

**WESTERN COMMUNITY COLLEGE AREA
BOARD OF GOVERNORS
JANUARY 15, 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. F. Lynne Klemke

B. Roll Call

C. Community Comments

D. Board Chairperson Comments

1. Copy of Nebraska Open Meetings Act Available at the Back of the Room

E. Re-Organization of Board for 2020

1. Election of Chairperson
2. Election of Vice Chairperson
3. Appointment of Secretary
4. Appointment of Treasurer

F. Consent Calendar

1. Review Contents of Consent Calendar
 - a) Agenda
 - b) Excuse Absent Board Member(s)
 - c) Minutes
 - i. Regular Meeting, December 18, 2019
 - d) Claims:
 - i. WCCA Unrestricted Fund - \$2,707,203.33.....Page 15
 - ii. WCCA Restricted Fund - \$10,943.88Page 16
 - iii. WCCA Federal Fund - \$1,643.08Page 16
 - iv. WCCA Agency Fund - \$10,795.21Page 17
 - v. WCCA Loan Fund - \$-0-N/A
 - vi. WCCA Plant Fund - \$253,725.74.....Page 17

- vii. WCCA Auxiliary Fund - \$252,182.58Page 20
- e) City Planning Commission Report(s)N/A
- f) Reports and Proposals
 - i. From the Students.....N/A
 - ii. From the FacultyPage 25
 - iii. From the AdministrationN/A
 - iv. From the BoardN/A
- 2. **Approval** of Consent Calendar
- 3. Consideration of Items Extracted from Consent Calendar
 - a) Scottsbluff Gering United Chamber of Commerce – Ms. Anderson ...Page 26

G. Board Member Mileage and/or Expense Reimbursement

- Approval** of Board Member Mileage and/or Expense Reimbursement
- 1. Karen S. Anderson - \$458.20Page 26
 - Ms. Linda Guzman-Gonzales - \$1,159.72.....Page 26
 - 2. Dr. Merlyn Gramberg – \$623.13Page 26
 - Ms. F. Lynne Klemke – \$669.41Page 26
 - 3. Mr. Allan Kreman – \$485.32.....Page 26
 - Dr. William Packard - \$464.00Page 26
 - 4. Mr. R. J. Savely, Jr. - \$276.08.....Page 26
 - Mr. Richard G. Stickney - \$548.06Page 26

H. Bid Consent Calendar

- 1. Review of Bid Consent Calendar
 - a) N/A
- 2. **Approval** of Bid Consent Calendar
- 3. Consideration of Items Extracted from Bid Consent Calendar

I. Personnel Consent Calendar

- 1. Review Contents of Personnel Consent Calendar
 - a) Resignation(s):
 - i. Mr. Nicholas N. Porter, Associate Systems Administrator, Information Technology Department, effective January 10, 2020Page 27
 - b) Appointment(s)
 - i. Nancy Hall, Administrative Services Coordinator, Scottsbluff CampusPage(s) 28-31
- 2. **Approval** of Personnel Consent Calendar
- 3. Consideration of Items Extracted from Personnel Consent Calendar

J. Western Community College Area Board of Governors

- 1. **Approval** of Request for Sale and Use of Alcohol Beverages at a College Sponsored Event.....Page 32

2. **Approval** of Reduction-In-Force – Dr. Feil
Final Recommendation of the WCCA President for Amendment of
Contracts and Reduction of Staff Members for the 2019-2020
Academic YearPage(s) 33-55
3. **Approval** of Authorization for Administration to Enter Into Cost Sharing Agreement
for One Half of Architectural Expenses for Garage Construction on the Sidney
Campus in Cooperation with ESU #13
4. **Approval** of WCCA Board Member Travel
 - a) 2020 Community College National Legislative Summit
Ms. Lynne Klemke and Ms. Karen Anderson
5. 2020 Higher Learning Commission Annual Conference (Reminder)
April 17-21, 2020
Chicago, IL
6. **Approval** of 2020 Regular Board of Governors Meetings – Ms. Klemke
 - a) July 15, 2020, 1:00 p.m., Alliance Campus, Alliance, NE
 - b) September 16, 2020, 1:00 p.m., Chadron State College Campus, Chadron, NE
7. **Approval** of WCCA Board of Governors Informal Meeting
Meeting with Mock Peer Review Team
February 3, 2020
12:00 – 1:30 p.m.
Coral E. Richards Boardroom
Scottsbluff Campus

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

1. First Read: Research Involving Human Subjects Board PolicyPage(s) 56-57
2. Info Only: Institutional Review Board President's Procedure.....Page(s) 58-65
3. **Approval** of Second and Final Read: Data Governance Board Policy.....Page(s) 66-69
4. **Approval** of Second and Final Read: Delegation of Authority to the College
President Board PolicyPage(s) 70-71
5. **Approval** of Policies to Repeal: Delegation of Authority to the College President
 - a) 220.0100.79 Delegation of Authority to the College President
 - b) 220.0200.79 Authority of the College President in Case of Emergency

L. Reports and Recommendations from the Finance and Facilities Committee – Ms. Anderson

1. First Read: Fiscal Management Roles and Accountability Board Policy.....Page(s) 72-73
2. Info Only: Fiscal Management and Accountability President's Procedure ...Page(s) 74-76
3. **Approval** of Second and Final: Delegation of Signature
Authority Board PolicyPage(s) 77-79
4. **Approval** of Second and Final Read: Check Signature Board PolicyPage(s) 80-81
5. **Approval** of Second and Final Read: Purchasing Approval Board Policy.....Page(s) 82-83
6. Info Only: Purchasing Approval Process President's Procedure.....Page(s) 84-86

7. **Approval** of Second and Final Read: Reimbursement of Expenses Board PolicyPage(s) 87-88
8. Info Only: Reimbursement of Expenses Process President's Procedure (revised)Page(s) 89-91
9. **Approval** of Policies to Repeal: Check Signature
 - a) 330.0800.79 Signing of Checks
10. **Approval** of Policies to Repeal: Purchasing Approval
 - 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
11. **Approval** of Policies to Repeal: Reimbursement of Expenses
 - a) 335.0100.93 Reimbursement of Expenses
 - b) 335.0101.94 Transportation Costs
 - c) 335.0102.93 Meal Costs
 - d) 335.0103.96 Lodging Costs
 - e) 335.0104.93 Participation Registration Costs

M. Reports and Recommendations from the Finance and Facilities Committee – Ms. Koski

1. **Approval** of Dana F. Cole and Company Audit ServicesPage(s) 92-93

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

1. **Approval** of Policies to Repeal: Employee Grievance
 - a) 420.1000.81 Grievances – Support Staff
 - b) 435.1500.86 Grievances – Full Time Temporary Faculty
 - c) 450.2700.81 Grievances – Full Time Administrative/Professional
 - d) Appendix – B-1-98 Non-Faculty Employee Grievance Procedure
 - e) Appendix E-1-97 Gender Grievance Procedure

O. Institutional Reports

1. Nebraska Community College Association – Dr. Perkins
2. Association of Community College Trustees – Dr. Perkins
3. Western Nebraska Community College Foundation – Ms. Anderson
4. Higher Learning Commission – Dr. Perkins

P. Board Member Comments

Q. President's Comments

R. Executive Session

1. Strategy Session Concerning Pending or Threatened Litigation

S. Upcoming Meetings and Events

1. NCCA Quarterly Meeting
January 24, 2020
Southeast Community College
Lincoln, NE
2. National Legislative Summit
February 9-12, 2020
Marriott Marquis
Washington, D.C.
3. Annual Community College Legislative Day
February 24, 2020
Lincoln, NE
4. AACC Annual Convention
March 28 – 30, 2020
National Harbor, MD
5. 2020 HLC Annual Conference
April 17-21, 2020
Chicago, IL
6. NCCA Second Quarter Meeting
May 4, 2020
Lincoln, NE
7. NCCA Third Quarter Meeting
August 3, 2020
Lincoln, NE
8. ACCT Leadership Congress
September 30 - October 3, 2020
Hyatt Regency
Chicago, Illinois
9. NCCA Fourth Quarter Meeting and Annual Conference
October 11-12, 2020
Western Nebraska Community College
Scottsbluff, NE

T. Next Regular Meeting: Wednesday, February 19, 2020, 1:00 p.m., Coral E. Richards Boardroom, Western Nebraska Community College, Scottsbluff Campus, 1601 East 27th Street, Scottsbluff, Nebraska

U. Adjournment