

**WESTERN COMMUNITY COLLEGE AREA  
BOARD OF GOVERNORS  
MARCH 18, 2020  
AGENDA**

**LUNCH – 12:00 P.M.**

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

**REGULAR MEETING – 1:00 P.M.**

Western Nebraska Community College  
Scottsbluff Campus  
Coral E. Richards Boardroom  
1601 East 27th Street, Scottsbluff, Nebraska

**MISSION STATEMENT**

***“WNCC assures learning opportunities for all – enriching lives, invigorating communities,  
creating futures”***

**PROPOSED AGENDA**

**A. Call to Order** – Ms. Lynne Klemke, Chair

**B. Roll Call**

**C. Community Comments**

**D. Board Chairperson Comments**

**E. Consent Calendar**

1. Review Contents of Consent Calendar

a) Agenda

b) Excuse Absent Board Member(s)

c) Minutes

i. Regular Meeting, February 19, 2020

d) Claims:

i. WCCA Unrestricted Fund - \$3,172,150.94 .....Page 12

ii. WCCA Restricted Fund - \$22,541.46 .....Page 13

iii. WCCA Federal Fund - \$5,938.62 .....Page 13

iv. WCCA Agency Fund - \$8,634.27 .....Page 13

v. WCCA Loan Fund - \$-0- .....N/A

vi. WCCA Plant Fund - \$750.00 .....Page 13

vii. WCCA Auxiliary Fund - \$129,351.07 .....Page 16

e) City Planning Commission Report(s)

i. City of Sidney.....Page(s) 17-18

ii. City of Gering .....Page(s) 19-21

2. **Approval** of Consent Calendar

3. Consideration of Items Extracted from Consent Calendar

**F. Board Member Mileage and/or Expense Reimbursement**

**Approval** of Board Member Mileage and/or Expense Reimbursement

- 1. Ms. Karen S. Anderson - \$648.91 ..... Page 22  
Dr. Margaret R. Crouse - \$228.62 ..... Page 22
- 2. Ms. F. Lynne Klemke – \$269.10 ..... Page 22  
Mr. Allan D. Kreman – \$44.86 ..... Page 22
- 3. Ms. Kimberly A. Marcy - \$225.17 ..... Page 22  
Mr. R. J. Savely, Jr. - \$103.39 ..... Page 22  
Mr. Richard G. Stickney - \$121.90 ..... Page 22

**G. Bid Consent Calendar**

- 1. Review of Bid Consent Calendar
  - a) Bid Number 20-SE-16 Dining Services Point of Sale Equipment and Software ..... Page(s)23-24
  - b) Bid Number 20-SE-29 Business Package Printing ..... Page(s)25-26
  - c) Bid Number 20-FAC-25 Fire Protection Improvements ..... Page(s)27-30
- 2. **Approval** of Bid Consent Calendar
- 3. Consideration of Items Extracted from Bid Consent Calendar

**H. Personnel Consent Calendar**

- 1. Review Contents of Personnel Consent Calendar
  - a) Resignation(s):
    - i. There are no resignations.
  - b) Appointment(s)
    - i. There are no appointments.
- 2. **Approval** of Personnel Consent Calendar
- 3. Consideration of Items Extracted from Personnel Consent Calendar

**I. Western Community College Area Board of Governors**

- 1. **Approval** of April 15, 2020 Regular Meeting Location Change
- 2. **Approval** of WCCA Board of Governors Informal Meeting
  - a) Higher Learning Commission Review Team  
April 27, 2020  
12:00 – 1:30 p.m.  
Scottsbluff Campus (location to be determined)

**J. Reports and Recommendations from the Audit Committee – Mr. Savely**

- 1. Federal Student Aid - Enforcement of Cybersecurity Requirements Under the Gramm-Leach-Bliley Act (GLBA) ..... Page(s) 31-34

**K. Reports and Recommendations from the Finance and Facilities Committee**

1. Repealed Policies: Purchasing Approval - Ms. Koski
  - a) 330.0100.04 Requisition and Purchasing
  - b) 330.0200.79 Purchase Contracts
  - c) 330.0400.79 Economy of Purchasing
  - d) 330.0500.79 Guidelines to Bids and Quotations
2. First Read: Budget Planning Board Policy .....Page(s) 35-36
3. Info Only: Budget Planning President's Procedure .....Page(s) 37-38
4. **Approval** of Policies to Repeal: Fiscal Management
  - a) 320.0100.79 Bid Solicitation
  - b) 320.0200.79 Board Action
  - c) 340.0100.79 System of Accounts
  - d) 340.0200.79 Monthly Financial Report
  - e) 340.0300.00 Inventory System
  - f) 340.0400.79 Fiscal Year Audit
  - g) 350.0100.79 Deposit of Receipts

**L. Reports and Recommendations from the Board Policy Committee – Ms. Guzman-Gonzales**

1. First Read: Board Evaluation Board Policy .....Page(s) 39-40
2. First Read: Records Management and Retention Board Policy .....Page(s) 41-42
3. Info Only: Records Management, Retention and Disposition  
President's Procedure .....Page(s) 43-54

**M. Reports and Recommendations from the Human Resources Committee – Ms. Richards**

1. First Read: Recruitment and Selection of Employees Board Policy .....Page(s) 55-56
2. Info Only: Recruitment and Selection of Employees  
President's Procedure .....Page(s) 57-58
3. Info Only: Faculty Qualifications President's Procedure .....Page(s) 59-98
4. First Read: Employee Voluntary Separation Board Policy .....Page(s) 99-100
5. Info Only: Employee Voluntary Separation President's Procedure .....Page(s) 101-104

**N. Reports and Recommendations from the Student Success Committee – Dr. Crouse**

1. First Read: Admission, Continued Enrollment, and Re-Enrollment of  
Students Board Policy .....Page(s) 105-107
2. Info Only: General Admission Requirements for Students  
President's Procedure .....Page(s) 108-111
3. First Read: Residency Board Policy .....Page(s) 112-113
4. Info Only: Residency Guidelines President's Procedure .....Page(s) 114-117
5. First Read: Housing and Food Service Board Policy .....Page(s) 118-119
6. Info Only: Resident Housing Regulations and Procedures  
President's Procedure .....Page 120
7. First Read: Curricular and Co-Curricular Program Review Board Policy .....Page(s) 121-123
8. Info Only: Curricular Program Review President's Procedure .....Page(s) 124-146
9. Info Only: Curricular Program Support Process Institutional Guideline .....Page(s) 147-150

**O. Institutional Reports**

1. Higher Learning Commission Update – Mr. Marrin
2. Faculty Report – Mr. Croft and Ms. Dickinson
3. Student Report – Mr. Carrillo
4. 2020 Community College Legislative Day Report – Dr. Perkins
5. Nebraska Community College Association – Dr. Perkins
6. Association of Community College Trustees – Dr. Perkins
7. Western Nebraska Community College Foundation – Ms. Reisig
8. Higher Learning Commission Report – Dr. Perkins

**P. Board Member Comments**

**Q. President's Comments**

**R. Upcoming Meetings and Events**

1. PTK New Member Induction  
March 24, 2020  
Scottsbluff Campus  
CANCELLED
2. PTK New Member Induction  
March 26, 2020  
Sidney Campus  
CANCELLED
3. AACC Annual Convention  
March 28 – 30, 2020  
National Harbor, MD  
CANCELLED
4. Scottsbluff Campus Awards Ceremony  
April 9, 2020, 3:30 p.m.  
Harms Center - Plex  
Scottsbluff Campus  
CANCELLED
5. ACCT Governance Leadership Institutes  
April 15 - 17, 2020  
Tucson, AZ  
CANCELLED

6. 2020 HLC Annual Conference  
April 17 - 21, 2020  
Chicago, IL  
CANCELLED
  
7. Alliance Campus Awards Ceremony  
April 21, 2020, 4:00 p.m.  
Alliance Campus - Room 17  
CANCELLED
  
8. Phi Theta Kappa Nebraska All-State Academic Team Ceremony  
April 22, 2020  
Lincoln, NE  
CANCELLED
  
9. Sidney Campus Awards Ceremony  
April 23, 2020, 2:00 p.m.  
Sidney Campus I & E Center  
CANCELLED
  
10. NCCA Board of Directors Second Quarter Meeting  
May 4, 2020  
Lincoln, NE
  
11. GED Graduation  
May 9, 2020 11:00 a.m.  
Judy Chaloupka Theatre  
Scottsbluff Campus
  
12. Nursing Pinning Ceremony  
May 9, 2020 – 2:00 p.m.  
Judy Chaloupka Theatre  
Scottsbluff Campus
  
13. Commencement  
May 9, 2020 – 4:00 p.m.  
Cougar Palace  
Scottsbluff Campus
  
14. NCCA Board of Directors Third Quarter Meeting  
August 3, 2020  
Lincoln, NE
  
15. ACCT Leadership Congress  
September 30 - October 3, 2020  
Chicago, IL

16. NCCA Board of Directors Fourth Quarter Meeting and Annual Conference  
October 11 - 12, 2020  
Scottsbluff, NE

**S. Next Regular Meeting:** Wednesday, April 15, 2020, 1:00 p.m., Coral E. Richards Boardroom,  
Western Nebraska Community College, Scottsbluff Campus, 1601 East 27<sup>th</sup> Street, Scottsbluff,  
Nebraska

**T. Adjournment**