \$107.15..... 79
 - Ms. Lynne Klemke – \$448.98..... 79
 - Ms. Kimberly A. Marcy – \$207.10..... 79
- 2. Dr. Thomas M. Perkins – \$434.37..... 79
 - Mr. Thomas L. Perlinski – \$28.99..... 79
 - Mr. R. J. Savely, Jr. – \$605.82..... 79
 - Mr. Richard G. Stickney - \$58.53..... 79

I. Bid Consent Calendar

- 1. Review of Bid Consent Calendar
 - a) Bid No. 19-EQ-16 – ADA Campus Signage..... 81-87
 - b) Bid No. 19-FAC-25 – Amend Guaranteed Maximum Price – Roofing..... 89-91
- 2. Approval of Bid Consent Calendar
- 3. Consideration of Items Extracted From Bid Consent Calendar

J. Personnel Consent Calendar

- 1. Review Contents of Personnel Consent Calendar
 - a) Resignation(s):
 - i. Mr. James Hashley, Associate Director of Information Technology 93
 - ii. Ms. Jennifer Sibal, Alumni Relations / Steward Director 95
 - iii. Ms. Kristin R. Wiebe, WNCC Foundation Major Gifts and Planned Giving Officer ...97
 - iv. Ms. Peggy Wolff, Health Information Technology Instructor and Program Director ...99
 - b) Appointment(s):
 - i. Ms. Lynne Koski, Vice President of Finance 101-105
- 2. Approval of Personnel Consent Calendar
- 3. Consideration of Items Extracted from Personnel Consent Calendar

K. Western Community College Area Board of Governors

1. Informal Board of Governors Meeting(s)
 - a) Planning Session(s)
February 20, 2019, Dinner 6:00 p.m., Planning Session 7:00 p.m.
February 21, 2019, Planning Session 8:00 a.m. – 4:00 p.m.
Fairfield Inn & Suites
2. Regular Board of Governors Meeting(s) 107
 - a) April 17, 2019, 1:00 p.m., Sidney Campus, Sidney, Nebraska
 - b) September 11, 2019, 1:00 p.m. – Budgets, Scottsbluff Campus, Scottsbluff, Nebraska
 - c) October 30, 2019, 1:00 p.m., Alliance Campus, Alliance, Nebraska
 - d) December 4, 2019, 1:00 p.m., Scottsbluff Campus, Scottsbluff, Nebraska

L. Old Business

1. Reports and Recommendations from Human Resources Committee – Dr. William Packard
 - a) Second and Final Reading: Equal Opportunity Non-Discrimination Board Policy – Ms. Kathy Ault 109-110
 - i. Second and Final Reading: Policies Being Repealed – Ms. Kathy Ault
 1. Board Policy 115.0250.01 Anti-Harassment-Client/Guest 111
 2. Board Policy 201.0100.12 Discrimination, Harassment, and Retaliation Prohibited 113-114
 3. Board Policy 405.0100.14 Non-Discrimination 115
 4. Board Policy 405.0300.13 Statement on Publications 117
 5. Board Policy 415.0850.12 Discrimination Harassment or Retaliation Employee 119-120
 6. Board Policy 415.0855.15 Mandatory Reporters 121
 7. Board Policy 500.3801.14 Sexual Misconduct: Dating/Domestic Violence, Sexual Assault & Stalking 123
 8. Board Policy 500.4500.01 Anti-Harassment, or Retaliation Complaint 125
 9. A-1-12 – Discrimination, Harassment, or Retaliation Complaint 127-131
 10. A-1.2-14 – Sexual Misconduct Complaint Procedure 133-140
2. Reports and Recommendations from Student Success Committee – Dr. Merlyn Gramberg
 - a) Second and Final Reading: Acceptable Identification Process for Student Services Transactions Board Policy – Dr. Todd Holcomb 141-142
3. Second and Final Read: Proposal of Associate of Fine Arts Degree – Dr. Kim Kuster Dale ..143-150

M. New Business

1. Reports and Recommendations from Student Success Committee – Dr. Merlyn Gramberg
 - a) First Reading: Federal Title IV Funds Board Policy – Dr. Todd Holcomb 151-152
 - i. Information Only: Financial Aid Return of Title IV Funds President’s Procedure. 153-159
 - ii. Information Only: Financial Aid Professional Judgement President’s Procedure .. 161-165
 - iii. Information Only: Financial Aid Consumerism President’s Procedure 167-173
2. Reports and Recommendation from Human Resources Committee – Dr. William Packard
 - a) First Reading: Confidentiality of Employee Records Board Policy – Ms. Kathy Ault.... 175-181
 - b) Repeal:
 - i. Board Policy 415.1300.79 Confidentiality of Records..... 183
3. Reports and Recommendations from the Risk Management Committee
 - a) First and Single Reading: Nebraska Community College Insurance Trust Re-Commitment Resolution – Mr. William Knapper 185-191

N. Reduction-in-Force

1. Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year – Dr. Todd Holcomb..... Handout

O. Institutional Reports

1. Higher Learning Commission Update, Consultant – Dr. Sandy Veltri..... 193-195
2. Board Policy Update Process – Dr. Kim Kuster Dale Handout
3. Nebraska Community College Association – Dr. Merlyn Gramberg, Dr. M. Thomas Perkins
4. Association of Community College Trustees – Dr. M. Thomas Perkins
5. Western Nebraska Community College Foundation – Ms. Karen Anderson Handout

P. Western Nebraska Community College / Scottsbluff Campus Main Building Addition and Renovation Update – Dr. Todd Holcomb

Q. Board Member Comments

R. President’s Comments

S. Western Nebraska Community College Facilities Corporation Special Meeting

1. Call to Order – Mr. Richard Stickney
2. Roll Call
3. Election of Directors
4. Adjourn

T. Executive Session

1. 2019 – 2020 Collective Bargaining

U. Upcoming Meetings and Events

1. Association of Community College Trustees
 - a) 2019 National Legislative Summit
February 10-13, 2019
Washington, D.C.
 - b) 2019 ACCT Leadership Congress
October 16-19, 2019
San Francisco, CA
2. Nebraska Community College Association
 - a) 2019 Regular Meetings
 1. First Quarter Meeting
January 25, 2019
Lincoln, NE
 2. Second Quarter Meeting
May 6, 2019
Lincoln, NE
 3. Third Quarter Meeting
August 5, 2019
Lincoln, NE
 4. Fourth Quarter Meeting (Annual Meeting)
November 4, 2019
Southeast Community College
Lincoln, NE
 - b) State Legislative Day
February 7, 2019
Lincoln, NE

V. Next Regular Meeting: Wednesday, February 20, 2019, 1:00 p.m., Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

W. Adjournment

MISSION STATEMENT

WNCC assures learning opportunities for all - enriching lives, invigorating communities, creating futures.

www.wncc.edu

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS**

MINUTES

Wednesday, January 16, 2019
1:00 p.m.

The Western Community College Area Board of Governors held a regular Board Meeting at 1:00 p.m. on Wednesday, January 16, 2019, in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, located at 1409 East 27th Street, in the City of Scottsbluff, in the County of Scotts Bluff, in the State of Nebraska, as per the publicized notice in the Star-Herald, on Wednesday, January 9, 2019.

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, Mr. Kelly administered the Oath of Office to newly elected Board member Allan D. Kreman, District Three; and to re-elected Board members: Merlyn L. Gramberg, District One; R. J. Savely, Jr., District Two, William M. Packard, District Five.

Mr. Stickney welcomed Mr. Kreman as a member of the Board of Governors. He reported Ms. Coral E. Richards, who was also recently elected, is unable to attend the meeting today, the Oath of Office will be administered to her at a later date.

AREA BOARD

| | |
|---------------------------------------------|---------|
| Karen S. Anderson | Present |
| Merlyn L. Gramberg | Present |
| Linda A. Guzman-Gonzales | Present |
| F. Lynne Klemke | Present |
| Allan D. Kreman | Present |
| Kimberly A. Marcy..... | Present |
| William M. Packard..... | Present |
| M. Thomas Perkins..... | Present |
| R. J. Savely, Jr | Present |
| Richard G. Stickney, Vice-Chairperson | Present |

OTHERS PRESENT

Kathy Ault, Human Resources Executive Director
Kim Kuster Dale, Executive Vice President
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary
Todd R. Holcomb, President
Sheila Johns, Financial Aid Director
Philip M. Kelly, College Attorney
William D. Knapper, Administrative Services Vice President and Board Treasurer
Aletia Norwood, Faculty Representative
Sandy Veltri, Higher Learning Commission Consultant
Stacey Wilson, Faculty Representative

QUORUM

Mr. Stickney declared a quorum was present for the transaction of business.

COMMUNITY COMMENTS

Mr. Stickney asked for comments from the community. Pursuant to Board Policy 830.1000.79, Mr. Stickney 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

Mr. Stickney 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.

RE-ORGANIZATION OF THE BOARD FOR 2019

Election of Chairperson

Mr. Stickney announced the next order of business is the re-organization of the Board for the 2019 year.

Mr. Stickney called for nominations for Chairperson of the Western Community College Area Board of Governors for the 2019 year. He reminded Board members that nominations do not require a second. Dr. Perkins nominated Ms. Klemke. There were no further nominations.

Mr. Stickney MOVED nominations cease and a unanimous ballot be cast for Ms. F. Lynne Klemke as Chairperson of the Western Community College Area Board of Governors for the 2019 year.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy,
Packard, Perkins, Savely, Stickney

Voting No: None

Abstain: Klemke

Absent: None

MOTION CARRIED

RE-ORGANIZATION OF THE BOARD FOR 2019

Election of Vice Chairperson

Mr. Stickney called for nominations for Vice Chairperson of the Western Community College Area Board of Governors for the 2019 year.

Mr. Savely nominated Mr. Stickney. There were no further nominations.

RE-ORGANIZATION OF THE BOARD FOR 2019 (Cont.)

Election of Vice Chairperson

Mr. Stickney MOVED nominations cease and a unanimous ballot be cast for Mr. Stickney as Vice Chairperson of the Western Community College Area Board of Governors for the 2019 year.

Voting Yes: Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Anderson, Klemke

Voting No: None

Abstain: Stickney

Absent: None

MOTION CARRIED

RE-ORGANIZATION OF THE BOARD FOR 2019

Appointment of Secretary

Mr. Stickney reported the positions of Secretary and Treasurer are appointments; therefore, a motion will be in order to appoint the Secretary and the Treasurer.

Dr. Perkins MOVED Ms. Rosie Hernandez be appointed as Secretary of the Western Community College Area Board of Governors for the 2019 year. SECONDED by Mr. Savely, Jr.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

RE-ORGANIZATION OF THE BOARD FOR 2019

Appointment of Treasurer

Ms. Guzman-Gonzales MOVED Mr. William D. Knapper be appointed as Treasurer of the Western Community College Area Board of Governors for the 2019 year. SECONDED by Ms. Anderson.

Voting Yes: Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Ms. Klemke assumed the position of Chairperson, and thanked the Board members for their vote of confidence.

CONSENT CALENDAR

Review Contents

Ms. Klemke reviewed the contents of the Consent Calendar which include the following item(s):

- 1) Agenda, January 16, 2019
- 2) Excuse Absent Board Member(s)
- 3) Minutes
 - a. Regular Meeting, December 5, 2018
- 4) Claims for December 2018:
 - a. WCCA Unrestricted Fund - \$2,749,447.71
 - b. WCCA Restricted Fund - \$4,602.52
 - c. WCCA Federal Fund - \$2,235.32
 - d. WCCA Agency Fund - \$9,445.18
 - e. WCCA Loan Fund - \$-0-
 - f. WCCA Plant Fund - \$2,296,490.98
 - g. WCCA Auxiliary Fund - \$98,977.41
- 5) City Planning Commission Reports (Attachment A)
- 6) Reports and Proposals
 - a. From the Students
 - b. From the Faculty (Attachment B)
 - c. From the Administration
 - d. From the Board

Ms. Klemke inquired if there were any item(s) on the Consent Calendar which any Board member wished to have extracted for separate consideration.

Ms. Anderson requested two items, both in the amount of \$45.00 each, payable to Scottsbluff / Gering United Chamber of Commerce for Pre-Legislative Breakfast, be extracted from the WCCA Unrestricted Fund.

CONSENT CALENDAR

Approval

Dr. Perkins MOVED to approve the amended Consent Calendar. SECONDED by Ms. Guzman-Gonzalez.

Voting Yes: Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg,
Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

CONSENT CALENDAR

Consider Extracted Items

Ms. Anderson reported she has a business relationship with the Scottsbluff/Gering Chamber of Commerce. Because of this relationship, she is requesting the Pre-Legislative Breakfast fees payable to the Scottsbluff/Gering Chamber of Commerce be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Mr. Stickney MOVED the two claims for \$45.00 each for Pre-Legislative Breakfast, payable to the Scottsbluff/Gering United Chamber of Commerce be approved. SECONDED by Savely.

Voting Yes: Packard, Perkins, Savely, Stickney, Gramberg, Guzman-Gonzales, Kreman, Marcy, Klemke

Voting No: None

Abstain: Anderson

Absent: None

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Ms. Karen Anderson, Dr. Merlyn L. Gramberg, Ms. F. Lynne Klemke, and Ms. Kimberly A. Marcy

Mr. Stickney MOVED to approve the following travel expenses: Ms. Karen Anderson for \$414.20; Dr. Merlyn L. Gramberg for \$107.15, Ms. F. Lynne Klemke for \$448.98, and Ms. Kimberly A. Marcy for \$207.10. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Perkins, Savely, Stickney, Guzman-Gonzales, Kreman, Packard

Voting No: None

Abstain: Anderson, Gramberg, Klemke, Marcy

Absent: None

MOTION CARRIED

BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT

Dr. Thomas M. Perkins, Mr. Thomas L. Perlinski, Mr. R. J. Savely, Jr., and Mr. Richard G. Stickney

Ms. Anderson MOVED to approve the following travel expenses: Dr. Thomas M. Perkins for \$434.37, Mr. Thomas L. Perlinski for \$28.99, Mr. R. J. Savely, Jr. for \$605.82, and Mr. Richard G. Stickney for \$58.53. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: Perkins, Savely, Stickney

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

Review Contents

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

- 1) Bid No. 19-EQ-16 – ADA Campus Signage (Attachment C)
- 2) Bid No. 19-FAC-25 – Amend Guaranteed Maximum Price – Roofing (Attachment D)

Ms. Klemke inquired if there were any item(s) on the Bid Consent Calendar which any Board member wished to have extracted for separate consideration. Mr. Savely requested Bid #19-EQ-16 – ADA Campus Signage be extracted to allow for further discussion.

BID CONSENT CALENDAR

Approval

Mr. Savely MOVED to approve the Bid Consent Calendar as amended. SECONDED by Ms. Anderson.

Voting Yes: Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy,
Packard, Perkins, Savely, Klemke

Voting No: None

Abstain: Kreman

Absent: None

MOTION CARRIED

BID CONSENT CALENDAR

Consider Items Extracted

Mr. Savely requested Bid #19-EQ-16 – ADA Campus Signage be extracted for separate consideration to allow the Board to accept a bid other than the low bid.

Mr. Knapper reported bids were received on December 18, 2018, for ADA Compliance Signage for the Main Building and Pioneer Hall. Bids were received from the following firms:

| | |
|-----------------------------|--------------|
| Bluemedica, Inc., Tempe, AZ | \$111,887.50 |
| Ad Light Group, Denver, CO | \$135,607.74 |

Mr. Knapper reported bids were solicited locally and regionally for firms to manufacture and install ADA compliant signage for the Main Building and Pioneer Hall. He reported staff has decided to proceed with Ad Light Group, per the recommendation of the College's architect, RDG Planning & Design.

In response to a Board member comment, Mr. Knapper reported College Administration will also look into ADA compliance signage for the Alliance and Sidney Campuses.

BID CONSENT CALENDAR (Cont.)

Consider Items Extracted

Mr. Savely MOVED to approve Ad Light Group to manufacture and install ADA compliant signage for the Main Building and Pioneer Hall. SECONDED by Ms. Anderson.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy,
Packard, Perkins, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Review Contents

Ms. Klemke reviewed the content of the Personnel Consent Calendar which include the following resignation(s) and appointment(s):

1) Resignation(s)

- a. Mr. James Hashley, Associate Director of Information Technology, effective February 22, 2019.
- b. Ms. Jennifer Sibal, Alumni Relations / Steward Director, effective January 21, 2019.
- c. Ms. Kristin R. Wiebe, WNCC Foundation Major Gifts and Planned Giving Officer, effective December 31, 2019.
- d. Ms. Peggy Wolff, Health Information Technology Instructor and Program Director, effective August 31, 2019.

2) Appointment(s)

- a. Ms. Lynn Koski, Vice President of Finance, effective January 28, 2019, through June 30, 2019, salary to be prorated from an annual salary of \$135,900.

Dr. Holcomb gave the Board a brief overview on the resignation(s) and appointment(s) on the personnel consent calendar. He reported Mr. Hashley is resigning from his position of Associate Director of Information Technology to fulfill his life-long dream of becoming a pilot.

Dr. Holcomb reported Ms. Sibal's resignation from her Alumni Relations / Steward Director position is a huge loss for the College. He reported Ms. Sibal was also the first full-time Alumni Director for the College. She will be moving on to Gering Public Schools as the Foundation Director and Director of Communications.

Dr. Holcomb reported Ms. Wiebe is moving into a part-time position as WNCC Foundation Major Gifts and Planned Giving Officer, then to resign in December 2019. He thanked Ms. Wiebe for assisting the College through this transition as the position is filled again.

Dr. Holcomb reported Ms. Wolff is retiring from her position of Health Information Technology Instructor and Program Director. He stated Ms. Wolff has been an outstanding faculty member. She was scheduled to retire a couple years ago but decided to stay to assist the faculty with certain programs.

PERSONNEL CONSENT CALENDAR (Cont.)

Review Contents

Dr. Holcomb reported this will be the last year Mr. Knapper will be appointed Board Treasurer. He reported Ms. Koski, currently Chief Financial Officer for Northeast Community College, will be joining the College on January 30, 2019, as Vice President of Finance to fill Mr. Knapper's position after his retirement from the College at the end of FY19/20.

Ms. Klemke thanked Dr. Holcomb for his comments and inquired if there were any item(s) on the Personnel Consent Calendar which any Board member wished to have extracted for separate consideration. There were none.

PERSONNEL CONSENT CALENDAR

Approval

Ms. Anderson MOVED to approve the Personnel Consent Calendar as submitted. SECONDED by Mr. Savely.

Voting Yes: Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

PERSONNEL CONSENT CALENDAR

Consider Items Extracted

There were no items extracted from the Personnel Consent Calendar.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Informal Meeting

Ms. Klemke reported planning is continuing for the Board of Governors Informal meeting for the purpose of a Planning Session. The meeting will begin on Wednesday, February 20, 2019, at 6:00 p.m., will break for dinner, and will continue in session following dinner. The meeting will reconvene in an adjourned session at 8:00 a.m. on Thursday, February 21, 2019.

Ms. Klemke reported this session will include discussion with College administration and an open Board discussion. In response to a question from the Board, Ms. Klemke reported the session will also include a meeting with the Western Nebraska Community College Foundation Board of Directors.

The meeting will be held in the Meeting Room, at the Fairfield Inn and Suites, 902 Winter Creek Drive, Scottsbluff, Nebraska.

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)

Informal Meeting

Dr. Perkins MOVED to approve the Planning Session on February 20, 2019, at 6 p.m., and February 21, 2019, at 8 a.m. Ms. Guzman-Gonzales SECONDED the motion.

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Regular Board of Governors' Meeting(s)

April 17, 2019, 1:00 p.m., Sidney Campus, Sidney, Nebraska

Ms. Klemke reported each year, the Board establishes a meeting schedule per Section 830.0100.98 Regular Meetings of the Board Policy Manual:

Regular meetings of the Board shall be on the third Wednesday of each month at 1:00 p.m. in the Boardroom on the Scottsbluff Campus. The Board can change the meeting time and/or location for forthcoming meeting(s) by a majority vote of those members present.

Additionally, the Chairperson, at his/her discretion, has authority to call an informal lunch/dinner meeting preceding the regular meeting.

Ms. Klemke reported all regular meetings are to be held in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, located at 1409 East 27th Street, Scottsbluff, Nebraska, pending the completion of the Scottsbluff Campus Main Building Addition and Renovation project. However, Ms. Klemke reported the Board's Regular April meeting has been on the Sidney Campus.

Mr. Stickney MOVED the Board change the location of the Regular April 2019 Board of Governors meeting to the Sidney Campus, located at 371 College Drive, Sidney, NE. SECONDED by Dr. Packard.

Voting Yes: Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Regular Board of Governors' Meeting(s)

September 11, 2019, 1:00 p.m. – Budgets, Scottsbluff Campus, Scottsbluff, Nebraska

Ms. Klemke reported the approved Western Community College Area 2019-2020 adopted budget statement must be filed with each of the County Clerks within the Western Area and with the State Auditor's office on or before September 20, 2019. In order to meet this deadline, she recommended the Board hold the Public Hearings on the proposed 2019- 2020 WCCA Budgets on Wednesday, September 11, 2019, at 1:00 p.m., in the Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus.

Ms. Guzman-Gonzales MOVED the Board hold the Public Hearings on the Proposed 2019 – 2020 WCCA Budgets on Wednesday, September 11, 2019, at 1:00 p.m., in the Pioneer Activity Center, Conference Room, Western Nebraska Community College, Scottsbluff Campus. SECONDED by Ms. Anderson.

Voting Yes: Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg,
Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Regular Board of Governors' Meeting(s)

October 30, 2019, 1:00 p.m., Alliance Campus, Alliance, Nebraska

Ms. Klemke reported the Board's Regular October meeting has typically been on the Alliance Campus. She also reported the 2019 Association of Community College Trustees Leadership Congress is scheduled for October 16-19, 2019, and some administrative staff members are planning to attend. Ms. Klemke proposed the Regular October 2019 Board of Governors meeting be held on October 30, 2019, at 1:00 p.m., in the Alliance Campus.

Mr. Stickney MOVED the Board change the location of the Regular October 2019 Board of Governors meeting to the Alliance Campus on October 30, 2019, at 1:00 p.m., located at 1750 Sweetwater Avenue, Alliance, Nebraska. SECONDED by Ms. Anderson.

Voting Yes: Packard, Perkins, Savely, Stickney, Anderson, Gramberg,
Guzman-Gonzales, Kreman, Marcy, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS

Regular Board of Governors' Meeting(s)

December 4, 2019, 1:00 p.m., Scottsbluff Campus, Scottsbluff, Nebraska

Ms. Klemke proposed the regular meetings in November and December be combined into one meeting of the Board of Governors to avoid conflict with the Thanksgiving and Christmas Holidays. Ms. Klemke proposed the meeting be modified to be held on Wednesday, December 4, 2019, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

Mr. Savely MOVED the Board hold the Regular November and December 2019 meetings of the Board of Governors on Wednesday, December 4, 2019, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

OLD BUSINESS

Reports and Recommendations from the Human Resources Committee

Second and Final Reading: Equal Opportunity Non-Discrimination Board Policy

Ms. Klemke introduced the Equal Opportunity Non-Discrimination Board Policy on second and final reading and asked Dr. Packard and Mr. Kelly to speak on this item. Mr. Kelly reported the Department of Education is requesting public comments on changes in the way in which colleges and universities handle investigations and procedures for suspending or disciplining students in the event of an allegation of sexual misconduct or a violation of Title IX on campus.

Mr. Kelly further reported there is a Sixth Circuit Court Case reporting there is a rule that a procedure used by the University of Michigan where they did not allow a student to cross examine an accuser and have the opportunity to go through a hearing process violated that student's due process rights.

Ms. Ault explained the College has a similar process, and the Department of Education is now questioning this process. Therefore, Mr. Kelly recommended this item be tabled until the Department of Education has made a final ruling on Title IX regulations and guidelines.

Dr. Packard MOVED to table the second and final reading of the Equal Opportunity Non-Discrimination Board Policy, and Policies being repealed, until the Department of Education has made a final ruling on Title IX regulations and guidelines. He further stated the public comment period ends on January 28, 2019, and could take up to ninety days for a final ruling. SECONDED by Ms. Guzman-Gonzales.

OLD BUSINESS (Cont.)

Reports and Recommendations from the Human Resources Committee

Second and Final Reading: Equal Opportunity Non-Discrimination Board Policy

Voting Yes: Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales,
Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

OLD BUSINESS

Reports and Recommendations from the Student Success Committee

Second and Final Reading: Acceptable Identification Process for Student Services Transactions Board Policy

Ms. Klemke introduced the Acceptable Identification Process for Student Services Transactions Board Policy on second and final reading and asked Dr. Gramberg and Dr. Holcomb to speak on this item. Dr. Holcomb reported the purpose of this policy is to comply with the requirements for the protection of privacy of parents and students under section 444 of the General Education Provisions Act.

Ms. Klemke asked for Board comments. There were none.

Dr. Gramberg MOVED to approve the Acceptable Identification Process for Student Services Transactions Board Policy on second and final reading. SECONDED by Mr. Savely.

Voting Yes: Stickney, Anderson, Gramberg, Guzman-Gonzales, Marcy,
Packard, Perkins, Savely, Klemke

Voting No: None

Abstain: Kreman

Absent: None

MOTION CARRIED

OLD BUSINESS

Second and Final Read: Proposal of Associate of Fine Arts Degree

Ms. Klemke introduced the Proposal of Associate of Fine Arts Degree on second and final reading and asked Dr. Dale to speak on this item. Dr. Dale reported the rationale behind this degree is for the opportunity to pull together what the College is doing with the Music, Vocal, and Theater programs. She stated it's an opportunity for collaboration between the Arts programs and a pathway for students who are interested in these programs.

In response to a question from the Board, Dr. Dale reported this has not yet received approval from the Higher Learning Commission. She stated it first needs Board approval, then it will be simultaneously submitted to the Coordinating Commission and the Higher Learning Commission. Furthermore, Dr. Dale reported the goal is to have this program ready to launch by Fall of 2019.

OLD BUSINESS (Cont.)

Second and Final Read: Proposal of Associate of Fine Arts Degree

Ms. Klemke stated a lot of work has been put into implementing this program and thanked everyone involved in doing so.

Mr. Stickney MOVED to approve the Proposal of Associate of Fine Arts Degree on second and final reading. SECONDED by Dr. Packard.

Voting Yes: Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy,
Packard, Perkins, Savely, Stickney, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

NEW BUSINESS

Reports and Recommendations from Student Success Committee

First Reading: Federal Title IV Funds Board Policy

Ms. Klemke introduced the Federal Title IV Funds Board Policy on first reading and asked Dr. Holcomb to speak on this item. Dr. Holcomb introduced Ms. Sheila Johns, Financial Aid Director, to further speak on this item. Ms. Johns reported Title IV funds are federal financial aid funds that allow students to receive funds towards their education. She reported this policy is applicable to all students who receive Title IV funding and establishes the purpose, distribution and monitoring of the use of said funds.

Ms. Johns reported in order to be eligible to receive Title IV funds, WNCC students must: 1) have met the admissions and eligibility requirements; 2) be enrolled in a Title IV eligible program of study; 3) be enrolled in the required number of credits for the Title IV program and in credits that are a part of that eligible program of study; 4) maintain Satisfactory Academic Progress (SAP); and 5) meet citizenship status requirements.

Ms. Klemke asked for comments from the Board. There were none. No action was taken.

NEW BUSINESS

Reports and Recommendations from Student Success Committee

Information Only: Financial Aid Return of Title IV Funds President's Procedure

Ms. Klemke introduced the Financial Aid Return of Title IV Funds President's Procedure as an informational item and asked Ms. Johns to speak on it. Ms. Johns reported this Procedure complies with Federal Student Aid Title IV requirement that schools perform a Return of Title IV calculation for Title IV eligible students who do not successfully complete the entire enrollment period due to withdrawal (official or unofficial).

NEW BUSINESS (Cont.)

Reports and Recommendations from Student Success Committee

Information Only: Financial Aid Return of Title IV Funds President's Procedure

Ms. Johns stated this Procedure applies to all students attending the College who receive Federal Title IV funding. She reported once a student withdrawals (official or unofficial), the Financial Aid Department then determines how much of the earned Federal Funds the student must return to the Federal Government according to the guidelines specified in this President's Procedure,

Ms. Klemke asked for comments from the Board. There were none. No action was taken.

NEW BUSINESS

Reports and Recommendations from Student Success Committee

Information Only: Financial Aid Professional Judgement President's Procedure

Ms. Klemke introduced the Financial Aid Professional Judgement President's Procedure as an informational item and asked Ms. Johns to speak on it. Ms. Johns reported this Procedure applies to any WNCC student receiving Title IV funding who may require case-by-case individualized attention after examining said student's special circumstances.

Ms. Johns stated this Procedure defines when a Financial Aid Administrator may exercise discretion or exhibit "professional judgment," as per the Higher Education Act, to allow for treatment of an individual with special circumstances. Special circumstances related to financial need include: 1) loss or reduction of income earned from work experienced by the student, spouse or parent, if dependent; 2) loss of benefits or other income such as child support, social security benefits, unemployment or one-time income; 3) high medical/dental/ or other unusual costs; and, 4) loss of income or benefits due to death or divorce.

Ms. Klemke asked for comments from the Board. There were none. No action was taken by the Board.

NEW BUSINESS

Reports and Recommendations from Student Success Committee

Information Only: Financial Aid Consumerism President's Procedure

Ms. Klemke introduced the Financial Aid Consumerism President's Procedure as an informational item and asked Ms. Johns to speak on it. Ms. Johns reported this Procedure applies to various consumer groups including, but not limited to, current and prospective students, parents, current and prospective employees, high school coaches and counselors, and the general public.

Ms. Johns stated this Procedure establishes the guidelines on the required notifications and the various pieces of information the College is required to provide to different parties. Ms. Johns stated this Procedure also addresses who is responsible for providing the requested information, how they will be providing it, and what is provided.

NEW BUSINESS (Cont.)

Reports and Recommendations from Student Success Committee Information Only: Financial Aid Consumerism President's Procedure

In response to a question from the Board, Ms. Johns reported the College did not have a policy with these specifications and guidelines before the inception of this President's Procedure.

Ms. Klemke asked for further comments from the Board. There were none. No action was taken.

NEW BUSINESS

Reports and Recommendations from Human Resources Committee First Reading: Confidentiality of Employee Records Board Policy

Ms. Klemke introduced the Confidentiality of Employee Records Board Policy on first reading and asked Ms. Ault to speak on it. Ms. Ault reported this Policy applies to all WNCC employees, regardless of classification. She reported the purpose of this Policy is to continue maintaining employee records in compliance with federal and state retention and privacy laws and protect records maintained by the College.

Ms. Ault further reported the only change from the former Confidentiality of Employee Records Board Policy is the addition of the following sentence *"The Executive Director of Human Resources is responsible to coordinate records retention and maintenance, and to receive and coordinate responses to public records requests."*

Ms. Klemke asked for further comments from the Board. There were none. No action was taken.

NEW BUSINESS

Reports and Recommendations from Human Resources Committee First Reading: Repeal: Board Policy 415.1300.79 Confidentiality of Records

Ms. Klemke introduced the repeal of Board Policy No. 415.1300.79 Confidentiality of Records on first reading and asked Ms. Ault to speak on it. Ms. Ault reported that upon the adoption of the new Confidentiality of Employee Records Board Policy, Policy No. 415.1300.79 Confidentiality of Records would become obsolete. She reported this item will be presented at the next Board of Governors Regular Meeting on second and final reading with the recommendation to repeal.

NEW BUSINESS

Reports and Recommendations from the Risk Management Committee First and Single Reading: Nebraska Community College Insurance Trust Re-Commitment Resolution

Ms. Klemke introduced the Nebraska Community College Insurance Trust Re-Commitment Resolution on first and single reading and asked Mr. Knapper to speak on it. Mr. Knapper reported the College is a member of the Nebraska Community College Trust, which was created in 1995 by and for the Nebraska Community Colleges. He reported all six Nebraska Community Colleges are members of the Trust. The Trust operates as a risk management pool that allows members to self-insure on a group basis coverage for property, liability, errors and omissions and worker's compensation claims.

NEW BUSINESS (Cont.)

Reports and Recommendations from the Risk Management Committee

First and Single Reading: Nebraska Community College Insurance Trust Re-Commitment Resolution

Mr. Knapper reported the trust is in a strong financial position and has saved the members money. He recommended the College continue membership in the Nebraska Community College Insurance Trust.

Dr. Perkins MOVED the Board adopt the following Resolution to continue membership in the Nebraska Community College Insurance Trust.

Whereas, the Western Community College Area agreed in 2015-16 to continue its membership in the Nebraska Community College Insurance Trust for an additional three years ending June 30, 2019; and

Whereas, the purposes of the Trust, including increased coverages, improved risk management, loss prevention services, claims handling control, financial savings and ultimately the protection of the public assets of the College, all have been attained and continue to be enhanced; and

Whereas, it is the determination of the Board of Governors of the Western Community College Area that it is in the best interests of the College and the public served by the College to continue its membership in the Nebraska Community College Insurance Trust; and

Therefore, the Western Community College Area hereby agrees to continue its membership in the Nebraska Community College Insurance Trust for a three-year period commencing on July 1, 2019 and continuing to June 30, 2022.

SECONDED by Mr. Savely

Voting Yes: Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

RECESS

Ms. Klemke declared a ten minute recess at 2:11 p.m.

OPEN MEETING

Ms. Klemke declared the Open meeting in session at 2:24 p.m.

REDUCTION-IN-FORCE

Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year

Dr. Holcomb reported the Reduction-In-Force Advisory Committee was appointed to study programs in question and provide recommendations to the President on program initiatives, change of staffing for programs or change of contract for specific faculty positions. Dr. Holcomb reported he has reviewed and has considered the Committee's recommendations in his final recommendations to the Board of Governors while taking into consideration criterion specified in state law.

Dr. Holcomb reported there are five program recommendations for the 2018 - 2019 Academic Year: Art Program - Scottsbluff Campus; Auto Body - Scottsbluff Campus; Foreign Languages - Scottsbluff Campus; Pre-Engineering - Scottsbluff Campus; Theatre - Scottsbluff Campus.

In response to a question from the Board, Dr. Holcomb reported the reason the Pre-Engineering Program is on reduction-in-force is primarily due to low enrollment numbers. He reported it also gives administrative staff an opportunity to analyze the program and make recommendations.

Dr. Holcomb reported seventy to eighty percent of programs placed on reduction-in-force typically implement the recommended changes and are removed from reduction-in-force.

In response to a question from the Board, Dr. Holcomb reported the Coordinating Commission does not have input on this process at this level. However, if the program is eliminated, the Coordinating Commission is then notified.

In response to a question from the Board regarding Coordinating Commission involvement, Dr. Holcomb reported there have been times the Coordinating Commission has asked them to review graduation and retention rates.

In response to a question from the Board, Dr. Holcomb reported all programs are reviewed every year. He stated it is normal to have a program on reduction-in-force for two to three years before it is eliminated. The last program eliminated on its third year in reduction-in-force was the Cosmetology Program in Sidney, the reason for elimination was the requirement to have two full-time instructors was not met.

REDUCTION-IN-FORCE

Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year

Art Program

Dr. Holcomb reported that he concurs with the Advisory Committee recommendation and therefore recommends continuation of this program in reduction-in-force for the 2018 - 2019 Academic Year.

Mr. Stickney MOVED the Board accept the recommendation of Dr. Holcomb to continue this program in reduction-in-force for the 2018 - 2019 Academic Year and evaluate the program as the changes are implemented. SECONDED by Mr. Savely.

REDUCTION-IN-FORCE (Cont.)

**Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year
Art Program**

Voting Yes: Guzman-Gonzales, Kreman, Marcy, Packard, Perkins, Savely, Stickney, Gramberg, Anderson, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REDUCTION-IN-FORCE

**Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year
Auto Body Program**

Dr. Holcomb reported that he concurs with the Advisory Committee recommendation and therefore recommends continuation of this program in reduction-in-force for the 2018 - 2019 Academic Year to fully implement the following action plan:

- 1) Curriculum Redesign: a) eliminate six credit courses; b) eliminate AOS; c) create stackable awards - certificate(s), diploma, AAS degree;
- 2) Convene employer's roundtable to identify: a) their satisfaction with students completing Auto Body awards; b) completeness/ inclusivity of new/rewrite of curriculum;
- 3) Convene employer's roundtable to identify: a) level of demand for replacement and new technicians; b) level of interest and support for employer funded scholarships (concurrent with item 2 above);
- 4) Training on recruiting: phone calls, presentations, etc.;
- 5) Create contact list of art, industrial tech, ag, and woods instructors at high schools in the WNCC Service Area;
- 6) Make visits to WNCC service area high schools to promote program using short focused-topic, age- specific demonstrations;
- 7) Promotional tour for raffle of Cobra. Includes display at local dealerships and summer car shows/rallies;
- 8) Electronic-Facebook, etc.-and print marketing-program postcard, program welcome/acceptance letter;
- 9) Rebrand/rename program, create new program logo: Auto Collision Repair and Refinish; and,
- 10) Evaluate benefit of Cobra kit-car, its raffle vs. auction (resource idea: Brian Frank-Barrett/Mecham Auctions).

REDUCTION-IN-FORCE (Cont.)

Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year

Auto Body Program

Dr. Perkins MOVED the Board accept the recommendation of Dr. Holcomb to continue this program in reduction-in-force for the 2018 - 2019 Academic Year. SECONDED by Mr. Stickney.

Voting Yes: Kreman, Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REDUCTION-IN-FORCE

Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year

Foreign Languages Program

Dr. Holcomb reported he concurs with the Advisory Committee recommendation to remove the Foreign Languages Program from the Reduction-In-Force process.

Dr. Perkins MOVED the Board accept the recommendation of Dr. Holcomb and remove the Foreign Languages Program from the Reduction-In-Force process. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Marcy, Packard, Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

REDUCTION-IN-FORCE

Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year

Pre-Engineering Program

Dr. Holcomb reported he concurs with the Advisory Committee request to use the rest of the Academic Year to study the Pre-Engineering Program and make recommendations.

REDUCTION-IN-FORCE (Cont.)

**Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year
Pre-Engineering Program**

Mr. Savely MOVED the Board accept the recommendation of Dr. Holcomb to continue this program in reduction-in-force for the 2018 - 2019 Academic Year. SECONDED by Mr. Stickney.

Voting Yes: Perkins, Savely, Stickney, Anderson, Gramberg, Kreman, Marcy, Klemke

Voting No: Packard, Guzman-Gonzales

Abstain: None

Absent: None

MOTION CARRIED

REDUCTION-IN-FORCE

**Final Recommendation to WCCA President for Amendment of Contracts and Reduction of Staff Members for the 2018-2019 Academic Year
Theatre Program**

Dr. Holcomb reported that he concurs with the Advisory Committee recommendation that due to enrollment concerns this program shall continue in reduction-in-force for the 2018 - 2019 academic year

Dr. Perkins MOVED the Board accept the recommendation of Dr. Holcomb to continue this program in reduction-in-force for the 2018 - 2019 Academic Year. SECONDED by Ms. Guzman-Gonzales.

Voting Yes: Perkins, Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales, Kreman, Marcy, Packard, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

(A copy of the "Final Recommendation of the WNCC President for Program Standing, Amendment of Contracts, and Reduction of Staff Members for the 2019-2020 Academic Year" is attached in the official minute book.)

INSTITUTIONAL REPORTS

Higher Learning Commission Update, Consultant, Dr. Sandy Veltri

Dr. Dale introduced Higher Learning Commission Consultant, Dr. Sandy Veltri. Dr. Veltri thanked the Board for the opportunity to have her. She reported she has been with community colleges since 1984, when she first began her career as Secretary to the Assistant to the President, where she learned about the Higher Learning Commission Accreditation process.

INSTITUTIONAL REPORTS (Cont.)

Higher Learning Commission Update, Consultant, Dr. Sandy Veltri

Dr. Veltri reported she has been a peer reviewer with the Higher Learning Commission since 2005, a member of the Institutional Actions Council for the Higher Learning Commission, and a Federal Compliance Reviewer since 2015.

Dr. Veltri explained the Higher Learning Commission looks at processes and policies. They look at what the institution is doing, how they are portraying themselves to the public, and if they are doing the things that are advertised on their website.

Dr. Veltri stated that when reviewing programs, community colleges shouldn't be punitive to any, however, programs should not continue to be added on if current ones do not improve. She stated it is a disservice to the community.

Dr. Veltri reported on the process that will take place in 2020. A team from the Higher Learning Commission of about five to seven people will visit the College. They are going to write a report, which will be sent to the Higher Learning Commission liaison in Chicago. After the report is written, the peer review team will then accept it or rebut it. If there are points the peer review team does not agree with, it will then go through a second level for review.

Dr. Veltri reported she originally was hired to help prepare the College for the reaffirmation visit in 2020, but as she was reviewing the policies she realized there were items in the Board Policy Manual that should be categorized as procedures or guidelines. She stated she has been working with College Attorney Jason Ossian and administrative staff to ensure all policies written and drafted are defensible in a court of law.

Dr. Veltri referred the Board to the attachment in the Board Packet which provides information about the Department of Education and the accreditation process. She explained it is an informative document to help educate what accreditation is.

Dr. Veltri explained there are five criteria for accreditation: 1) Criterion One is Mission, the institution's mission is clear and articulated publicly; 2) Criterion two is Integrity: Ethical and Responsible Conduct, the institution acts with integrity; its conduct is ethical and responsible; 3) Criterion Three is Teaching and Learning: Quality, Resources, and Support, the institution provides high quality education, wherever and however its offerings are delivered; 4) Criterion Four is Teaching and Learning: Evaluation and Improvement, the institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement; and, 5) Criterion Five is Resources, Planning, and Institutional Effectiveness, the institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Dr. Veltri reported she would be happy to provide the Board with the list of the levels of accreditation and their definitions.

Ms. Klemke thanked Dr. Veltri for her report.

INSTITUTIONAL REPORTS

Board Policy Update Process, Dr. Kim Kuster Dale

Ms. Klemke introduced the Board Policy Update Process and asked Dr. Dale to speak on this item. Dr. Dale explained the process of Board policies from inception to adoption. She explained first, the Policy Committee identifies policies and related procedures that need to be reviewed, repealed, updated, or amended. The Policy Committee then reviews the spreadsheet list and prioritizes policies and procedure approvals. Then the Committee determines into which of the following categories the policy fits under: a) institutional needs; b) state compliance; c) employee handbook; d) assumed practices; and, d) federal compliance.

Dr. Dale reported the policy is then assigned to the appropriate Vice President. The Vice President then drafts and edits the policy to meet the culture of the College, then sends to College Attorney. After reviewing it and amending the policy according to recommendations from the College Attorney, the Vice President presents the policy to the Policy Committee for feedback and further review.

Dr. Dale reported that after the policy is reviewed by the Policy Committee, it is then sent to relevant stakeholders for further review. Possible Stakeholders are: a) ad hoc/end users; b) existing shared governance; c) the general College; d) focus groups; and e) the portal.

Dr. Dale reported a discussion board has been created on the College portal to allow employees, staff, and faculty the opportunity to provide feedback on these policies. The policies will be open for comments for two weeks.

Dr. Dale reported that after feedback is received, the Vice President assigned to that policy reviews it and makes necessary suggestions and revisions. The Board Policy Committee then identifies a date to present the policy to the Board of Governors, and it is presented to President's Cabinet, then forwards the final draft to the Educational Services Senior Coordinator.

Dr. Dale reported the Educational Services Senior Coordinator forwards the information to the Higher Learning Commission Program Assistant, and the information is updated, returned for review and prepared for the Regular Board meeting for first reading.

Dr. Dale reported after the policy is adopted by the Board, the Vice President takes the procedure before President's Cabinet for approval. Information on policy approval is disseminated by placing it on the College website, and/or the portal, and/or it is published in Cougar Notes.

In response to a question from the Board, Dr. Dale reported the Higher Learning Commission does not disclose its findings or the full report to the public, however, they do provide information if a college is sanctioned or not.

Ms. Klemke thanked Dr. Dale for her report.

INSTITUTIONAL REPORTS

Nebraska Community College Association, Dr. Merlyn Gramberg, Dr. M. Thomas Perkins

Dr. Gramberg reported the next Nebraska Community College Association meeting will be held on January 25, 2019, in Lincoln. He stated the Nebraska Community College Association is preparing to determine what the legislation is going to be like and how much time will be needed with the legislature.

Dr. Perkins stated it is unsure at this point how much legislation will require review. He reported there may currently be thirty-six, however, it is too early in the legislation to determine the accuracy of this number as these could be eliminated quickly.

INSTITUTIONAL REPORTS

Association of Community College Trustees, Dr. M. Thomas Perkins

Dr. Perkins referenced the equity statement handout from the Association of Community College Trustees and stated that, in connection with the approval of the ADA Campus Signage, the College needs to be inclusive and look at people with disabilities to ensure they have proper mobility around the campus. He asked the Board to review the report as it gives ideas of how to be more inclusive.

INSTITUTIONAL REPORTS

Western Nebraska Community College Foundation, Ms. Karen Anderson

Ms. Anderson reported the Foundation is sad to announce the resignation of Ms. Jennifer Sibal as the Alumni Director. Ms. Sibal spent almost four years building strong connections with students, faculty, staff, and alumni. Her love of the people and the College culture and tradition has made a tremendous impact and a strong Alumni Association. Ms. Anderson wished her the best in her new role at Gering Public Schools. She also reported the advertising for a new Alumni Director has begun and applications will be reviewed beginning on January 21, 2019.

Ms. Anderson reported in October, the Foundation Board approved the change of Ms. Kristin Wiebe's position from full-time to part-time through September 2019. After that time Ms. Wiebe will be retiring from the Foundation. Ms. Anderson reported the full-time Foundation Program and Giving Coordinator position will be filled as soon as possible.

Ms. Anderson referred to the handout given to the Board, and asked Ms. Reisig to speak on it. Ms. Reisig reported the handout shows the history of community visits prior to the Foundation's comprehensive campaign and the plan for visits that will begin in the Summer. She reported the Foundation is preparing for outreach into the outlying communities and would like feedback from the Board in the process, such as what the Board would want to hear from the community, what questions should be asked, and who the Foundation should connect with in the community. Ms. Reisig reported she and Ms. Wiebe will be having lunch with the Board in February to answer any questions.

WESTERN NEBRASKA COMMUNITY COLLEGE / SCOTTSBLUFF CAMPUS MAIN BUILDING ADDITION AND RENOVATION UPDATE, DR. TODD HOLCOMB

Dr. Holcomb reported the renovation is continuing to progress. This week the solar tubes for natural lighting will be installed above the art room, the curtain for the wall frames will be installed next week, and glass is expected to be installed by the end of February.

Dr. Holcomb reported the exterior brick is being finished and limestone will be installed on the exterior. He reported the rough in for electrical for the audio in the ceiling of the theater is taking place. The scaffolding is being installed, steel work has been completed and the last beam has been dropped. He also reported painting has begun in the student services area.

BOARD MEMBER COMMENTS

Ms. Klemke asked for Board Member comments.

Ms. Guzman-Gonzales referenced the Board to the updated policy manual handouts for their binder and asked the Board to update their Board Policy Manuals with the new handouts.

Mr. Savely thanked Mr. Kelly and his firm for the lunch today. He also reported he received an alumni magazine from the institution he is a graduate of and he stated it is interesting to learn they are also facing the same issues the College is facing with regards to student success, finance, and credits.

Ms. Klemke welcomed new Board Member, Mr. Kreman to the Board and thanked him for taking the interest and volunteering his time to join the Board. She also asked the Board to bring the Association of Community College Trustees Accreditation booklet to the February 20-21, 2019, Informal Meeting and Planning Session for discussion. Ms. Klemke also asked that a list of acronyms and definitions be developed for new Board members. Lastly, Ms. Klemke reported she will not be at the Regular Meeting in March, as she will be traveling to Arizona during that time.

PRESIDENT'S COMMENTS

Ms. Klemke asked for President's Comments.

Dr. Holcomb reported that as a result of the efforts of the faculty and new Career Pathways and Advising staff, and the Welding Program, the College will be partnering up with Peabody Energy to provide not only internships but also to hire full-time positions upon graduation. The students in the Welding Program will be planning a trip to Northeast Wyoming in early 2019 to visit the organization.

Dr. Holcomb reported the Alumni Association's Annual Free Filing Fridays program where students assist prepare and file tax returns for free will be on hiatus this year due to Ms. Sibal's resignation.

PRESIDENT'S COMMENTS (Cont.)

Dr. Holcomb reported on December 3, 2018, Dr Dale and Sidney Campus Director, Ms. Paula Abbott, met with Sidney's City Manager, Ed Sadler, and Sidney's Economic Development Director, Melissa Norgard to continue to strengthen the relationship between the College and the City. He also reported Ms. Abbott was re-elected to serve one more year as Chappell Chamber's President.

Dr. Holcomb reported that on January 18, 2019, at the annual Cheyenne County Chamber banquet, the College will receive the "Community Impact Award" for the Innovation & Entrepreneurship Center. He reported NexGen, a client in the Innovation and Entrepreneurship Center, has been authorized to launch their website mid-January. This launch will have a huge effect on other businesses in the southern panhandle that have been hesitant to launch their ideas due to potential legal issues.

Dr. Holcomb reported New Student Orientation occurred on the Alliance Campus on January 9, 2019. On January 21, 2019, there will be hot chocolate and cookies for students provided by Student Council, and on February 11, 2019, there will be a Valentine's Day dinner and movie drawing, also provided by Student Council.

Ms. Klemke thanked Dr. Holcomb for his comments.

RECESS

At 3:46 p.m., Ms. Klemke declared the Regular January 2019 meeting of the Western Community College Area Board of Governors in recess until the adjournment of the Western Nebraska Community College Facilities Corporation Special Meeting.

WESTERN NEBRASKA COMMUNITY COLLEGE FACILITIES CORPORATION ANNUAL MEETING

Mr. Stickney called the Annual meeting of the Western Nebraska Community College Facilities Corporation to order at 3:46 p.m.

(A copy of the minutes of the Annual meeting is enclosed for informational purposes.)

The Annual meeting of the Western Nebraska Community College Facilities Corporation was adjourned at 3:51 p.m.

OPEN MEETING

Ms. Klemke reconvened the Regular January 2019 meeting of the Western Community College Area Board of Governors at 3:51 p.m.

EXECUTIVE SESSION

2019 – 2020 Collective Bargaining

Mr. Stickney MOVED, pursuant to Section 84-1410 of the Reissue of the Revised Statutes, known as the Nebraska Public Meetings Law that the Board hold a closed session with Dr. Todd R. Holcomb, Mr. William D. Knapper, Dr. Kimberly Kuster Dale, Ms. Rosie Hernandez, and Mr. Philip M. Kelly, Attorney, for the purpose of discussion of the 2019 – 2020 Collective Bargaining.

He further MOVED that this closed session is clearly necessary for the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s) and that strategy sessions with respect to collective bargaining are specifically authorized by the Nebraska Public Meetings Law. Mr. Savely SECONDED the motion.

Voting Yes: Savely, Stickney, Anderson, Gramberg, Guzman-Gonzales,
Kreman, Marcy, Packard, Perkins, Klemke

Voting No: None

Abstain: None

Absent: None

MOTION CARRIED

Ms. Klemke stated the reason for the Executive Session is for the purpose of discussing the 2019 – 2020 Collective Bargaining.

The Board of Governors and those so named in the motion adjourned to an Executive Session at 3:51 p.m.

The Executive Session ended at 3:58 p.m.

OPEN MEETING

Ms. Klemke declared the Open meeting in session at 3:58 p.m.

UPCOMING MEETINGS AND EVENTS

Ms. Klemke reminded Board members of the following Upcoming Meetings and Events:

- 1) The Association of Community College Trustees 2019 National Legislative Summit to be held on February 10-13, 2019, at the Marriott Marquis, Washington, D.C., and the 2019 ACCT Leadership Congress to be held on October 16-19, 2019, in San Francisco, California.
- 2) The Association of Community College Trustees 2019 ACCT Leadership Congress to be held October 16-19, 2019, in San Francisco, California.
- 3) The Nebraska Community College Association 2019 Regular Meetings to be held as follows: a) First Quarter Meeting, January 25, 2019, in Lincoln, NE; b) Second Quarter Meeting to be held on May 6, 2019, in Lincoln, NE; c) Third Quarter Meeting to be held on August 5, 2019, in Lincoln, NE; and d) Fourth Quarter Meeting (Annual Meeting) to be held on November 5, 2019, in Southeast Community College, Lincoln, NE.

UPCOMING MEETINGS AND EVENTS (Cont.)

- 4) The Nebraska Community College Association State Legislative Day to be held on February 7, 2019 (tentative), in Lincoln, NE.

NEXT REGULAR MEETING

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, February 20, 2019, at 1:00 p.m., in the Conference Room, Pioneer Activity Center, Western Nebraska Community College, Scottsbluff Campus, 1409 East 27th Street, Scottsbluff, Nebraska.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 4:00 p.m.

F. Lynne Klemke, Chairperson

Rosie Hernandez, Secretary



November 27, 2018

Sent via Certified Mail: Return Receipt Requested

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

Re: City of Scottsbluff Planning Commission; Notice of Public Hearing

Notice is hereby given that the Planning Commission of the City of Scottsbluff, Nebraska will hold a public hearing at its regular meeting scheduled for Monday, December 10, 2018 at 6:00 p.m. in the Council Chambers, City Hall 2525 Circle Drive, Scottsbluff, Nebraska for the purpose of reviewing and obtaining comment on a Redevelopment Plan submitted by Pivo, Inc. for the HPB Expansion Project. The area to be redeveloped under the Redevelopment Plan is legally described as Lot 3B, Block 2, Amended Plat of Lots 3A and 5, Block 2, Case Subdivision to the City of Scottsbluff, Scotts Bluff County, Nebraska (2810 Avenue M, Scottsbluff, Nebraska). This Redevelopment Plan includes a request for tax increment financing. A copy of the Redevelopment Plan, a map to show the area to be redeveloped, and the cost-benefit analysis of the Redevelopment Plan can be found at Development Services, City Hall 2525 Circle Drive, Scottsbluff, Nebraska during regular business hours. At the public hearing, all interested parties shall be afforded a reasonable opportunity to express their views respecting the proposed redevelopment plan.

Sincerely,

A handwritten signature in black ink that reads "Kimberley Wright". The signature is written in a cursive, flowing style.

Kimberley Wright
City Clerk, City of Scottsbluff



November 27, 2018

Sent via Certified Mail: Return Receipt Requested

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

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Kimberley Wright
City Clerk, City of Scottsbluff



December 6, 2018

Sent via Certified Mail: Return Receipt Requested

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

Re: City of Scottsbluff City Council; Notice of Public Hearing

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Sincerely,

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Kimberley Wright
City Clerk, City of Scottsbluff



Attachment A4
308-632-4136
2525 Circle Drive
Scottsbluff, NE 69361

December 6, 2018

Sent via Certified Mail: Return Receipt Requested

Western Nebraska Community College
c/o Chairperson of Board of Governors
1601 E. 27th Street
Scottsbluff, NE 69361

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Sincerely,


Kimberley Wright
City Clerk, City of Scottsbluff



MEMORANDUM

Date: January 8, 2019

To: WCCA Board of Governors

From: Aletia Norwood, Faculty Board Representative

Re: January 2018 Board of Governors Faculty Report

- Lex Larsen and Russel Pontarolo (Applied Tech Faculty) did a lot of recruiting over the holiday break. They visited 15 different schools talking to Ag and FFA students. Schools visited included Sioux County, Crawford, Chadron, Gordon-Rushville, Cody-Kilgore, Hyannis, Harrisburg, Hay Springs, Mitchell, Morrill, Scottsbluff, Minatare, Gering, Leyton, Creek Valley, and Bayard. There are only a handful of high schools in our service area that Lex hasn't visited in the last month. The two instructors estimate they spoke to 100-150 students about the different offerings at WNCC in the applied technology areas and returned a fair number of contact cards to the admissions office. The students were provided an opportunity to preview some of the equipment WNCC uses in these classes. Students took these pictures using the college's drone system.



Figure 1: Mitchell FFA students



Figure 2: Gordon Rushville FFA students

- In December, Lauren Newell (adjunct instructor in music) and Dr. Patrick Newell (director of choral activities) were invited to perform songs from an original musical titled "The Merry Dream of Verdi" at an event in Orange County, California. The event was intended to raise funds for further development of the musical, with the intent of producing a fully staged version in Los Angeles. Currently, Patrick, as the Artistic Director of Theatre West, is in

conversation with the writers to have the first fully staged production take place as part of the 2020 Theatre West summer season here in Scottsbluff.

- William A Loring in December 2018 passed the CompTIA Security+ certification exam. CompTIA is a non-profit trade association that provides widely recognized, industry standard professional certifications for the Information Technology industry. To stay certified, you must either certify at the highest-level certification you have achieved, or provide proof on continuing education. Because Bill wouldn't ask his students to do anything he am not prepared to do himself, he continues to take the certification tests to stay up with where the industry is. Having already taken and passed the CompTIA A+ Technical Support and Network+ networking certifications, the Security+ certification also provides two stackable credentials.

- A+ and Network+ = IT Operations Specialist
- A+, Network+, and Security+ = Secure Infrastructure Specialist.

Industry certifications are important for getting a job, furthering your career, and staying up to date with latest technologies.

- Bill also did two trainings for the Scottsbluff Public Library Innovations Studio, one of digital photography removal of backgrounds, and another on Arduino programming.

- Bill further reports that he has received the go-ahead from legal to start up a process that allows IT students some hands-on experience troubleshooting and repairing computers. Students, staff, and faculty can bring their broken technology to Bill and he will assist his students with the troubleshooting and repair of these items. There is no cost to the person submitting their item for repair (the customer) other than the parts required to fix it. Students or staff are encouraged to make a contribution to either the Math and Science club or the Skills USA club after the repairs are completed. WNCC worked with legal in order to create a "hold no harm" statement for customers to sign when they drop their device off. This eliminates any responsibility on the part of WNCC and ensures that the customer is aware that students will be doing the work on these items. As stated, this allows our students some valuable experience in this area, but also allows the students and staff who utilize the service to get some low-priced service and/or repairs for their computers.

- Marcene Elwell (Surgical Technology Faculty) reports that 100% of the 2018 Surgical Tech students passed the national board exams so they are all CSTs (Certified Surgical Technologists). This is Marcene's first class of completers so this is exciting news for her and WNCC. This is also a major benefit to the community as WNCC continues to train and enhance the local workforce.

MEMORANDUM

TO: Board of Governors
FROM: William D. Knapper
DATE: January 16, 2019
RE: Board Approval, Bid Number 19-FAC-16

On December 18, 2018 bids were taken for ADA Compliant Signage – Main Building & Pioneer Hall

ACCOUNT NUMBER: 10.1.60200.5264.72

TOTAL BUDGET: \$150,000.00

TABULATION:

| Company | City/State | Total Amount |
|-----------------|-------------------|---------------------|
| Bluemedia, Inc. | Tempe, AZ | \$111,887.50 |
| Ad Light Group | Denver, CO | \$135,607.74 |

Recommendation to come from the Finance and Facilities Committee.



January 7, 2019

Mr. William D. Knapper
Western Nebraska Community College
1601 East 27th Street
Scottsbluff, NE 69361

RE: Signage Package Bid Award Recommendation
RDG Planning & Design No. R2016.124.09, File No. 11.0

Mr. Knapper:

Two bids for the fabrication and installation of signage were received on December 18, 2018. See attached bid summary. The results were reviewed with the project committee on January 3, 2019. Based on that review, we recommend Ad Light Group of Denver, Colorado, be awarded the contract. The following is a summary of their bid proposal:

- 1) Proposed Overall Costs:
 - a. Signage and Installation Cost \$125,607.74
 - b. Shop Drawings/Design Flush Out/Project Management 5,000.00
 - c. Mobilization (Assume Three Phases of Travel) 5,000.00
 - \$135,607.74**

- 2) Timeframe (Dates Identified in the Bidding Documents):
 - a. Bid Award and Construction Contract Execution..... January 2019
 - b. Substantial Completion of the Project On or Before May 31, 2019
 - c. Final Completion On or Before July 31, 2019

Upon your approval, RDG Planning & Design will coordinate with Western Nebraska Community College and Ad Light Group to develop the construction contract.

Sincerely,

RDG Planning & Design

Bridget Flaherty
Bridget Flaherty

BF/jm

Enclosure: Bid Summary



memorandum

William D. Knapper
 Western Nebraska Community College
 1601 E. 27th Street
 Scottsbluff, NE 69361

From: Lea Schuster
Project No.: 2016.129.09 **File No.(s):** 11.03
Date: January 2, 2019

Project Name: WNCC Signage and Wayfinding

Subject: Review and Summary of Submitted Bids: Bid Package One, Interior Room Signage – BID 19-EQ-16

Copies to: Michelle Coolidge, Nick Schulz

Remarks:

This summary is being provided following our review of each submitted proposal for the Interior Room Signage fabrication and installation. Our review is to discern which company has best value and technical expertise beyond lowest cost.

1) Ad Light Group

- a. Location: Denver, Colorado
- b. Bid Cost:..... (Overall Total \$ 135, 607.74)
 - i) Signage and Install Grand Total Cost: \$ 125,607.74
 - ii) Additional Costs:
 - (1) Shop Drawings/Design Flush Out/Project Management \$ 5,000.00
 - (2) Mobilization (Assume Three phases of travel) \$ 5,000.00
 - iii) Building Breakdown:
 - (1) Main: \$ 78,997.06
 - (2) Pioneer: \$ 46,610.68
- c. Caveats/Conditions:
 - (a) *Mobilization fees can be reduced if number of installations is consolidated.*
- d. Local Subcontractors: none
- e. Notes:
 - i) They met the minimum requirements of the bid. In addition they asked detailed questions about multiple sign types in our design specs and suggested good design alterations prior to the proposal submittals. They provided a more detailed cost breakdown for sign types than we asked for. It is obvious they very thoroughly reviewed our documents and understand our signage package details from the start.
 - ii) Company provides design and build services. Appear to have experience working closely with stakeholders to survey and lead design services. They have a broad range of in-house fabrication abilities as well as interior/exterior lighting and sign installation equipment. Maintenance and repair of existing signage.
 - iii) Likely very comfortable with custom signage. Seem to be ready to ensure details are well thought out and would take initiative to solve problems to meet the design intent. Understand IBC and ADA compliance.
- f. Work Examples:
 - i) Very similar to scope of WNCC design package.
 - ii) Examples shown of both fabrication or design+fabrication appear well executed with wide variety of custom and ADA.



- g. WNCC Project Approach:
 - i) Intends to kick-off the project with both their Project Manager and Lead Installer walking the site with owner/designer to gain full understanding of buildings.
- h. Installation:
 - i) Send own installation crew.
 - ii) Contact during installation would be the lead installer. When crew is not on site, contact is PM.
- i. Ongoing/Future Owner Needs:
 - i) PMs routinely travel out of state to visit their clients and Scottsbluff is a routine day trip for them; travel to discuss signage needs with owners is a part of business, no charges. Their approach is to take as much work off the owner/designer as they are able to during a project.

2) Bluemedia Inc.

- a. Location: Tempe, Arizona
- b. Bid Cost
 - i) Signage and Install Grand Total Cost: \$ 111,887.50
 - ii) Additional Costs:..... 0
 - iii) Building Breakdown:
 - (1) Main: \$ 76,305
 - (2) Pioneer: \$ 35,582.50
- c. Caveats/Conditions:
 - i) *Already included in cost: three phases of install including shipping, travel and per diam.*
 - ii) *Their conditions (clarifications) are standard boilerplate. When asked about the specifics in conflict with the needs of this project, Bluemedia will defer to the needs of WNCC and boilerplate conditions are intended for other applications.*
- d. Local Subcontractors: none
- e. Notes:
 - i) Majority of their work is outside the state of Arizona. They state working in Western Nebraska is in line with their national focus of work. Seeking to develop new relationships specifically within interior signage and wayfinding.
 - ii) Focus on high internal standards for high-quality production; “make it perfect”.
 - iii) They met minimum requirements of the bid. They did not provide any additional details, suggest design alterations, or request substitutions beyond specified in the bid documents.
- f. Work Examples:
 - i) NFL or university athletics focused, some “big brand”. Both portfolio and references athletics focus.
 - ii) Didn’t see any examples of ADA signage in submittal or on website. Focus seems to be on large-scale printing and custom experiential signage.
 - iii) Majority portfolio is large scale custom wayfinding and experiential graphics.
- g. WNCC Project Approach:
 - i) Bluemedia does not fabricate the raised lettering signs (photopolymer ADA portion) but will partner with an exclusive fabricator for this and will fabricate all other pieces of signage and assemble in-house. All other custom signs in our package will be fabricated in-house also.
 - ii) Ideal is to do an on-site meeting for introductions and a survey of the buildings. Sales Rep and Project Manager would attend from Bluemedia.
 - (1) Video conference would be used as second-best introduction meeting (schedule pending). Paired with an on-site survey soon after.
- h. Installation:
 - i) Send own installation crew.
 - ii) Sales Rep would be on site with installers. Sales Rep is our main contact.
- i. Ongoing/Future Owner Needs:
 - i) During install for this signage package the Bluemedia installers would train WNCC Facilities individuals on the basic requirements of installing the ADA signs. Any future signage installs (assumption is a few signs) would be done by WNCC using installation instructions sent with signs.

