

**BOARD OF GOVERNORS MEETING**

Thursday, January 14, 2021

**ORDER OF BUSINESS:**

9:30-11:30 a.m.	Governance Committee Meeting, Zoom
11:30-11:45 a.m.	Facilities Committee Meeting, Zoom
11:45 a.m.-12:15 p.m.	Lunch
12:15-12:45 p.m.	External Relations Committee Meeting, Zoom
12:45-2:00 p.m.	Finance Committee Meeting, Zoom
2:00-2:45 p.m.	Student Success Committee Meeting, Zoom
3:00 p.m.	Regular Meeting, Zoom

The Board of Governors hereby reserves the right to go into executive/closed session pursuant to Neb. Rev. Stat. §84-1410 of the Nebraska Open Meetings Act.

*PLEDGE of ALLEGIANCE*

**AGENDA**  
(Regular Meeting)

**ACTION**

- |   |               |
|---|---------------|
| A. <u>ROLL CALL</u>   | Chairperson   |
| B. <u>CALL REGULAR MEETING TO ORDER</u>   | Chairperson   |
| C. <u>ADOPT AGENDA</u> for January 14, 2021 Regular Meeting. Official Notice of the Regular Meeting is posted on the Northeast Community College website and was published in the <i>Norfolk Daily News</i> on Friday, January 8, 2021. | <b>MOTION</b> |

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

D. PUBLIC COMMENT

Info

Due to the coronavirus and pursuant to Governor Pete Ricketts' executive order No. 20-36, today's meeting is being held via Zoom videoconferencing. Pursuant to Nebraska Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting may be accessed on the Northeast Community College website. Any member of the public wishing to address the Board of Governors may comment to the Board at this time.

E. ADMINISTER OATH OF OFFICE to Board of Governors members elected in November 2020 to the districts as shown. Oath administered by Steve Anderson, Chairperson.

Chairperson

Donovan Ellis, District I  
Nicole Sedlacek, District II  
Arlan Kuehn, District III  
Gene Willers, District IV  
Dirk Petersen, District V  
Jeff Scherer, At-Large

F. BOARD APPOINTMENTS

**MOTION**

College Architect:	Wilkins Architecture Design Planning, LLC
Primary Depository Bank:	First National Bank, Norfolk
Nebraska Community College Insurance Trust:	Vice President of Administrative Services
Facilities Corporation Board of Directors:	Dr. Robert Cox, Steve Schram, and Larry Poessnecker
Treasurer:	Vice President of Administrative Services
Recording Secretary:	Diane Reikofski

G. APPROVE MINUTES of the December 10, 2020 meetings as follows:

**MOTION**

1. Regular – (attached pgs. 5-12)
2. Governance Committee – (attached pgs. 13-19)
3. Facilities – (attached pg. 20)
4. External Relations Committee – (attached pg. 21-22)
5. Finance Committee – (attached pgs. 23-24)
6. Student Success Committee – (attached pgs. 25-26)

H. REPORTS – Dr. Leah Barrett

Info

1. President's Report
  - a. Makenzie Scott gift

**Mission**

Northeast is dedicated to the success of students and the region it serves.

- I. NEBRASKA COMMUNITY COLLEGE ASSOCIATION (NCCA) REPORT Info  
 - Steve Anderson and Gene Willers, NCCA Board of Directors representatives
- J. ADMINISTRATIVE REPORTS  
 1. ACKNOWLEDGE AND ACCEPT MONTHLY FINANCIAL REPORTS MOTION  
 and CLAIMS PAID as follows:
- Reports from Scott Gray, Vice President of Administrative Services:
- Monthly Financial Report for December 31, 2020
  - Claims Paid in December 2020
- K. GOVERNANCE COMMITTEE  
 - Dirk Petersen, Chairperson
1. FIRST READING for the deletion of the following: FIRST READING
- BP-5140, Student Privacy and Release of Information-(see committee material)
  - BP-5711, Vaccination Policy – (refer to committee material)
  - BP-5810, Resident Housing Regulations Policy – (refer to committee material)
- L. FACILITIES COMMITTEE  
 - Jeff Scherer, Chairperson
1. Approve Temporary Easement with the City of Norfolk for a bike trail MOTION  
 - (refer to committee material)
2. Approve Public Access Easement with the City of Norfolk for use of bike trail MOTION  
 - (refer to committee material)
- M. FINANCE COMMITTEE  
 - Gene Willers, Chairperson
1. Approve Agreement for settlement of claim MOTION
- N. OTHER Info
- O. ADJOURNMENT MOTION

**Please Note:** *It is the intention of the Board of Governors to take up the items on the agenda in sequential order. However, the Board reserves the right to take up matters in a different order to accommodate the schedules of members or presenters or for other reasons.*

**Mission**

Northeast is dedicated to the success of students and the region it serves.

**ANNOUNCEMENTS:****2021**

February 11 - REGULAR BOARD MEETING – Lifelong Learning Center

March 11 - REGULAR BOARD MEETING – Lifelong Learning Center

April 8 - REGULAR BOARD MEETING – Lifelong Learning Center

May 13 - REGULAR BOARD MEETING – Lifelong Learning Center

June 10 - REGULAR BOARD MEETING – Lifelong Learning Center

July 8 - REGULAR BOARD MEETING – Lifelong Learning Center

August 12 - REGULAR BOARD MEETING – Lifelong Learning Center

September 9 - REGULAR BOARD MEETING – Lifelong Learning Center

October 14 - REGULAR BOARD MEETING – Lifelong Learning Center

November 11 - REGULAR BOARD MEETING – Lifelong Learning Center

December 9 - REGULAR BOARD MEETING – Lifelong Learning Center

**Mission**

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## NORTHEAST COMMUNITY COLLEGE AREA

### MINUTES of REGULAR MEETING

Thursday, December 10, 2020

Prior to convening the meeting, Chairperson Anderson led the assembly in pledging their allegiance to the flag of the United States of America.

12732

Roll call was taken with a quorum present.

#### AREA BOARD

Steve Anderson, Chairperson .....	Present
Arlan Kuehn, Vice-Chairperson .....	Present
Julie Robinson, Secretary .....	Present
Del Ames .....	Present
Donovan Ellis .....	Present
Dr. Terry Nelson .....	Present
Dirk Petersen .....	Present
Jeffrey Scherer .....	Present
Nicole Sedlacek .....	Present
Carol Sibbel .....	Present
Gene Willers .....	Present

#### OTHERS PRESENT

Dr. Leah A. Barrett, President  
John Blaylock, Executive Vice President  
Scott Gray, Vice President, Administrative Services  
Paul Feilmeier, Vice President, Technology Services  
Amanda Nipp, Vice President, Student Services  
Dr. Michele Gill, Vice President, Educational Services  
Dr. Tracy Kruse, Vice President, Development and External Affairs  
Dr. Karen Severson, Interim Associate Vice President, Human Resources  
Jim Curry, Director of Public Relations  
Diane Reikofski, Executive Assistant to the President  
Coleen Bressler, Executive Director of Administrative Services  
Lauren Wagner, *Norfolk Daily News*  
Cody Ronnenfelt, WJAG

12733

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, December 10, 2020. Pursuant to Governor Ricketts' executive order No. 20-36, the meeting was conducted via Zoom videoconferencing and in Room 116B of the Maclay Building, located on the campus of Northeast Community College. Notice of the Regular Meeting is published on the Northeast Community College website and was published in the *Norfolk Daily News* on Friday, December 4, 2020. Chairperson Anderson convened the Regular Meeting at 3:09 p.m.

12734

Chairperson Anderson advised that agenda Item J.3. was being removed from the agenda. Carol Sibbel MOVED to adopt the Agenda of the December 10, 2020 Regular Meeting as amended. Donovan Ellis SECONDED the motion.

**Voting Yes:** Ames, Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, and Willers

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12735

Chairperson Anderson advised that a copy of the Open Meetings Law is posted in MC116B. No constituents were in attendance or were participating in the Zoom videoconference to address the board with a public comment.

12736

Del Ames MOVED, and Julie Robinson SECONDED the motion to approve Minutes of the October 8, 2020 meetings as follows:

1. Regular Meeting
2. Governance Committee Meeting
3. Facilities Committee Meeting w/correction
4. Student Success Committee Meeting
5. Finance Committee Meeting
6. External Relations Committee Meeting

**Voting Yes:** Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, and Ames

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12737

President Leah Barrett provided the following report:

- Northeast Community College partnered with the Norfolk Area Chamber of Commerce to host one of the Nebraska Chamber of Commerce and Industry's virtual fall legislative forums. The events were held/hosted virtually across Nebraska by the state's community colleges.
- Seventeen students enrolled in Northeast programs that qualify for financial assistance through the Nebraska Workforce Retraining Initiative (WRI) will soon have completed short-term programs that will lead directly to high demand jobs in the College's 20-county service area. Another 50 students will complete their programs before May 31, 2021. The Nebraska Department of Economic Development and Department of Labor program funded with CARES dollars provided to the states have provided scholarship dollars to cover tuition and examination fees to eligible individuals who enrolled in designated training programs.
- Northeast's Inclusivity, Diversity and Equity Alliance (IDEA) sub-committee teamed up with student leaders to provide an opportunity for the student body to register to vote in the November 3rd election.
- Northeast served as a virtual host to the most famous symbol of the 40-year struggle with AIDS. The IDEA sub-committee sponsored the program on the College's website from November 16 through December 1, World AIDS Day. The public was able to view the eight quilt blocks sponsored by Northeast as well as the entire 48,000 panels of the AIDS Memorial Quilt. Northeast hosted approximately 100 AIDS Quilt panels in the Cox Activities Center in 1997.
- The National Council for Marketing & Public Relations' (NCMPR) District #5 announced the college finalists for this year's Medallion Awards. Northeast Community College received the following awards:
  - Annual Report – Northeast Graduate Report; Gold Award
  - Interior Signage/Displays (single or series) – Foundation Conference Center artwork. Gold Award
  - Outdoor Media (single or series) – Northeast semi-trailer branding; Silver Award
- Several employees and students lined up in the J. Paul and Eleanor McIntosh College of Nursing for Northeast's annual flu vaccination. Several first-year Northeast nursing students participated in dispensing the flu vaccine to those 19-years of age and older. Over 140 flu vaccinations and 21 other immunizations were administered over the two-day period.
- David Pogue, author, New York Times columnist, and "CBS Sunday Morning" correspondent, spoke to 30 Northeast biology students and their instructor, Curtis Reese, via Zoom. Reese said he reached out to several people in the science community over the past few months to speak to his classes since most have been held virtually during the pandemic. Pogue described his work to the students, which includes serving as host of 20 episodes of the PBS science program, NOVA.
- Northeast began its intersession on November 30, the first time the College has offered classes between the fall and spring semesters. 336 students are taking more than 1,264 credit hours during the six-week session.
- Northeast nursing students participated in a one-day, one-stop event, open to individuals and families who are homeless or near homeless that provided a wide variety of immediate, on-site services and support for unmet needs at no charge to them. Project: Homeless Connect Norfolk offered a number of services under one roof.

- Students in the Hawks Manufacturing Club at Northeast have modernized a board game whose roots can be traced back to 3,000 B.C. Club members have used equipment in the program's lab in the Applied Technology building to create stylish pieces made out of aluminum and acrylic boards for the game of checkers.
- Nine Northeast Utility Line (UL) students, under the direction of instructors Kyle Voecks and Cleve Stolpe, placed wreaths and banners on streetlights and strung lights on the community Christmas Tree as they assisted in decorating downtown Norfolk for the holiday season. Northeast UL students have performed the work annually for a number of years.
- Northeast students performed the national anthem and other patriotic selections during a series of Pop-Up Concerts on Veterans Day across the Norfolk campus. Stewart Cramer, music instructor and director of vocal activities, and Kathleen Angerth, adjunct instrumental music instructor, also performed and arranged the mini concerts.
- The Northeast TRIO Student Support Services (SSS) program held a celebration to recognize first-generation college students at the College. They were invited to stop by the TRIO office to sign a "Proud to be 1st" banner and share stories and successes with one another and others.
- Over thirty students at Northeast Community College have qualified for membership this fall in the Phi Theta Kappa, (PTK), Tau Chi Chapter. Since the installation of the Tau Chi chapter in 1996, approximately 3,200 students have been inducted into the international academic honor society for two-year colleges.
- Members of the Northeast Community College Student-Athlete Council collected toys for the Toys for Tots campaign recently. The collection is one of the Council's service projects this fall. Toys for Tots coordinators, with the assistance of local social welfare agencies, church groups, and other local community agencies, distribute the toys to children in need in the community.
- Seventy faculty, staff, and students donated blood during a Blood Drive on November 27, in the Lifelong Learning Center.
- 2003 Northeast Community College graduate, Wendy Sazama, who serves as a Lieutenant Colonel in the U.S. Air Force informed Northeast that a flag of the United States was flown over the U.S. Embassy in Islamabad, Pakistan on October 3, 2020, in honor of Northeast Community. A few weeks after been being flown, the flag and an accompanying certificate were received by Northeast Community College. Gratitude was extended to Lieutenant Colonel Sazama for her support of the college and her service to the United States of America. The flag and certificate are displayed in the Maclay Building.

12738

Steve Anderson and Gene Willers, NCCA Board of Directors representatives, reported that the 2021 National Legislative Summit will be held virtually, February 8-10<sup>th</sup>.

Gene Willers relayed a reminder from Greg Adams encouraging board members and administrators to make contact and maintain a relationship with new elected senators.

12739

Gene Willers MOVED, and Nicole Sedlacek SECONDED the motion to acknowledge and accept the Monthly Financial Report for October 31 and November 30, 2020 and claims paid in October and November 2020 as follows:



**October 31, 2020**

General Funds .....	\$ 1,405,309.08
Auxiliary Funds.....	\$ 401,870.75
Grants and Contracts .....	\$ 99,197.01
Scholarships and Financial Aid.....	\$ 9,463.00
Student Loans.....	\$ 0.00
Student Clubs .....	\$ 2,276.75
Other Agencies.....	\$ 18,043.05
Capital Improvement.....	\$ 10,383.95
Restricted Plant .....	\$ 1,481,334.63
Debt Service .....	\$ 0.00
Payroll Fund .....	\$ <u>3,198,325.74</u>
TOTAL CLAIMS PAID .....	\$ 6,626,203.96

**November 30, 2020**

General Funds .....	\$ 809,132.99
Auxiliary Funds.....	\$ 461,233.12
Grants and Contracts .....	\$ 25,535.34
Scholarships and Financial Aid.....	\$ (362.33)
Student Loans.....	\$ 0.00
Student Clubs .....	\$ 2,176.24
Other Agencies.....	\$ 5,740.33
Capital Improvement.....	\$ 63,320.10
Restricted Plant .....	\$ 3,275,713.61
Payroll Fund .....	\$ <u>2,851,025.01</u>
TOTAL CLAIMS PAID .....	\$ 7,493,514.41

**Voting Yes:** Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, and Anderson

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12740

Del Ames MOVED to appoint the following Board of Governors officers for 2021, with Carol Sibbel SECONDDING the motion.

Chairperson – Steve Anderson

Vice-Chairperson – Arlan Kuehn

Secretary – Julie Robinson

**Voting Yes:** Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, and Ellis

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12741

Jeff Scherer MOVED to appoint Steve Anderson and Gene Willers to serve as the Nebraska Community College Association (NCCA) Board of Directors representatives for 2021, with the remainder of the Board serving as alternates. Donovan Ellis SECONDED the motion.

**Voting Yes:** Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, and Kuehn

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12742

Terry Nelson MOVED, and Nicole Sedlacek SECONDED the motion to approve payment of the 2021 NCCA annual membership dues in the amount of \$62,830.45.

**Voting Yes:** Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, and Kuehn

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12743

Jeff Scherer MOVED to approve the Resolution to Recognize Mr. John Blaylock for his 26-year distinguished career at Northeast Community College. Julie Robinson SECONDED the motion.

On behalf of the Board of Governors, Steve Anderson extended his heartfelt gratitude to Mr. Blaylock.

Mr. Blaylock acknowledged the important work that the Board of Governors does. He thanked President Leah Barrett for coming to Northeast Community College and stated that he exits the College knowing that it is under great leadership with President Barrett and the Cabinet team.

**Voting Yes:** Petersen, Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, Kuehn, and Nelson

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12744

Terry Nelson MOVED to approve the title change of Dr. Michele Gill to Vice President of Educational Services. Nicole Sedlacek SECONDED the motion.

Dr. Gill extended her appreciation to Dr. Barrett and looks forward to working with her and her leadership team. Dr. Gill came to Northeast through recommendation of her good friend, John Blaylock. She has learned much from John and thanked him for this guidance throughout the years.

**Voting Yes:** Robinson, Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, Kuehn, Nelson, and Petersen

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12745

Del Ames MOVED to approve the title change of Dr. Tracy Kruse to Vice President, Development and External Affairs. Dirk Petersen SECONDED the motion.

Dr. Kruse thanked President Barrett and the Board of Governors for their confidence, support, and leadership. Dr. Kruse stated that she is proud to work for such a great institution.

**Voting Yes:** Scherer, Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, Kuehn, Nelson, Petersen, and Robinson

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12746

Gene Willers, Chairperson of the Finance Committee, MOVED to acknowledge the Northeast Community College Financial Audit as of June 30, 2020 and 2019. Donovan Ellis SECONDED the motion. Mr. Willers stated that the College received an unqualified audit, or the best that can be received.

**Voting Yes:** Sedlacek, Sibbel, Willers, Ames, Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, and Scherer

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12747

Gene Willers MOVED to approve the 2021-2022 tuition, fees, room and board rates as follows:

- Resident tuition rate remain at \$105 per credit hour;
- Tuition rate for Iowa and South Dakota residents remain at \$106 per credit hour;
- Non-resident tuition rate remain at \$147 per credit hour;
- Student services fee remain at \$5 per credit hour;
- Facility fee remain at \$9 per credit hour;
- Technology fee remain at \$6 per credit hour;
- All other tuition and fees remain at the same rate as the 2020-21 rates;
- Average housing and meal plan rate be set at \$4,458 per semester.

Carol Sibbel SECONDED the motion.

**Voting Yes:** Sibbel, Willers, Ames, Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, and Sedlacek

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

12748

In other business, Chairperson Anderson extended his heartfelt thanks to Dr. Barrett, administration, faculty, and staff for their continued hard work and dedication as we continue to serve students and constituents regardless of the pandemic.

12749

At 3:53 p.m., with no further business to discuss, it was UNANIMOUSLY PASSED BY VOICE VOTE to ADJOURN the meeting.

*Minutes prepared by Diane Reikofski, Recording Secretary.*

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Steve Anderson, Chairperson  
Northeast Board of Governors

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Julie Robinson, Secretary  
Northeast Board of Governors

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**GOVERNANCE COMMITTEE**

Thursday, December 10, 2020

**GOVERNANCE COMMITTEE**

Terry Nelson, Chairperson	PRESENT @ 10:08 a.m.
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Gene Willers	PRESENT @ 10:31 a.m.
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT @ 10:20 a.m.
Dirk Petersen	PRESENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT

**STAFF**

Dr. Leah Barrett  
John Blaylock  
Paul Feilmeier  
Scott Gray  
Amanda Nipp  
Dr. Michele Gill  
Dr. Tracy Kruse  
Dr. Karen Severson  
Jim Curry  
Diane Reikofski  
Lindsay Spiegel

**MINUTES**

1. The Governance Committee meeting was convened by Julie Robinson, member of the Governance Committee, at 10:05 a.m. via Zoom video conferencing and in Room 116B of the Maclay Building.
2. Recommended approval of the Minutes of the October 8, 2020 meeting as presented.
3. President Leah Barrett led the recognition of Mr. John Blaylock who has had a 26-year distinguished career at Northeast Community College. John is retiring effective December 31, 2020.

President Barrett recognized John's passion and commitment for Northeast, advising that his background and knowledge enabled him to serve extremely well in his current position of executive vice president. The knowledge he shared with President Barrett also aided with the presidential transition.

Since his appointment to the Executive Vice President position more than three-and-a-half years ago, John has served as a key advisor on multiple fronts, including comprehensive institutional planning, leadership with all matters of program and institutional accreditation, management of all extended campus operations, major projects, global engagement, and marketing.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

John previously served as vice president of educational services, dean of business, math, and technology, and was a faculty member at Northeast. He has continually demonstrated what it means to ensure our 21<sup>st</sup> Century students obtain a quality education.

President Leah Barrett thanked John for being a trusted colleague, a quiet encourager, and an incredible leader as we navigated the coronavirus pandemic. Each and every day of the past 26 years, John dedicated himself to our beloved Northeast Community College.

Board of Governors Chairperson, Steve Anderson, recited language from the Resolution to Recognize Mr. John Blaylock, dated December 10, 2020. The Board of Governors expressed their heartfelt gratitude and congratulations to John Blaylock for his unwavering dedication and contributions to the students, constituents, faculty, staff, administration, and the Board of Governors of Northeast Community College.

President Barrett articulated what a privilege it has been for her to work with such a fine, outstanding, and caring individual and wished him best of luck as he begins his next journey in life.

Mr. Blaylock extended an emotional thank you to his wife and children, the Board of Governors and President's Cabinet members and expressed his deep passion of Northeast Community College and the work it does to serve the region and its constituents.

4. In late October, the Board of Governors were provided links to view sessions from the ACCT Leadership Congress. President Barrett opened the floor for board members to make comments or reactions to the webinar sessions which included the following:
  - The Board of Governors does a good job of speaking with one voice.
  - The Board recognizes their role and the role of the president.
  - Reviewing/revising policies a few at a time was a great idea.
  - Measurable goals in the strategic plan are key.
  - Trust is also important/relying on the trust of each other.
  - Transparency.
  - Search of excellence and best business practices.

Steve Anderson initiated discussion on policy governance, stating that his thoughts on the process including the need for accountability and transparency to constituents is key as the process moves forward. Budget should be included in the transparency and accountability. He reported that as he reviewed other college's processes, reports that are provided to the Board of Governors should include monitoring information that will provide for robust conversations. Communicating values to the College community as a whole will be important as the process moves forward.

President Barrett indicated that the next step in board governance is reviewing policies, setting executive limitations, and ending policies of the board. The Governance Coach model suggested starting discussions with executive limitations related to finance and executive limitations related to people.

Discussion on executive limitations included the following:

- Look at a budget picture for three to five years rather than having compartmentalized discussions once a year. Planning documents for three to five years should be made available to board members.
- Information that provides oversight to the Board of Governors but allows the president to run the College.
- Levy and facility challenges. The board needs to have information on the three buildings that will be opening in the next three months and the basic costs of running the College
- The board needs to have an understanding of the percentage of the budget that goes to personnel expenses and that Northeast needs to stay at the midpoint of the other community colleges.
- Understanding of the limitations on the amount of revenue that the College can bring in.
- Administration is currently working to reduce operating expenses. Operational activities are not the role of the Board of Governors. The board needs to have information for future considerations of adding new programs, etc.
- A five-year review holds the College president accountable and also allows the board to make five-year planning decisions.
- The Board of Governors needs three and five-year planning information so that they can make decisions on building new facilities, assessing the levy, and assessing tuition and fees.
- Budget should revolve around the strategic plan.
- The Board of Governors need to determine what information they need and also what they are expecting from the president.
- Review insurance and the amount of coverages.

Steve Anderson suggested that the Board of Governors have a subgroup to work with Dr. Barrett and Scott Gray to determine reports that are of value and what is important to the board. The work of the subgroup would be related to the context of how the Carver Governance Coach led the Board of Governors through the process. Board members interested in serving on a sub-committee should contact Steve Anderson. Additional discussion or possible Zoom retreat will be held in early 2021.

5. Dr. Michele Gill has served as Interim Vice President of Educational Services since Fall 2019. President Leah Barrett reported that Dr. Gill has quietly led the division through the transition of a president and a world-wide pandemic. She has demonstrated grace, understanding, and thoughtful leadership engaging faculty in decisions related to course formats, training programs, staff re-deployment, test proctoring, faculty evaluations, and academic reviews. She has 37 years of experience in higher education leadership working her way up in different institutions in student services, athletics, and educational services. Dr. Gill is a team player and has developed strong working relationships with her colleagues, the deans, and the faculty.

A consensus was reached by the members of the Governance Committee to recommend to the Board of Governors to approve the title change of Dr. Michele Gill from Interim Vice President, Educational Services to Vice President, Educational Services.

Dr. Gill thanked President Barrett for the opportunity to work alongside of her and the Cabinet team and the Board of Governors for their confidence in her to step into this position.

6. As Associate Vice President of Development and External Affairs, Dr. Tracy Kruse has been responsible for the college's resource development, grants, alumni, and state and federal governmental relations activities as well as the management of the Lifelong Learning Center operations and event management services. Additionally, she serves as the Executive Director of the Northeast Community College Foundation and works directly with a 21-member Foundation Board.

Dr. Kruse has more than 20 years of experience in marketing, communications, and fundraising. She leads a division that has raised over \$30 million for College programs, scholarships and facilities since joining the team in 2013. The recommended title change reflects the leadership that Dr. Kruse has demonstrated working with businesses, governmental organizations, civic leaders, and Northeast Nebraska.

A consensus was reached by the members of the Governance Committee to recommend to the Board of Governors to approve the title change of Dr. Tracy Kruse from Associate Vice President, Development and External Relations to Vice President, Development and External Relations.

Dr. Tracy Kruse thanked the Board of Governors for the support that she has received over the years. She has a passion for the institution and sees a great deal of opportunity under the leadership of Dr. Leah Barrett.

7. Steve Anderson advised that he has had discussions with Arlan Kuehn and Julie Robinson and both are in agreement with him, to serve as Board of Governors officers for 2021. Mr. Anderson indicated that he will work with Diane Reikofski to establish board committee representatives for 2021.

A consensus was reached by the members of the Governance Committee to recommend to the Board of Governors to approved Board of Governors Officers for 2021 as follows:

Chairperson – Steve Anderson  
Vice Chairperson – Arlan Kuehn  
Secretary – Julie Robinson

8. Nicole Sedlacek expressed her desire to learn more about the NCCA Board of Directors in the future but indicated that she did not want to replace current representatives if they had a continued interest in serving. Terry Nelson encouraged Nicole and other interested board members to accompany Steve and Gene to upcoming meetings as time permits.

A consensus was reached by the members of the Governance Committee to recommend to the Board of Governors that Steve Anderson and Gene Willers serve as the 2021 Nebraska Community College Association (NCCA) Board of Directors representatives, with the remainder of the boards serving as alternates.



9. Steve Anderson advised that five of Nebraska's six community colleges are members of the NCCA. Greg Adams sets the budget for the NCCA office and the dues are divided equally among the five participating Nebraska community colleges.

A consensus was reached by members of the Governance Committee to recommend to the Board of Governors to approve payment of the 2021 NCCA annual membership dues in the amount of \$62,830.45.

10. Steve Anderson advised that in the last 30 days he has had discussion with President Leah Barrett regarding her interest in involvement in the Aspen New Presidents Fellowship program.

Board members expressed their support of her involvement in the Aspen Fellowship program. Mr. Anderson will prepare her nomination for submission in February 2021.

11. A link to State Fair Community College's virtual session regarding strategic planning was provided to board members in the last few month. Northeast Community College is using that same process to collect data for our new strategic plan. President Barrett reported that she is working closely with Michele Gill, Amanda Nipp, Michela Keeler-Strom, and Lindsay Spiegel as Northeast moves forward with its new strategic plan.

Components of the institutional strategic plan include:

- Clear roadmap of institution-specific initiatives designed to enhance goal attainment;
- Affirmation of the institutional mission statement and values;
- Defined future state vision for the institution;
- Clear goals and objectives;
- Institution-wide adoption of the institutional strategic plans;
- Implementation plan with key performance indicators and measures;
- Plans for cascading the institutional plan to departmental plans;
- Annual review of the institutional strategic plan.

The strategic plan project was initiated through stakeholder engagement and data collection by the National Center for Inquiry & Improvement, administration of the campus climate survey by the National Initiative for Leadership & Institutional Effectiveness (NILIE), and presidential forums with students, faculty, staff, and administration.

Next steps that will occur in January and February 2021 include an in-dept review of the campus climate survey, feedback on emerging strategic priorities, vision, and values, introduction of the new budget process, continuation of the Educational Services Re-vision, continuation of the Guided Pathways Quality Initiative (QI) and evolution to the strategic plan.

SharePoint will be the system utilized to share information internally. The Strategic Plan will also be housed in SharePoint to allow access to anyone of the College community to review documents and raw data.

In January, an outline of the strategic plan will be provided, and board members will have an opportunity for first reaction. During the January In-Service, the same information will be cascaded presented to faculty and staff and feedback will be sought.

Del Ames suggested that the board committee structure be reviewed to assure that they align with the work that President Barrett is trying to do.

President Barrett advised that the Vision 2020 Strategic Plan was the introductory work to guided pathways and a precursor of work that needed to be done for the new strategic plan. The difference between Vision 2020 and the new strategic plan is that Vision 2020 had a large list of projects that needed to be completed. The new strategic plan will allow for engagement and work to be done at the departmental levels which will create sustainability to help students achieve their goals.

12. Discussion was held regarding post-pandemic Nebraska and how Northeast Community Colleges fits in to that environment. President Barrett asked for thoughts and input as board members have engaged with the Nebraska Chamber of Commerce virtual sessions, as industry professional, and as local leaders. The following observations were provided:

- Urban and rural are going different directions. Rural Nebraska will eventually catch up because we are a biproduct. Rural areas will just get there slower.
- With success of intersession....will that become our new normal?
- Northeast's 20-counties has lowest unemployment. Report shows growth in transportation and material moving. Nicole Sedlacek will share this report.
- Our 20-county area shows a gap between entry-level positions and advanced level positions. Northeast needs to help train individuals to meet the needs of the region. We need to grow our own and keep them in Nebraska.
- Educational institutions need to be nimble and quick to meet the needs of prospective companies or companies that are adding a new line or service.
- Feels there will be an explosion of growth activity. Where can businesses go that is safe for them to go? Reduce risk of having a plant of 500 employees and maybe having five plants of 100.
- Need a four-lane road from Omaha to attract talent and provide the ability to get goods delivered. Currently do not have a good road system.
- Growing Together.
- Relationship with WSC.
- Push our rural brand and safety aspects. Intelligent individuals in the 20-county area that can excel anywhere in the world. Educate/train them but keep them in the area.
- Take advantage of the fact that Northeast has figured out how to do remote learning.
- Get technology to individuals who can't afford it. Are there ways for us to push our government so people have an opportunity for technology?
- UNL president sees value of community colleges in preparing the workforce.
- Identify what we know and try to not do things that we don't know. Example – nine months ago, getting people to sit in a car to get a vaccine, people thought you were crazy. Now it's normal.
- As Northeast moves forward on how we deliver our courses, many things can't be done because it requires hands-on opportunities. Students prefer in-person classes.
- Former resistance to deliver services.

- Assist students with being able to afford going to college? Let them get six weeks of employment during intersession so that they can go back to college in January. This helps workforce development.
- How we deliver, focus on what we do.
- Post Covid-need to embrace some of the changes we made.
- Colleges are no longer geographically bound as a result of online learning. Opens up opportunities for Northeast...but also for other colleges. Need to take into consideration as it opens doors and create a more competitive environment.
- From healthcare point of view, how do we meet the needs from a patient perspective?
- How we present inclusion is hugely important. If we want to be inclusive, whether poor, different color, race, or creed...students need to know that we are going to help them.
- Learning is occurring among faculty as we have had to provide more diverse online learning format; this will supplement opportunities for the future. Some classes will move forward with a more synchronous format. We have learned that we can be flexible and nimble.
- Northeast is engaged with building broadband across the region.

13. With no further business to discuss, the meeting was adjourned at 12:22 p.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**FACILITIES COMMITTEE**

Thursday, December 10, 2020

**FACILITIES COMMITTEE**

Jeff Scherer, Chairperson	PRESENT
Del Ames	PRESENT
Arlan Kuehn	PRESENT
Dirk Petersen	ABSENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBER**

Donovan Ellis	PRESENT
Terry Nelson	PRESENT
Julie Robinson	PRESENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT
Gene Willers	PRESENT

**STAFF**

Dr. Leah Barrett  
Paul Feilmeier  
Scott Gray  
Amanda Nipp  
Dr. Michele Gill  
Dr. Tracy Kruse  
Dr. Karen Severson  
Jim Curry  
Diane Reikofski

**MINUTES**

1. The meeting was convened at 2:50 p.m. by Jeff Scherer, Chairperson of the Facilities Committee, via Zoom videoconferencing and in Room 116B of the Maclay Building.
2. Recommended approval of the Minutes of the October 8, 2020 with correction to the date of the approval of minutes.
3. Scott Gray provided the following construction progress report:
  - The Hawks Village final walk through process identified a few items that still need some attention. Kingery Construction expects to have all the remaining items completed by December 18th. Once this activity is completed the project will be closed out.
  - Based upon discussions with Kingery's management team along with Wilkins ADP, the completion date of the Union 73 project has been delayed until March 1st. Kingery employees, as well as employees of several of the subcontractors, have had the virus and as a result many crews were temporarily pulled off the site. Paul Feilmeier reported that Technology Services staff expect to gain access and occupancy on December 16, 2020 so that Northeast may move forward with the data center portion of the facility.
  - The Farm Operations/Large Animal building is being erected and should be enclosed by mid-December, allowing for temporary heat in the building so that interior finishes can be completed over the winter months. The anticipated completion date is July 2021.
4. With no further business to discuss, the meeting was adjourned at 2:54 p.m.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**EXTERNAL RELATIONS COMMITTEE**

Thursday, December 10, 2020

**EXTERNAL RELATIONS COMMITTEE**

Del Ames, Chairperson	PRESENT
Dirk Petersen	ABSENT
Julie Robinson	PRESENT
Nicole Sedlacek	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT
Terry Nelson	PRESENT
Jeff Scherer	PRESENT
Carol Sibbel	PRESENT
Gene Willers	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Dr. Tracy Kruse  
Dr. Karen Severson  
Jim Curry  
Diane Reikofski

**MINUTES**

1. Del Ames, Chairperson of the External Relations Committee, convened the meeting at 1:05 p.m. via Zoom video conferencing and in Room 116B of the Maclay Building.
2. Recommended approval of the Minutes of the October 8, 2020 meeting as distributed.
3. The quarterly Foundation report was provided by Tracy Kruse and included the following:
  - President Barrett provided an update regarding the work on strategic planning and guided pathways.
  - Audit results were received with the highest level being received. Thanks to Brandon Maly and his staff for a job well done.
  - An update was provided on the gifts received over the last quarter.
  - More than 120 grant applications have been submitted this year. A great amount of work has been done this year with researching foundations and submitting applications.
4. The 2021 National Legislative Summit is scheduled to be held virtually, February 8-10. Tracy will work to set up virtual meetings with the national delegation or their representatives. Those expressing interest in participating in the virtual event include President Barrett, Steve Anderson, Tracy Kruse, Del Ames, Gene Willers, and Nicole Sedlacek.
5. Earlier this week, Steve Anderson, President Barrett, and Tracy Kruse participated in a Zoom conference with Penny Wills, President of the Rural Community College Alliance (RCCA).

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Part of their discussion included the Biden administration, an administration who is in support of the work of community colleges.

6. Steve Anderson will visit with Greg Adams, NCCA Executive Director, to discuss the NCCA Board of Directors involvement with the state legislature this spring. President Barrett will also forward to board members an email update that she recently received from Greg Adams.
7. With no further business to discuss, the meeting was adjourned 1:17 p.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**FINANCE COMMITTEE**  
Thursday, December 10, 2020

**FINANCE COMMITTEE**

Gene Willers, Chairperson	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT
Carol Sibbel	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Terry Nelson	PRESENT
Dirk Petersen	ABSENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Nicole Sedlacek	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
D. Tracy Kruse  
Dr. Karen Severson  
Jim Curry  
Coleen Bressler  
Brandon Maly  
Diane Reikofski

**MINUTES**

1. Gene Willers, Chairperson of the Finance Committee, convened the meeting at 1:37 p.m. via Zoom video conferencing and in Room 116B of the Maclay Building.
2. Recommended approval of the Minutes of the October 8, 2020 meeting as presented.
3. Scott Gray, Vice President, Administrative Services, reviewed paid bills for the month of November 2020. A majority of the larger bills are payments to Kingery Construction for construction costs of the Vet Tech facility and the Student Center renovation work. Payment for the print management project is also reflected in the report. The end goal of this project is to reduce the amount of paper used and printing costs across campus.
4. Review of the Northeast Community College Area Financial Statements for June 30, 2020 and 2019 was provided by Lori Olson and Nicole Kreitel, Dana F. Cole & Company, who reported an unmodified opinion, the highest level of assurance that can be given. The financial statements were presented, in all material respects, in accordance with applicable financial reporting framework.

Ms. Olson and Kreitel complimented Brandon Maly and his staff as they had great communication throughout the year, producing the end result of a successful audit. Appreciation was also extended to management and staff for excellent cooperation and courtesy. Scott Gray extended his appreciation to Coleen Bressler and Brandon Maly for their efforts in preparing for and finishing the audit as he was just joining the College at the time the audit was being conducted.

**Mission**

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A consensus was reached by members of the Finance Committee to recommend to the Board of Governors to accept the Northeast Community College Area Financial Statements for June 30, 2020 and 2019.

5. As an introduction to discussion regarding the 2021-2022 tuition, fees, room and board rates, review was given to comparative information among Nebraska's community colleges as well as regional institutions. Additional information reviewed included the financial need of Northeast's degree-seeking students along with the cost of attendance, typical estimated family contribution to the cost of attendance, unmet financial needs, and the amount of scholarships and institutional assistance provided to students. A five-year history of the aforementioned information was provided by Scott Gray.

Students in the 20-county service area have engaged in dual credit courses. Julie Robinson suggested that post-pandemic, additional consideration be given to this student group. Mr. Ellis inquired about the number of students who have taken dual enrollment classes through Northeast and continued their education at Northeast. President Barrett advised that we can provide a report in January to provide answers to this inquiry.

Following in-depth discussion, a consensus was reached by members of the Finance Committee members to recommend to the Board of Governors the following 2021-2022 tuition, fees, and average housing and meal plan rates:

- Resident tuition rate remain at \$105 per credit hour
  - Tuition rate for Iowa and South Dakota residents remain at \$106 per credit hour
  - Non-resident tuition rate remain at \$147 per credit hour
  - Student services fee remain at \$5 per credit hour
  - Facility fee remain at \$9 per credit hour
  - Technology fee remain at \$6 per credit hour
  - All other tuition and fees remain at the same rate as the 2020-21 rates
  - Average housing and meal plan rate be set at \$4,458 per semester
6. Due to time limitations, President Barrett and Scott Gray provided a brief financial update, reporting that cost savings efforts for 2020-2021 include the voluntary separation program, efficiency work including the print management system, etc. President Barrett commended her staff for their efforts to reduce costs. Additional discussions will be held at a future meeting.
  7. Consideration of an Agreement for settlement of claim was tabled.
  8. With no further business to discuss, the meeting was adjourned at 2:50 p.m.



**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**STUDENT SUCCESS COMMITTEE**

Thursday, December 10, 2020

**STUDENT SUCCESS COMMITTEE**

Carol Sibbel, Chairperson	PRESENT
Donovan Ellis	PRESENT
Terry Nelson	PRESENT
Nicole Sedlacek	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Arlan Kuehn	PRESENT
Dirk Petersen	ABSENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Gene Willers	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Dr. Tracy Kruse  
Dr. Karen Severson  
Jim Curry  
Diane Reikofski

**MINUTES**

1. Carol Sibbel, Chairperson of the Student Success Committee, convened the meeting at 1:18 p.m. via Zoom video conferencing and in Room 116B of the Maclay Building.
2. Recommended approval of the Minutes of the October 8, 2020 meeting as distributed.
3. With John Blaylock's impending retirement, Amanda Nipp will become a part of the Recovery Team.

Northeast's Standing Operating Procedures (SOP) are available on the Northeast website. Vice Presidents and department leaders can use the SOPs to make decisions about employee schedule. The number of employees on campus will continue to be lowered and raised based on the Elkhorn Logan Valley Public Health Department's guidelines and the spread of Covid in the health district or on campus. Northeast Community College remains fully operational whether employees are working on campus or remotely.

To date, 75 employees and 135 students have been impacted by Covid, whether presumptive positive, quarantining, or a positive test. Of those employees and students who reported testing positive, everyone has recovered.

Good guidance was received from our Director of Safety and Emergency Preparedness, Brian Paulsen who recommended that Northeast submit a request for reimbursement for personal protective equipment used across campus.

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More rooms in the residence halls will be opened to accommodate an additional 80 students this spring. It remains only one person per sleeping room. Quarantining guidelines continue to be revised per guidance from the Elkhorn Logan Valley Public Health Department.

Staff are beginning the process for commencement activities. Students have requested an in-person event so several small commencements are being organized to maintain social distancing while allowing family members to participate.

Approximately \$800,000 in CARES Funds were distributed in scholarships. The remaining CARES Funds were used to reimburse residence life accounts when we had to reimburse student who moved home in March.

4. The inaugural intersession has been very successful. As of November 1<sup>st</sup>, 336 students registered for 1,264 credit hours.

Spring 2021 enrollment reflects a slight decrease in students and credit hours compared to one year ago. Virtual spring registrations continue to be held and enrollment numbers should be positively affected. The Spring semester does not begin until January 25<sup>th</sup> so students may be slower at registering for Spring classes.

Dr. Gill reported that she has spoken with instructors and asked them to think outside the box on ways to offer safe in-person classes.

5. With no further business to discuss, the meeting was adjourned at 1:36 p.m.