

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS**

**MINUTES**

Wednesday, May 15, 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, May 15, 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, May 8, 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.

**AREA BOARD**

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

**OTHERS PRESENT**

Norman Coley, Jr., Dean of Students  
Rosie Hernandez, Executive Administrative Assistant to the President and Board Secretary  
Carolyn Holcomb, Senior Project Manager  
Todd R. Holcomb, President  
Roger Hovey, Registrar  
Nino Kalatozi, Institutional Effectiveness Director  
Philip M. Kelly, College Attorney  
William D. Knapper, Administrative Services Vice President and Board Treasurer  
Aletia Norwood, Faculty Representative  
Stacey Wilson, Faculty Representative

**QUORUM**

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

### **COMMUNITY COMMENTS**

Ms. Klemke asked for comments from the community. Pursuant to Board Policy 830.1000.79, Ms. Klemke 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**

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

Ms. Klemke reported Ms. Marcy notified the Secretary she would be unable to attend the meeting today because of Personal Health.

### **CONSENT CALENDAR**

#### **Review Contents**

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

- 1) Agenda, May 15, 2019
- 2) Excuse Absent Board Member(s) – Ms. Kimberly A. Marcy
- 3) Minutes
  - a. Regular Meeting, April 17, 2019
  - b. Special Meeting, May 9, 2019
- 4) Claims for April 2019:
  - a. WCCA Unrestricted Fund - \$2,246,222.81
  - b. WCCA Restricted Fund - \$34,442.66
  - c. WCCA Federal Fund - \$2,040.21
  - d. WCCA Agency Fund - \$10,090.29
  - e. WCCA Loan Fund - \$-0-
  - f. WCCA Plant Fund - \$1,233,251.44
  - g. WCCA Auxiliary Fund - \$86,122.65
- 5) City Planning Commission Reports (Attachment A-A1)
- 6) Reports and Proposals
  - a. From the Students
  - b. From the Faculty (Attachment B-B1)
  - 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 the following items be extracted from the WCCA Unrestricted Fund; \$150.00 payable to Scottsbluff / Gering United Chamber of Commerce for advertisement, and \$205.00 payable to Scottsbluff / Gering United Chamber of Commerce for membership fees.

## **CONSENT CALENDAR**

### **Approval**

Ms. Richards MOVED to approve the amended Consent Calendar. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**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 requested the advertisement and membership fees from the WCCA Unrestricted Fund be extracted for separate consideration to allow her to vote on the amended Consent Calendar.

Ms. Guzman-Gonzales MOVED the claim for \$150.00 for advertising, and the claim for \$205.00 for membership fees, payable to the Scottsbluff/Gering United Chamber of Commerce be approved. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** Anderson

**Absent:** Marcy

**MOTION CARRIED**

## **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

### **Ms. Karen S. Anderson, Ms. Linda Guzman-Gonzales**

Ms. Richards MOVED to approve the following travel expenses: Ms. Karen S. Anderson for \$86.42, and Ms. Linda Guzman-Gonzales for \$88.74. SECONDED by Mr. Savely.

**Voting Yes:** Kreman, Packard, Perkins, Richards, Savely, Stickney, Gramberg, Klemke

**Voting No:** None

**Abstain:** Anderson, Guzman-Gonzales

**Absent:** Marcy

**MOTION CARRIED**

### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

#### **Dr. Merlyn L. Gramberg, Ms. F. Lynne Klemke**

Ms. Anderson MOVED to approve the following travel expenses: Dr. Merlyn L. Gramberg for \$143.84, and Ms. F. Lynne Klemke for \$434.48. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** Gramberg, Klemke

**Absent:** Marcy

**MOTION CARRIED**

### **BOARD MEMBER MILEAGE AND/OR EXPENSE REIMBURSEMENT**

#### **Dr. M. Thomas Perkins, Mr. R. J. Savely, Jr., Mr. Richard G. Stickney**

Ms. Guzman-Gonzales MOVED to approve the following travel expenses: Dr. M. Thomas Perkins for \$743.60, Mr. R. J. Savely, Jr. for \$21.46, and Mr. Richard G. Stickney for \$91.64. SECONDED by Ms. Anderson.

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

**Voting No:** None

**Abstain:** Perkins, Savely, Stickney

**Absent:** Marcy

**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-SE-04 – IT Strategic Planning Consultant
- 2) Bid No. 19-SE-30 – Campus Messaging System (Attachment C-C1)
- 3) Bid No. 19-EQ-34 – Utility Tractor (Attachment D)
- 4) Bid No. 19-EQ-35 – Choral Risers (Attachment E)

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. Ms. Anderson requested Bid #19-SE-04 – IT Strategic Planning Consultant be extracted to allow for further discussion.

## **BID CONSENT CALENDAR**

### **Approval**

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

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

### **MOTION CARRIED**

## **BID CONSENT CALENDAR**

### **Consider Items Extracted**

Ms. Anderson requested Bid #19-SE-04 – IT Strategic Planning Consultant be extracted for separate consideration and asked Mr. Knapper to further speak on this item.

Mr. Knapper reported the College solicited nationally for the services of a qualified firm to develop a 5-year Information Technology Strategic Plan for the College. The Strategic Planning process will provide a complete assessment of the College's Information Technology services as well as develop a forward-looking plan.

Mr. Knapper reported the consultants will review infrastructure hardware and software and instructional utilization to form a base-line perspective. Areas of infrastructure assessment will include cyber-security, network performance and efficiency, risks and vulnerabilities.

Mr. Knapper reported the assessment of instructional utilization will include study sessions with faculty and students. Focus groups will be formed to include a core group and an extended group. Surveys will be administered to individuals who are not personally participating in the group settings. An examination will be made to determine if technology is fully utilized given the investment involved.

Mr. Knapper reported the planning phase will utilize the information gleaned during the assessment phases. A review will be provided of new trends and developments in information technology to additionally inform the planning process.

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
CampusWorks	Bradenton, FL	\$78,375.00
Coeur Business Group	Sorrento, FL	\$112,824.00
Berry Dunn	Portland, ME	\$138,067.00

## **BID CONSENT CALENDAR (Cont.)**

### **Consider Items Extracted**

Ms. Anderson MOVED to approve Bid #19-SE-04 – IT Strategic Planning Consultant and award the bid in the amount of \$138,967.00 to Berry Dunn, Portland, Maine. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

## **PERSONNEL CONSENT CALENDAR**

### **Review Contents**

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

- 1) Resignation(s)
  - a. Mr. Robert Thompson, Theatre Instructor, effective August 31, 2019.
- 2) Appointment(s)
  - a. Mr. Tracy Beasley, Associate Dean of Instruction, effective June 15, 2019, through June 30, 2019, salary to be prorated from an annual salary of \$84,000.
  - b. Dr. Patrick Fortney, Associate Dean of Instruction, effective July 1, 2019, through June 30, 2020, salary to be \$85,000.

Ms. Klemke 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**

Dr. Gramberg MOVED to approve the Personnel Consent Calendar as presented. Mr. Stickney SECONDED the motion.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**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**

### **Request for Sale and Use of Alcohol Beverages at College Sponsored Event**

#### **Theatre West Ribbon Cutting Ceremony – June 15, 2019**

Ms. Klemke referred Board members to the handout which includes a request for the sale and use of alcoholic beverages at the grand opening of the Judy Chaloupka Theatre presented by Theatre West, a College sponsored event, for Board member consideration.

Ms. Guzman-Gonzales MOVED the Board approve the request from Ms. Tami Lippstreu, Theatre West Managing Director, to have alcoholic beverages available at the grand opening of the Judy Chaloupka Theatre presented by Theatre West, to be held on Saturday, June 15, 2019, at Theatre West, Scottsbluff Campus. SECONDED by Ms. Anderson.

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

**Voting No:** Savely

**Abstain:** Perkins, Richards

**Absent:** Marcy

**MOTION CARRIED**

## **WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**

### **Informal Meetings: Budget Work Sessions**

Ms. Klemke remarked the Board usually holds Informal meetings for the purpose of budget work sessions, prior to the Regular Board of Governors meeting during the months of June, July, August and September.

Ms. Klemke suggested the Board hold Informal meetings as follows: June 19, 2019, 10:30 a.m. – General Fund; July 17, 2019, 10:30 a.m. – Designated Fund, and Restricted Fund; August 21, 2019, 10:30 a.m. – Capital Construction Fund; and Final Review of All Budgets – September 11, 2019, 10:30 a.m. Ms. Klemke asked for a motion to approve holding Informal meetings for the purpose of budget work sessions.

Dr. Packard MOVED the Board hold Informal meetings for the purpose of budget work sessions on the following dates and times: June 19, 2019, 10:30 a.m. – General Fund; July 17, 2019, 10:30 a.m. – Designated Fund, and Restricted Fund; August 21, 2019, 10:30 a.m. – Capital Construction Fund; and September 11, 2019, 10:30 a.m., – Final Review of All Budgets. SECONDED by Mr. Stickney.

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)**  
**Informal Meetings: Budget Work Sessions**

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**  
**Public Hearings on Proposed 2019-2020 WCCA Budgets**

Ms. Klemke reported the approved Western Community College Area 2019-2020 adopted budget statement and certified levy 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 of each year. 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 Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus.

Mr. Savely 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 Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus. SECONDED by Ms. Guzman-Gonzales.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**  
**Report from Interim President Search Committee**

Dr. Perkins thanked the Board members for allowing him to serve as the Chair of the Interim Presidential Search Committee. He also thanked and recognized Ms. Anderson, Dr. Gramberg, Ms. Richards, and Mr. Stickney for their helpful contribution to the Interim Search Process.

Dr. Perkins reported that after the last Board meeting, the committee met and spent time reviewing five applications. In the process, the committee narrowed the applications down to three, and interviews were conducted with each of the applicants on Monday, May 13, 2019.



**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS (Cont.)**  
**Report from Interim President Search Committee**

Dr. Perkins reported the committee was particularly interested in candidates that had experience with small community colleges in rural settings, skills in managing a large budget, the recognition of the unique role of an interim president compared with that of a president, and their interest and experience with legislative matters. Dr. Perkins reported that out of the three candidates, Dr. Gwendolyn Joseph stood out.

Dr. Perkins reported Dr. Joseph appears to be intuitive, enthusiastic about community colleges, and has a positive outlook for faculty and staff. She understands the rigors of accreditation and knows her primary goal will be to keep the "ship afloat" and headed in the right direction, while the Board searches for a replacement for Dr. Holcomb.

Dr. Perkins MOVED that the Board authorize the Interim Search Committee, after a successful campus visit by Dr. Joseph, to recommend a contract, and that said contract be formalized at the June 19, 2019, Board meeting.

He further MOVED that Ms. Klemke replace Dr. Gramberg on the Interim Search Committee, so that as Board Chair she may offer the previously mentioned contract to Dr. Joseph. SECONDED by Ms. Anderson.

**Voting Yes:** Guzman-Gonzales, Kreman, Packard, Perkins, Richards, Savely, Stickney, Anderson, Gramberg, Klemke  
**Voting No:** None  
**Abstain:** None  
**Absent:** Marcy

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS**  
**June 19, 2019, Presidential Screening and Interview Committee**  
**Select Board Member Representatives**

Ms. Richards MOVED the Board approve the selection and appointment of Ms. Guzman-Gonzales, Dr. Perkins and Ms. Klemke as the Board representatives on the Screening and Interview Committee for the position of College President. SECONDED by Ms. Anderson.

**Voting Yes:** Kreman, Packard, Richards, Savely, Stickney, Anderson, Gramberg  
**Voting No:** None  
**Abstain:** Guzman-Gonzales, Perkins, Klemke  
**Absent:** Marcy

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS  
June 19, 2019, Presidential Screening and Interview Committee  
Electing a Chair**

Ms. Anderson MOVED the Board appoint Ms. Klemke as Chair of the Screening and Interview Committee for the position of College President. SECONDED by Ms. Richards.

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

**Voting No:** None

**Abstain:** Klemke

**Absent:** Marcy

**MOTION CARRIED**

**WESTERN COMMUNITY COLLEGE AREA BOARD OF GOVERNORS  
June 19, 2019, Presidential Screening and Interview Committee  
President Search Timeline**

Ms. Klemke referred Board members to the President Search Timeline handout. She reported the initial meeting of the Presidential Screening and Interview Committee will be on June 19, 2019. Dr. Pamila Fisher, Association of Community College Trustees Consultant, will be moderating the meeting.

The tentative schedule is as follows:

June 19, 2019	First meeting of the Presidential Screening and Interview Committee and Dr. Fisher meets with the Board of Governors
July-September	Active recruiting
September 25	Target date for receipt of applications
September 27 - October 3	Committee reviews applications independently on Association of Community College Trustees web portal
October 8	Second meeting of the Presidential Screening and Interview Committee. Discussion of Applicants and selection of semi-finalists invited for interviews.
October 22	Third meeting of the Presidential Screening and Interview Committee. Interviews of semi-finalists. Select finalists to recommend.
Week of November 12	Finalists' public forums, campus Tours and informal meetings, finalists' interviews with the Board of Governors
Late November	Board of Governors announces new President
January 1, 2020	Approximate start date of selected new President

## **OLD BUSINESS**

### **Reports and Recommendation from Board Policy Committee**

#### **Second and Final Read: Tobacco Free Policy**

Ms. Klemke introduced the Tobacco Free Board Policy on second and final reading and asked Ms. Guzman-Gonzales to speak on this item. Ms. Guzman-Gonzales asked Ms. Grant to further speak on this item.

Ms. Grant reported tobacco is defined as - all tobacco-derived or tobacco containing products including, and not limited to, cigarettes, electronic nicotine delivery devices such as e-cigarettes and e-hookah, cigars and cigarillos, hookah smoke products, pipes, gutka, bidis, kreteks, nicotine vaporizers, clove cigarettes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff), dissolvable tobacco, nasal tobacco (e.g. snus), and any other item categorized as a tobacco product by the Food and Drug Administration.

In response to a request from the Board, Ms. Grant reported the policy will be amended to include the Alliance and Sidney campuses in the following statement:

*If smoke is involved, there must be an inspection by the Scottsbluff Fire Prevention Officer and concurrence by the Environmental Health and Safety Coordinator.*

Ms. Guzman-Gonzales MOVED to approve the Tobacco Free Policy as amended on second and final reading. SECONDED by Mr. Savely.

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

## **OLD BUSINESS**

### **Reports and Recommendation from Student Success Committee**

#### **Second and Final Read: Transfer Credit Board Policy**

Ms. Klemke introduced the Transfer Credit Board Policy on second and final reading and asked Dr. Gramberg to speak on this item. Dr. Gramberg asked Mr. Hovey to further speak on this item.

Mr. Hovey reported the purpose of this policy, per statute, is to provide general academic transfer programs and accept credit from other colleges or universities within the statewide transfer-of-credit guidelines published by the "Nebraska Transfer Initiative." No changes have been made since first reading.

Mr. Savely MOVED to approve the Transfer Credit Board Policy on second and final reading. SECONDED by Ms. Guzman-Gonzales.

**OLD BUSINESS (Cont.)**

**Reports and Recommendation from Student Success Committee  
Second and Final Read: Transfer Credit Board Policy**

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**OLD BUSINESS**

**Reports and Recommendation from Student Success Committee  
Information Only: Transfer Credit President's Procedure**

Ms. Klemke introduced the Transfer Credit President's Procedure for informational purposes only and asked Mr. Hovey to speak on this item. Mr. Hovey reported the purpose of the procedure is to establish the operational processes of accepting transfer credit or ensuring that College common core curriculum in the general education for the Associate of Arts and Associate of Science degrees complies with the Nebraska Transfer Initiative. This item was presented for informational purposes. There were no questions from the Board.

**NEW BUSINESS**

**Reports and Recommendation from Board Policy Committee  
Information Only: Ban on Inducements for Securing Enrollments of U.S. Service Members**

Ms. Klemke introduced the Ban on Inducements for Securing Enrollments of U.S. Service Members Board Policy for informational purposes only and asked Ms. Guzman-Gonzales to speak on this item. Ms. Guzman-Gonzales asked Ms. Grant to further speak on this item.

Ms. Grant reported there have been no changes to this policy which is presented due to new formatting and new policy number assigned. No action was taken by the Board.

**NEW BUSINESS**

**Reports and Recommendation from Board Policy Committee  
Information Only: Appropriate Citations on Current Title IX Policies**

Ms. Klemke introduced the Appropriate Citations on Current Title IX Board Policies and asked Ms. Guzman-Gonzales to speak on this item. Ms. Guzman-Gonzales asked Ms. Ault to further speak on this item.

Ms. Ault reported there have been no changes to the following policies and procedures. They are presented due to new formatting and new assignment of policy number:

**NEW BUSINESS (Cont.)**

**Reports and Recommendation from Board Policy Committee  
Information Only: Appropriate Citations on Current Title IX Policies**

1. Board Policy Anti-Harassment (Student)
2. Board Policy Discrimination, Harassment, and Retaliation Prohibited
3. Board Policy Discrimination, Harassment, or Retaliation (Employee)
4. Board Policy Mandatory Reporters
5. Board Policy Non-Discrimination
6. Board Policy Statement on Publications
7. Board Policy Sexual Misconduct, Dating Violence, Domestic Violence, Sexual Assault, and Stalking
8. Board Policy Anti-Harassment – Client/Guest
9. President's Procedure Appendix A-1.2-14 Sexual Misconduct Complaint Procedure
10. President's Procedure Appendix A-1-12 Discrimination, Harassment, Retaliation, Complaint Operating Procedure

No action was taken by the Board.

**NEW BUSINESS**

**ESU #13 and Sidney Campus Presentation**

Ms. Klemke introduced the Educational Service Unit (ESU) #13 and Sidney Campus Presentation and asked Mr. Knapper to speak on this item. Mr. Knapper reported ESU #13 has been researching alternatives to their current facility in Sidney. The Unit engaged Baker & Associates to develop cost scenarios for various alternatives.

Mr. Knapper reported existing structures in Sidney has been cost prohibitive to acquire and remodel or have other issues. Some structures have been too large and require the ESU #13 to serve as a landlord to existing tenants.

Mr. Knapper reported the most cost effective alternative at this time would be to add a structure on to the north side of the Sidney campus building.

Mr. Knapper referenced the conceptual drawings developed by Baker & Associates for ESU #13 included in the Board packet. He reported the proposal includes a garage that would include space for the College's tractor and additional storage.

Mr. Knapper reported the added structure would be controlled and managed under an inter-local agreement, which will be presented at a future Regular Board of Governors meeting for approval.

Mr. Kreman MOVED to proceed with the plans for the addition of a structure to the north side of the Sidney campus building for the use of Educational Service Unit #13. SECONDED by Dr. Packard.

**NEW BUSINESS (Cont.)**

**ESU #13 and Sidney Campus Presentation**

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

**Voting No:** None

**Abstain:** None

**Absent:** Marcy

**MOTION CARRIED**

**RECESS**

Ms. Klemke declared the Regular meeting in recess at 2:05 p.m.

**OPEN MEETING**

Ms. Klemke declared the Open meeting in session at 2:15 p.m.

**INSTITUTIONAL REPORTS**

**Strategic Action Plan**

Ms. Klemke introduced the Strategic Action Plan Summary and asked Ms. Holcomb to speak on this item. Ms. Holcomb reported the 2017-2022 Strategic Master Plan of the College includes the following six focus areas; 1) Engaged Teaching and Active Learning; 2) Student Recruitment, Retention and Completion; 3) Diversity, Equity and Inclusion; 4) Seamless Academic and Career Pathways; 5) Community and Employer Responsiveness; and, 6) Operational Efficiency and Effectiveness.

Ms. Holcomb reported the Strategic Action Plan is a compiled listing of the various projects and efforts that are taking place in support of the Strategic Master Plan's six focus areas. Ms. Holcomb referenced the large handout containing the listing of project intakes, project charters, major efforts, and Specific, Measurable, Achievable, Relevant, and Time bound (S.M.A.R.T.) goals, that are taking place across the College.

Ms. Holcomb reported the Strategic Action Plan was distributed to various faculty leaders and administrative staff for review and input in November 2018. After receiving feedback, Ms. Holcomb updated the document in February 2019, with benchmarks and progress reports from everyone involved with each project listed.

Ms. Holcomb reported each project on the Strategic Action Plan includes the following information; a) the Strategic Outcome the project supports; b) the name of the project; c) the owner of the project; d) the sponsor; e) the division or department; f) Location; g) the start date; h) the end date; i) charter, which states whether the owner has submitted a formal project plan for that particular effort; j) resources used; k) status of the project; l) benchmarks identified; and, m) additional notes.

## **INSTITUTIONAL REPORTS (Cont.)**

### **Strategic Action Plan**

Ms. Holcomb referenced the Strategic Action Plan Summary included in the Board packet. She reported this is a summary of the different projects, with a section for each of the focused areas containing the project progress.

In response to a question from the Board, Ms. Holcomb reported department chairs, administrative staff, and faculty leaders have all reviewed this document.

Ms. Norwood reported this document was shared with the faculty during a faculty meeting and was also sent out electronically. She reported faculty were a part of creating this document and writing down goals for their division and administrative staff then aligned them to the Strategic Master Plan.

In response to a question from the Board, Ms. Holcomb reported the intent, as far as continuously updating this document and reporting it, would be to present it to the Board every month of May and December so it could be at the end of each of the two main academic terms.

Ms. Klemke commended Ms. Holcomb and everyone involved on the huge amount of work put into the document. She stated it is a living document that will require constant updating.

## **INSTITUTIONAL REPORTS**

### **Key Performance Indicators**

Ms. Klemke introduced the Key Performance Indicators and asked Dr. Kalatozi to speak on this item. Dr. Kalatozi referenced the Key Performance Indicators excel spreadsheet found in the mailed packet of information. She stated this is a tool used to measure Strategic Action Plan results.

Dr. Kalatozi reported the work on Key Performance Indicators began with the establishment of an institutional Data Team. This team was formed in August 2017 by Dr. Dale and included the following members; Dr. Kim Kuster Dale, Aletia Norwood, Roger Hovey, James Hashley, Dr. Hallie Feil, Dr. Nino Kalatozi, and later, Norman Coley, Jr.

Dr. Kalatozi reported items on the Key Performance Indicators spreadsheet derived from data already collected by the College from the following entities; the Community College Survey of Student Engagement, the Community College Faculty Survey of Student Engagement, the Integrated Postsecondary Education Data System, the WNCC Fall and Spring 10-Day Enrollment Report, the WNCC Human Resources Report, the WNCC Assessment Report, the WNCC Dean of Instruction, the WNCC Graduate Survey, the WNCC Foundation, the WNCC College Catalog, the WNCC Registrar's Office, the WNCC 10-Day Residence Hall Occupancy Report, the U.S. Department of Education, and the WNCC Campus Security, Fire, and Safety Report.

Ms. Klemke commended Dr. Kalatozi on the work put into compiling this data.

## **INSTITUTIONAL REPORTS**

### **All Nebraska Academic Team Recognition Day – Phi Theta Kappa**

#### **Overview of Phi Theta Kappa**

Mr. Norman Coley, Dean of Students and Chapter Advisor for Phi Theta Kappa, thanked the Board for the opportunity to present information about the All Nebraska Academic Team and introduced the three students who were nominated by the College to the USA Academic All American Team

Mr. Coley reported the College has gone from a two-star chapter to five-star chapter within a one-year period. He reported the College also received recognition for President Holcomb by receiving the prestigious Shirley B. Gordon Award of Distinction this year.

Ms. Norwood reported Mr. Coley also received a recognition from Phi Theta Kappa for his dedicated 5 years of service as advisor of the Lambda Pi Chapter and his involvement in the success of the local chapters.

Mr. Coley reported that in the State of Nebraska, each community college campus can nominate a maximum of two students per campus for the Academic All-American Team. These students were invited to attend the All-Nebraska Academic Team Recognition Day ceremony and banquet in Lincoln, on Tuesday, April 23, 2019.

Mr. Coley introduced the three students nominated by the College: Ms. Amy Neumann – Sidney, Ms. Shelby Benson – Scottsbluff, and Ms. Oghenemaro Progress Aghoghovbia – Scottsbluff. He presented a short biography about each student and their plans for the future.

Mr. Coley introduced Ms. Aghoghovbia, who delivered the speech she gave at the All-Nebraska Academic Team Recognition Day ceremony.

Ms. Aghoghovbia introduced herself and stated it is an honor to be speaking before the Board. She stated she began at Western Nebraska Community College in August 2017. The faculty and staff have supported her through her struggles, academically and financially.

Ms. Aghoghovbia reported she pushed herself academically in order to get straight A's. It was very difficult for her and affected her social life, however, she pushed through harder. She stated her motivation to achieve goals in life was her father, who passed away of cancer the same day her high school final result was out. Although this was very painful for her, Ms. Aghoghovbia has made it a point to keep every promise she made to her father, to take care of her mom and to accept everyone around her.

Ms. Aghoghovbia reported being a part of Phi Theta Kappa (PTK), has provided a platform for her to build leadership skills. With the help of her advisors, she has taken up roles that she would ordinarily be afraid to take.



### **INSTITUTIONAL REPORTS (Cont.)**

#### **All Nebraska Academic Team Recognition Day – Phi Theta Kappa**

##### **Overview of Phi Theta Kappa**

In closing Ms. Aghoghovbia thanked the Board for listening to her story and said it was an honor to share it. She hopes her story will inspire others who feel like hope is not within their grasp to seek knowledge as a source of empowerment in their lives.

(A copy of Ms. Aghoghovbia's speech is attached in the official minute book.)

Ms. Klemke thanked Ms. Aghoghovbia for attending Western Nebraska Community College. She congratulated her, wished her success in her future endeavors, and remarked the Board is very proud of her accomplishments.

### **INSTITUTIONAL REPORTS**

#### **2019-2020 WCCA Budget Overview**

##### **WCCA 2019 Valuation: County Assessors Abstract of Assessment of Real Property**

Ms. Klemke introduced the 2019 – 2020 WCCA Budget Overview and asked Mr. Knapper to speak on this item. Mr. Knapper referred Board members to the handouts which includes a report prepared by the Nebraska Department of Revenue, Property Assessment Division.

The report, Real Property Value Percentage of Change by County from 2018 to 2019 was reviewed. The source of the information is the 2019 County Abstracts of Assessment for Real Property, as submitted by the County Assessors.

Mr. Knapper reported valuations have changed from January 2018 to January 2019, and he projects the 2019 – 2020 assessed valuation for the Western Area is expected to slightly increase by only five ten thousandths of one percent this year or essentially flat.

### **INSTITUTIONAL REPORTS**

#### **2019-2020 WCCA Budget Overview**

##### **State-Aid Information**

A report was distributed which explained a potential change in the distribution of state aid formula. WNCC would see an improvement in the amount of state aid received with the revised formula. The current formula was reviewed along with the state aid appropriation.

Mr. Knapper reported state aid could increase by 1.35 percent based on currently available information, final numbers will be available in September after the community colleges submit their FTE audits in August.

Mr. Knapper also reminded Board members the Nebraska Community College Student Performance Education Occupation grant funds in the amount of two-hundred fifty thousand dollars will end at the beginning of the new fiscal year.

### **INSTITUTIONAL REPORTS**

#### **Nebraska Community College Association, Ms. Karen Anderson, Dr. Merlyn Gramberg, Dr. M. Thomas Perkins**

Ms. Anderson reported she attended the second quarter Nebraska Community College Association meeting in Lincoln, Nebraska on May 6, 2019. She reported they had an annual agenda from the Executive Committee with major topics for 2019 such as College Promise opportunities, Portable Access, Nebraska Education Goals for the Workforce, Transition into Community Colleges, Completion and Retention, Food and Housing Insecurity, Student Mental Health Issues, and Safety and Security of Students. She reported Mr. Greg Adams was present and gave his update. Ms. Anderson reported it was a great dialogue, it was great to see the CEOs meet, and she thanked the Board for the opportunity to attend. Dr. Gramberg also attended the Nebraska Community College Association meeting in Lincoln and described it as being very fruitful.

### **INSTITUTIONAL REPORTS**

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

Dr. Perkins reported Bob Feit from Southeast Community College, and Association of Community College Trustees State Coordinator for Nebraska, will be retiring after 2019. Dr. Perkins referenced the State, Province and Territory Coordinator job description found in the mailed packet of information and encouraged Board members who are interested in pursuing this opportunity to submit an application.

### **INSTITUTIONAL REPORTS**

#### **Western Nebraska Community College Foundation, Ms. Karen Anderson**

Ms. Anderson reported the WNCC Foundation received a gift from the family of H. Kaywood Johnson, which will grow to \$100,000 over the next decade.

Ms. Anderson reported the College will celebrate the grand opening of the Platte Valley Companies Performing Arts Center, the Kelley Bean Box Office, and the Judy Chaloupka Theater, on Thursday, June 13, 4:30 – 6:00 p.m.

Ms. Anderson reported the 2019 Monument Marathon planning is underway. The event will take place on Saturday, September 28, 2019. Currently eighty runners have registered to participate, and it usually brings in 40-50 thousand dollars in scholarships.

### **WESTERN NEBRASKA COMMUNITY COLLEGE / SCOTTSBLUFF CAMPUS MAIN BUILDING ADDITION AND RENOVATION UPDATE**

Dr. Holcomb reported tours of the Main Building construction and renovation were available after the Employee Luncheon on May 14, 2019. A total of four groups of twenty-five people attended the tour lasting approximately 40 minutes each. He reported the Performing Arts area is receiving most of the focus from construction crews and anticipates completion by Thursday, June 13, 2019.

### **BOARD MEMBER COMMENTS**

Ms. Klemke asked Board members to watch for an email from Allison Judy, Public Relations and Marketing Director, pertaining to the President Search. The email will include a link to a short 3-question survey conducted by the Association of Community College Trustees. The survey is confidential and will assist in the development of the Presidential Profile. Feedback must be received by June 14, 2019.

Ms. Klemke reported Dr. Tom Bordenkircher, Vice President for Accreditation Relations for the Higher Learning Commission, has expressed concerns with President Holcomb's and Executive Vice President Dr. Dale's leave, and would like to visit with Board members at a future Board meeting. Ms. Klemke anticipates his visit would be at the July 17, 2019, regular Board meeting.

Mr. Stickney congratulated Mr. Coley for his recognition from Phi Theta Kappa and asked Ms. Judy to make an announcement to the media.

Ms. Guzman-Gonzales reported graduation was incredible. She stated the speaker was wonderful, and she was very impressed with the number of honor students who graduated.

Ms. Anderson congratulated Dr. Nino Kalatozi, Ms. Nina Grant and Mr. Josh Vesper for graduating from Leadership Scottsbluff.

Mr. Savely thanked Dr. Holcomb for his wonderful years of service to the College and wished him the best in the future.

### **PRESIDENT'S COMMENTS**

Dr. Holcomb reported the dedication and tour of the Platte Valley Companies Performing Arts Center, the Kelley Bean Box Office, and the Judy Chaloupka Theater will be held Thursday, June 13, 2019, 4:30 – 6:00 p.m. Visitors will have an opportunity to tour the new facility, celebrate expanded programs, and enjoy refreshments.

Dr. Holcomb reported 295 graduates were recognized this year, nearly the same as last year. There were 5 from summer 2018, 39 from December 2018, 219 for May 2019, and 32 prospective grads for summer 2019. Eighty-five graduated with honors, two with high honors, 40 were members of Phi Theta Kappa, 40 members of the National Society for Leadership and Success, 10 members of Cougar Leadership, 9 were veterans, 26 were international students, and one was a concurrent high school graduate.

Dr. Holcomb reported the annual Employee Awards Luncheon was held yesterday, May 14, 2019, where Ms. Allison Judy, Public Relations & Marketing Director, and Ms. Julie Newman, CollegeNOW Director, received the Professional Employee of the Year award; Ms. Robin Hayhurst, English Instructor, received the Faculty Employee of the Year award; and Ms. Katie Markheim, Accounting Technician, received the Support Employee of the Year award.

### **PRESIDENT'S COMMENTS (Cont.)**

Dr. Holcomb reported the College will be hosting a going away celebration on Tuesday, June 11, 2019, 3:00 – 5:00 p.m., for him and Dr. Dale, as well as a retirement reception for Laurie Alkire, and Peggy Wolff, in The Plex, John N. Harms Center, Scottsbluff Campus.

Dr. Holcomb reported the Cobra, a car students built from scratch, was entered in the Scottsbluff Valley Street Rodders car show in Mitchell on 27-28, receiving the 1st place award in its class and best of show.

Dr. Holcomb reported the Cougars Softball Team will be playing at 4 p.m. and 6 p.m. for an opportunity to play in the National Tournament.

### **UPCOMING MEETINGS AND EVENTS**

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

- 1) The Nebraska Community College Association 2019 Regular Meetings to be held as follows: a) Third Quarter Meeting to be held on August 5, 2019, in Lincoln, NE; and, b) Fourth Quarter Meeting (Annual Meeting) to be held on November 4, 2019, in Southeast Community College, Lincoln, NE.
- 2) The Association of Community College Trustees 2019 ACCT Leadership Congress to be held October 16-19, 2019, in San Francisco, California. She reminded Board members wishing to attend to let the Secretary know so their travel can be approved and registration be submitted.

### **NEXT REGULAR MEETING**

The next Regular meeting of the Western Community College Area Board of Governors will be held on Wednesday, June 19, 2019, 1:00 p.m., The Plex, John N. Harms Center, Western Nebraska Community College, Scottsbluff Campus, 2620 College Park, Scottsbluff, Nebraska.

### **ADJOURNMENT**

The meeting was adjourned by unanimous consent at 3:33 p.m.

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F. Lynne Klemke, Chairperson

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Rosie Hernandez, Secretary

## City Planning Commission Reports

1. **City of Alliance:** Annual Tax Increment Financing Redevelopment Project Progress Report
  - a. A Report from the City of Alliance pertaining to the City's Tax Increment Financing Redevelopment Project Progress Report.
2. **City of Chadron:** Annual Tax Increment Financing Report.
  - a. A report from the City of Chadron pertaining to the City's Tax Increment Financing Redevelopment Project Progress Report.
3. **City of Gering:** State Statute 18-2117.02 Redevelopment Projects: Annual Report
  - a. A report from the City of Gering pertaining to the approval and progress of redevelopment projects that are financed in whole or in part through the division of taxes as provided in section 18-2147.
  - b. An application for variance on Block 16 Gardners Add Replat; otherwise known as 1718 11th Street, Gering, Nebraska.
  - c. An application for Conditional Use Permit on Block 16 Gardners Add Replat; Per Zoning and Sub-Division Regulations Section 7.2 BCB (C-2) Central Business District; Sub-Section 7.204 Exceptions, (11) Communication Towers. The property is otherwise known as 1718 11th Street, Gering, Nebraska.
  - d. A Final Plat on Lot 2A, Block 1, Schleicher Subdivision, a Replat of Lot 2, Block 2, Schleicher Subdivision and Unplatted Lands situated in the Southwest Quarter of the Southeast Quarter of Section 16, Township 21 North, Range 55 West of the 6th P.M., Gering, Nebraska. The property is otherwise known as 190596 Carter Canyon Road.
4. **City of Gordon:** 2019 Annual Tax Increment Project Report
  - a. A Report from the City of Gordon pertaining to the City's Tax Increment Financing Redevelopment Project Progress Report.
5. **City of Scottsbluff:**
  - a. A Notice of a Public Hearing by the City of Scottsbluff Planning Commission on May 13, 2019, to consider the following:
    - i. Reviewing and obtaining comment on a Redevelopment Plan submitted by 1dash5 Enterprises, LLC for the Scooter's Drive-thru Coffee Kiosk Project. The area to be redeveloped under the Redevelopment Plan is legally described as Tracts 3 and 4, Graves Tracts, an addition to the City of Scottsbluff, Scotts Bluff County, Nebraska.
  - b. A Notice of a Public Hearing by the City of Scottsbluff Planning Commission on May 13, 2019, to consider the following:
    - i. Reviewing and obtaining comment on a Redevelopment Plan submitted by Platte Valley Bank for the Platte Valley Addition Improvements Project. The area to be redeveloped under the Redevelopment Plan is described as all of Block 1, Platte Valley addition to the City of Scottsbluff, Scotts Bluff County, Nebraska.

**5. City of Scottsbluff (Cont.):**

- c. A Report from the City of Scottsbluff pertaining to the City's Tax Increment Financing Redevelopment Project Progress Report.
- d. A Notice of a Public Hearing by the City of Scottsbluff City Council on May 20, 2019, to consider the following:
  - i. Reviewing and obtaining comment on a Redevelopment Plan submitted by Platte Valley Bank for the Platte Valley Addition Improvements Project. The area to be redeveloped under the Redevelopment Plan is described as all of Block 1, Platte Valley addition to the City of Scottsbluff, Scotts Bluff County, Nebraska.

**6. City of Sidney:**

- a. A Notice of a Public Hearing by the City of Sidney Planning Commission on May 20, 2019, to consider the following:
  - i. Rezoning Application of Sidney Regional Medical Center to rezone Tract 2 of Section 33, Township 14, Range 49, from C-1 (Central Business District Zone) to A (Agricultural) Zone.



# MEMORANDUM

**Date:** May 6<sup>th</sup> 2019

**To:** WCCA Board of Governors

**From:** Aletia Norwood, Faculty Board Representative

**Re:** May 2019 Board of Governors Faculty Report

- Stacy Wilson (Foreign Language Faculty) just completed her 120 hour TESOL certification course in order to, eventually, be able to help teach ESL courses here if we get enough foreign students enrolled. 😊 Yay! This class is one of the first that international students take here and Stacy's grasp of foreign languages will go a long way toward helping these international students become comfortable with the English language.

- Corey Batt (Auto Body Faculty) and Aaron Gayman (Auto Technology Faculty) report that Cobra raffle will begin on June 1<sup>st</sup> and run for 90 days. The Cobra was a car that students from these two programs coordinated on building from scratch.

The Cobra was entered in the Scottsbluff Valley Street Rodders car show in Mitchell on 27<sup>th</sup> and 28<sup>th</sup>. It received a 1<sup>st</sup> place award in its class and also won best of show. This was determined by a panel of judges. Pretty impressive that a car built by our students won while competing against vehicles built by professionals.

WNCC faculty were there the entire weekend promoting their programs. They were amazed at how many people from our service area did not know that the programs in Applied Tech (Auto Body, Automotive, Aviation, Powerline, Ag, Welding etc..) exist.

- Patrick Newell (Vocal Faculty) reports that the Monumental Rock Combo, under the direction of Dr. Nathaniel Johnson, and Varsity Vocalise, under the direction of Dr. Patrick Newell, had a successful Spring touring season to the following schools:

- Potter-Dix Jr./Sr. High School
- Leyton Jr./Sr. High School
- Garden City High School (Oshkosh)
- Morrill Jr./Sr. High School
- Gering Jr. High (with some Sr. High students in attendance)
- Ft Morgan High School

- Turnberry Elementary (Commerce City, CO)
- Franklin Middle School (Greeley, CO)

Two performances were cancelled due to the inclement weather while in the Denver area. We spent the time by taking the students to see the Leonardo Da Vinci exhibit at the Denver Museum of Nature and Science.

Touring is an excellent experience for students, giving them an opportunity to perform repertoire in a number of different venues, while also forcing them to socialize successfully in a limited environment. The tour is an important outreach for the College, spreading the news of our programs and scholarships, and increasing arts education in our service area and beyond. While on tour, one of the students at Franklin Middle School said, "This is the first concert I have ever been to. Now I just want to hear more!" Thank you for your support.



## Administrative Services

# Memo

**To:** WCCA Board of Governors  
**From:** William D. Knapper  
**Date:** 5/15/2019  
**Re:** Bid Results: Campus Messaging System 19-SE-30

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The College solicited for replacement of an obsolete internal messaging system that permits messaging across the three campuses. An internal messaging system places information on monitors throughout the College.

One proposal was received. A review by the designer confirmed that the pricing was within expected limits.

The system will allow standardized messaging on all monitor screens or customized messaging by campus or building or individual monitor.

A review of the proposed system by the audio-visual designer follows this memo.

Costs for the proposed system are found in this table:

### HDn Player Scenario

Players & Licenses	47,801.60
Support & Implementation	4,864.20
Alert Mgmt & Event Widget	0.00
1st yr & Annual Recurring Costs	10,830.25
Cabling & Materials	1,830.00
Services	5,160.00
	<b>70,486.05</b>
Shipping	500.00
	<b>70,986.05</b>

**Recommendation to come from the Finance and Facilities Committee.**

**From:** [Eric Richardson](#)  
**To:** [WNCC](#)  
**Subject:** WNCC Digital Signage RFP bullets  
**Date:** Tuesday, May 7, 2019 1:02:45 PM  
**Attachments:** [none](#)

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- Bizco submitted on a Visix solution
- Visix is a user friendly digital signage solution that will use a cloud based server.
- Each digital signage TV will have a Visix player located behind the display to show the content.
- Visix can integrate with Microsoft Exchange/Office 365, EMS, AS Astra, 25Live and Google calendars to display events dates, times and information.
- Visix solution will have an alert management connection to RAVE to display emergency information
- Visix can be used to display static wayfinding information.
- The content on the displays is fully customizable and can be edited by multiple people.
- The cost of the Visix solution is within the estimate amount for the digital content delivery system.

**Eric J. Richardson**

CTS

Audiovisual Designer

o 402.346.7007

d 402.233.7546

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CONSULTING + DESIGN

1201 Cass Street  
Omaha, Nebraska 68102



**MEMORANDUM**

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**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** May 15, 2019  
**RE:** Board Approval, Bid Number 19-EQ-34

On May 3, 2019 bids were taken for one (1) Utility Tractor

**ACCOUNT NUMBER:** 10.1.60200.5611.55

**TOTAL BUDGET:** \$45,000.00

**TABULATION:**

<b>Company</b>	<b>City/State</b>	<b>Total Amount</b>
Horizon West, Inc.	Scottsbluff, NE	<b>\$44,301.00</b>
Sandberg Implement	Gering, NE	<b>\$66,010.95</b>

**Recommendation to come from the Finance & Facilities Committee.**

**MEMORANDUM**

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**TO:** Board of Governors  
**FROM:** William D. Knapper  
**DATE:** May 15, 2019  
**RE:** Board Approval, Bid Number 19-EQ-35

On May 3, 2019 bids were taken for Choral Risers

**ACCOUNT NUMBER:** 10.1.4210.5611.11 \$15,000.00  
10.1.4220.5611.11 \$15,000.00

**TOTAL BUDGET:** \$30,000.00

**TABULATION:**

Company	City/State	Total Amount
Wenger Corporation	Owatonna, MN	\$27,240.00 (Complete Assembly & Installation)

Recommendation to come from the Finance & Facilities Committee.