



## **BOARD OF GOVERNORS MEETING**

Tuesday, October 26, 2021

### **ORDER OF BUSINESS:**

11:00-11:45 a.m.	External Relations Committee Meeting, LLC, Suites E & H
11:45 a.m.-12:45 p.m.	Finance Committee Meeting, LLC, Suites E & H
1:00-3:00 p.m.	Lunch and cryptocurrency presentation-Board of Governors and Foundation Board of Directors, Suites G & J
3:00-3:45 p.m.	Governance Committee Meeting, LLC, Suites E & H
3:45-4:00 p.m.	BREAK
4:00 p.m.	Regular Meeting, LLC, Suites E & H
4:45 p.m.	Gather in Achievement Awards suites for photo opportunities
5:00 p.m.	Achievement Awards

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 |

#### **Mission**

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

- C. ADOPT AGENDA for October 26, 2021 Regular Meeting. Official Notice of the Regular Meeting is posted on the Northeast Community College website and was published in the *Norfolk Daily News* on Wednesday, October 20, 2021. **MOTION**
- D. PUBLIC COMMENT **Info**  
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 is located on the table at the back of the room and may also be accessed on the Northeast Community College website. Also available on that same table is a current copy of the Nebraska Open Meetings Act which is accessible to members of the public. Any member of the public wishing to address the Board of Governors may sign in and comment to the Board at this time.
- E. APPROVE MINUTES of the September 14, 2021 meetings as follows: **MOTION**  
1. Public Hearing, Special Hearing, and Regular Meeting– (attached pgs. 4-9)  
2. External Relations Committee Meeting – (attached pgs. 10-11)  
3. Finance Committee Meeting – (attached pgs. 12-13)  
4. Governance Committee Meeting – (attached pg. 14) and  
5. Special Meeting of October 18, 2021 – (attached pg. 15-16)
- F. REPORTS – Dr. Leah Barrett **Info**  
1. Presentation of the scholarship check from the Nebraska Open Golf Tournament  
- Bill Johnson, NPPD board member  
2. Student Leadership Association  
3. President
- G. NEBRASKA COMMUNITY COLLEGE ASSOCIATION (NCCA) REPORT **Info**  
- Steve Anderson and Nicole Sedlacek, NCCA Board of Directors representatives
- H. FINANCE COMMITTEE  
- Gene Willers, Chairperson  
1. Acknowledge and accept the Monthly Financial Report for September 30, 2021 and claims paid in September 2021 **MOTION**
- I. OTHER **Info**
- J. 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**

November 16 – Regular Board Meeting– Lifelong Learning Center

December 9 – Regular Board Meeting – Lifelong Learning Center

**2022**

January 13 – Regular Board Meeting – Lifelong Learning Center

February 10 – Regular Board Meeting – Lifelong Learning Center

March 10 – Regular Board Meeting – Lifelong Learning Center

April 14 – Regular Board Meeting – Lifelong Learning Center

May 12 – Regular Board Meeting – Lifelong Learning Center

June 9 – Regular Board Meeting - College Welcome Center, Room 1108B

July 14 – Regular Board Meeting – Lifelong Learning Center

August 11 – Regular Board Meeting – Lifelong Learning Center

September 8 – Regular Board Meeting – Lifelong Learning Center

October 13 – Regular Board Meeting – Lifelong Learning Center

November 10 – Regular Board Meeting – Lifelong Learning Center

December 8 – Regular Board Meeting – Lifelong Learning Center

**Mission**

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



## **NORTHEAST COMMUNITY COLLEGE AREA**

### **MINUTES of PUBLIC HEARING, SPECIAL HEARING, and REGULAR MEETING**

**Tuesday, September 14, 2021**

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

12844

Roll call was taken with a quorum present.

#### **AREA BOARD**

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

#### **OTHERS PRESENT**

Dr. Leah A. Barrett, President  
Paul Feilmeier, Vice President, Technology Services  
Scott Gray, Vice President, Administrative Services  
Amanda Nipp, Vice President, Student Services  
Dr. Michele Gill, Vice President, Educational Services  
Jessica Dvorak, Associate Vice President, Human Resources  
Jim Curry, Director of Public Relations  
Diane Reikofski, Executive Assistant to the President  
Coleen Bressler, Executive Director, Administrative Services  
Paul Muncy, History/Geography Instructor  
Hannah Stahl, Student Leadership Association

Lauren Wagner, *Norfolk Daily News*  
Cody Ronnenfelt, WJAG

12845

The Northeast Community College Board of Governors met for the Official Public (Budget) Hearing regarding the 2021-2022 College budgets on Tuesday, September 14, 2021. Notice of the Budget Hearing, Budget Summary, and Special Hearing to Set Final Tax Request was published in the *Norfolk Daily News* on Thursday, September 9, 2021. Chairperson Steve Anderson declared the Public (Budget) Hearing convened at 3:03 p.m., in Suites F & G of the Lifelong Learning Center, located on the campus of Northeast Community College.

12846

Scott Gray, Vice President, Administrative Services, presented information on the General Fund Operating Budget, Building Improvement Fund Budget, and Self-Supporting Funds Budgets for the Fiscal Year 2021-2022.

12847

At 3:18 p.m., there being no further discussion on the proposed budgets, Chairperson Anderson declared the Public (Budget) Hearing adjourned.

12848

Chairperson Anderson convened the Official Special Hearing at 3:18 p.m. and Mr. Gray presented information on the setting of the Final Property Tax Request for 2021-2022.

12849

At 3:22 p.m., there being no further discussion on the Final Property Tax Request for 2021-2022, Chairperson Anderson declared the Official Special Hearing adjourned.

12850

The Northeast Community College Board of Governors met for its regular session Board Meeting on Tuesday, September 14, 2021 in Suites F & G of the Lifelong Learning Center, located on the campus of Northeast Community College. Notice of the Regular Meeting was published in the *Norfolk Daily News* on Wednesday, September 8, 2021 and on the Northeast Community College website. Chairperson Anderson convened the Regular Meeting at 3:22 p.m.

12851

Jeff Scherer MOVED to adopt the Agenda of the September 14, 2021 Regular Meeting. Del Ames SECONDED the motion.

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

**Voting No:** None

**Absent:** Kuehn, Nelson, and Willers

**MOTION CARRIED**

12852

Chairperson Anderson noted that a copy of the Open Meetings Law is posted on the table at the back of the room. No constituents were in attendance to address the board with a public comment.

12853

Dirk Petersen MOVED, and Julie Robinson SECONDED the motion to approve Minutes of the August 11, 2021 meetings as follows:

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

**Voting Yes:** Anderson, Ellis, Petersen, Robinson, Scherer, Sibbel, and Ames

**Voting No:** None

**Abstain:** Sedlacek

**Absent:** Kuehn, Nelson, and Willers

**MOTION CARRIED**

12854

Hannah Stahl, Student Leadership Association representative, stated that SLA will host Constitution Day on Friday, September 17<sup>th</sup>, in an effort to raise awareness about the U.S. Constitution. Golf carts will travel across campus carrying SLA members who will ask trivia questions of students. Prizes will be given for correct answers. SLA members will participate in a retreat at which time the SLA signature project will be identified.

12855

President Barrett provided the following report:

- Northeast Community College hosted two COVID-19 vaccination clinics on the Norfolk campus on August 19 and 26.
- Northeast Community College held its Fall-In-Service in mid-August. Faculty and staff came together to discuss how to measure the success of the *enVISION* strategic direction, learn to be more acutely aware of cybersecurity in their daily lives, and discovered how to open a dialogue when they see acts of harassment or prejudice. Workshops were offered throughout

the week that included divisional updates and planning sessions related to guided pathways, professional development and facilities.

- During the Fall In-Service, an engaging speaker who shared an inspiring message that encouraged employees to find the perspectives that motivate them in their daily work and lives. Aaron Davis is a professional speaker, coach and trainer and a member of the Nebraska Cornhuskers 1994 national championship football team, shared with Northeast employees that they are the living, breathing embodiment of the institution as it relates to the mission and vision of the College. He said, “When the students see that you love it, your teammates see you love it, the culture begins to strengthen and becomes ideal for you every day.”
- A new public transit service that will serve Norfolk and the surrounding region will begin operations in 2022. North Fork Area Transit will provide “safe, efficient and affordable” public transportation seven days a week. One of the stops in Norfolk will be Northeast Community College. Northeast is exploring the use of student fees to pay for transit services for students.
- Approximately 150 Northeast Community College students interested in part-time employment had the opportunity to visit with potential employers. Career Services hosted its annual Part-Time Job Fair in the Lifelong Learning Center. Students were able to visit with 48 employers who registered for the event on part-time employment opportunities that are available during the 2021-22 academic year.
- Northeast Community College has joined a national effort in support of student well-being and mental health. The program is a nationwide initiative of The Jed Foundation (JED) that is designed to help schools evaluate and strengthen their mental health, substance misuse and suicide prevention programs and systems to ensure that schools have the strongest possible mental health safety nets.
- Retirements include Richard Chrisman, employed since August 1997, has retired from his position of Information Technology Instructor; Timothy Miller, employed since November 1983, has retired from his position of Media Arts -Audio Recording Technology Instructor; Gregory Nelson, employed since September 1991, has retired from his position of Utility Line Instructor; Gigi Simonsen, employed since December 1994, has retired from her position of Information Technology Instructor; Gary Timm, employed since August 1996, has retired from his position of History/Political Science Instructor; and Kim Timperley, employed since 1987, has retired from his position of Physics Instructor.
- On Sunday, August 15, approximately 30 graduates of Northeast’s Physical Therapist Assistant and Paramedic programs were honored with a full commencement ceremony in the Lifelong Learning Center. The event was held after students in both programs completed their clinical and field experiences this summer, a requirement to confer their degrees.
- A Northeast broadcasting graduate has earned state-wide recognition for his work in television news. Lance Vie, of Fontanelle, was recognized with a “Gold” award in the collegiate division of the 2021 Nebraska Broadcasters Association (NBA) Pinnacle Awards contest. Vie, who graduated from Northeast in May, was recognized with the first-place award in the TV news story category for his feature titled, “NEXUS Groundbreaking.” Northeast competed against other two-and-four-year NBA member colleges and universities from across the state.
- The Northeast Agriculture Department hosted an Agriculture Field Day and Industry Expo at the Chuck M. Pohlman Agriculture Complex. The event provided over 100 high school students from a dozen area communities and Northeast ag students opportunities to learn more about college programs and industry specific information.

- Northeast Biology Instructor Jennifer Judt is one of three national winners in a contest sponsored by Carolina Biological Supply Co. that awarded teaching materials to science teachers. She received four anatomical models - an oversized human heart, a skull with the cervical vertebrae attached, a knee joint, and a micro torso that features removable organs. The models will be used primarily in introductory anatomy and physiology classes that focus on the study of bones, joints, and organ systems.
- A 1990 Northeast Community College graduate, Pat O'Neill, was instrumental in the Garth Brooks' Concert last month in Lincoln. O'Neill led an eight-person sound crew that worked for days to make sure Brooks could be heard by the entire crowd. The audio recording technology program graduate and Grand Island native credits Northeast Community College for giving him the foundation and knowledge to get him to where he is today.
- Hundreds of students returned to the Norfolk campus beginning Thursday, August 19. New students moved into the residence halls with the assistance of their families and Northeast employees on that particular day with returning students arriving the following Sunday. In addition, New Student Orientation was held throughout the day on Friday, August 20, with a record 764 students participating.
- Student Activities hosted activities each day during the first week of classes. These events ranged from Black Light Bingo to the Cheers to Leadership Root Beer Kegger that introduced students to clubs and organizations on campus.
- Northeast's Annual Welcome Back Picnic & Inflatable Fun was held August 25th. Free food, courtesy of Chartwells, and served by members of administration, and inflatables were available to all students, faculty, staff, and families.
- Northeast announced the roster for its new dance team for the 2021-22 academic year. The eight-member, non-competitive squad will perform during the fall and spring semesters during various volleyball and basketball games. Two qualified judges selected members of the coed team following auditions.
- Northeast's fall athletics schedule is in full swing for golf, men's and women's soccer, and volleyball.

12856

The NCCA Board of Directors met on August 30<sup>th</sup> to conduct interviews for the replacement of Greg Adams, NCCA Executive Director, who is retiring on December 31<sup>st</sup>. The Board hopes to finalize the selection in the next few days and make an announcement during the NCCA Annual Meeting that will be held in Scottsbluff, October 3-4, 2021.

The Nebraska Legislature has convened to address redistricting across the state. Northeast Community College is working with the University of Nebraska-Omaha, Center for Public Affairs Research, to readjust the boundaries of our 20-county service area.

12857

Del Ames, member of the Finance Committee, MOVED to approve and adopt the 2021-2022 budgets for Northeast Community College.

General Operating Budget in the amount of \$51,007,037

Building Improvement Budget in the amount of \$11,695,192

Self-Supporting Funds Budget in the amount of \$37,285,176



Donovan Ellis SECONDED the motion.

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

**Voting No:** None

**Absent:** Kuehn, Nelson, and Willers

**MOTION CARRIED**

12858

Del Ames MOVED and Carol Sibbel SECONDED the motion to approve the Property Tax Request as follows:

2021-2022 Property Tax Request	\$31,325,902.00
2021 Tax Rate	0.094000

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

**Voting No:** None

**Absent:** Kuehn, Nelson, and Willers

**MOTION CARRIED**

12859

Board and staff member birthdays for the month of September were acknowledged by Chairperson Anderson. In closing, on behalf of the Board of Governors, Chairperson Anderson commended the work of the faculty, staff, and administration. We, the Board of Governors, appreciate the efforts that continue to move the College forward.

12860

At 3:40 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**

**EXTERNAL RELATIONS COMMITTEE**

Tuesday, September 14, 2021

**EXTERNAL RELATIONS COMMITTEE**

Nicole Sedlacek, Chairperson	PRESENT
Arlan Kuehn	ABSENT
Julie Robinson	PRESENT
Gene Willers	ABSENT
Steve Anderson, ex-officio	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Jessica Dvorak  
Jim Curry  
Diane Reikofski

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Terry Nelson	ABSENT
Dirk Petersen	PRESENT
Jeff Scherer	PRESENT
Carol Sibbel	PRESENT

**MINUTES**

1. Nicole Sedlacek, Chairperson of the External Relations Committee, convened the meeting at 9:49 a.m. in Suites F & G of the Lifelong Learning Center.
2. Recommended approval of the Minutes of the August 11, 2021 meeting as distributed.
3. NCCA Board of Directors and the community college presidents met on August 30<sup>th</sup> in Lincoln to interview candidates for the NCCA executive director position. Steve Anderson, NCCA board chairperson is currently in negotiations with a candidate and hopes to finalize in the next few days.

Greg Adams' contract runs through the end of the year. The intention is to have the replacement person begin in October and work with Mr. Adams for two months, providing good interaction and time for the replacement to better understand their role and responsibility. The new executive director will be announced during the NCCA Annual Meeting, scheduled to be held in Scottsbluff, NE, October 3-4, 2021.

The focus of the position has changed. Prior to Greg Adams, Dennis Baack served as the NCCA executive director. Both Adams and Baack were former Speakers of the Nebraska Legislature, which provided good access for community colleges. Recently Mr. Adams participated in conference call with state executives of community colleges across the nation. Some community colleges have influence with the Association of Community College Trustees (ACCT). Adams realized the value of having a presence in these conversations and

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the new director will be charged with more involvement with the legislators in Washington, DC so that Nebraska's community colleges have better representation.

4. President Leah Barrett and other administrators and staff have had the recent opportunity to tour Nucor, UNMC in Omaha, as well as a private tour in Wakefield. These tours provide opportunities to explore pathways for education, curriculum development, as well as building relationships for Northeast. President Barrett continues to meet with outside constituents to gather practical ideas to support economic recovery.
5. LR 178 is a resolution for the purpose to solicit input from Nebraskan's on how funds from the American Rescue Plan Act of 2021 would be best utilized. Nebraska Unicameral feels that others, besides the governor, should be involved in deciding where the funds should be spent. Nebraska hasn't yet prioritized the use of those funds. Dr. Leah Barrett, Dr. Paul Illich, and Randy Schmailzl will attend the October 5<sup>th</sup> hearing and testify on behalf of Nebraska's community colleges.
6. Jessica Dvorak will testify in Lincoln at the end of October regarding legislation that passed related to work that we do to reduce sexual assault on campuses. Each community college will be asked to report on the work that we are doing. Northeast continues to work diligently on this issue.
7. Initial redistricting information has been received from the University of Nebraska-Omaha, Center for Public Affairs Research. Redistricting work is currently underway in the Unicameral to finalize at the state level. Northeast's work won't begin until the state work has been completed. UN-O will provide three recommendations and the Northeast Board of Governors will vote on redistricting later in the year. More discussion will be held at upcoming meetings.
8. NCCA award nominations from Northeast include Brian Anderson being nominated for the 2021 Faculty Member Award, Dr. Tracy Kruse for the Administrator Award, and Gene Willers for the Governor's Award. The three nominees will be celebrated during the awards ceremony on October 26<sup>th</sup>.
9. With no further business to discuss, the meeting was adjourned at 10:30 a.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**FINANCE COMMITTEE**

Tuesday, September 14, 2021

**FINANCE COMMITTEE**

Gene Willers, Chairperson	ABSENT
Del Ames	PRESENT
Donovan Ellis	PRESENT
Carol Sibbel	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Arlan Kuehn	ABSENT
Terry Nelson	ABSENT
Dirk Petersen	PRESENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Nicole Sedlacek	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Jessica Dvorak  
Jim Curry  
Diane Reikofski  
Coleen Bressler

**MINUTES**

1. Del Ames, member of the Finance Committee, convened the meeting at 10:53 a.m. in Suites F & G of the Lifelong Learning Center.
2. Recommended approval of the Minutes of the August 11, 2021 meeting as distributed.
3. 2021-2022 budget, levy, and budget lid information for Northeast Community College, along with factors affecting operational expenditures, was provided by Scott Gray, Vice President, Administrative Services. Tax supported budgets advance Northeast's strategic priorities of student pathways to success, excellence and innovation in educational programs, rewarding and inspirational place to work, and effective resource management. The self-supporting funds are financed by sales and fee revenue, federal financial aid, state and federal grants, and capital campaigns.

The proposed property tax levy for all funds is 9.40 cents, reflecting a slight decrease from the previous year.

A consensus was reached by members of the Finance Committee to recommend to the Board of Governors the approval of the 2021-2022 operating budgets as follows: General Operating Budget, \$51,007,037; Building Improvement Budget, \$11,695,192; Accessibility/Haz Mat Budget, \$0.00; for a Total Tax Supported Budget of \$62,702,229; Self-Supporting Funds Budget, \$37,285,176; for Grand Total of All Budgets \$99,987,405.

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4. The Monthly Financial Report for August 31, 2021 and paid bills for the month of August 2021 were briefly reviewed by Scott Gray.

A consensus was reached by the Finance Committee members to recommend to the Board of Governors to acknowledge and accept August 31, 2021 Monthly Financial Report and paid bills.

5. The Gramm-Leach-Bliley Act (GLBA) that was signed into law in 1999 was primarily aimed at reducing barriers in the banking and insurance industries but has also had an impact on higher education. The two primary segments of GLBA are the Financial Privacy Rule, and the Safeguards Rule. The Financial Privacy Rule is focused on consumer and customer privacy rights, and the related duties of financial institutions to appropriately protect and use the data received from those consumers and customers. The Safeguards Rule requires financial institutions to develop a written information security plan, which must describe how the institution prepares and plans for the protection of customer non-public information (NPI).

Responsibility for enforcing GLBA lies with the Federal Trade Commission (FTC), and colleges and universities have been identified as “financial institutions” for the purposes of GLBA, largely due to administration of Title IV federal student aid programs. Institutions inherently agree to their responsibility to protect NPI and comply with GLBA through the FAFSA Program Participation Agreement (PPA) and the Student Aid Internet Gateway (SAIG) Enrollment Agreement.

In July 2021, a third-party assessment of Northeast’s information security and GLBA safeguards security was conducted. A review of Northeast’s compliance status by category was provided by Paul Feilmeier, Vice President, Technology Services. The assessment agency acknowledged the work of Northeast’s information technology and security team for the work in making great progress on information security across campus. Northeast staff will continue to update information security policy documentation, engage in multiple exercises to test incident response capabilities, etc., to maintain and increase information security compliance.

Board members acknowledged that this will be a report that will be beneficial for annual review once policy governance is in place.

6. Also, in July 2021, a third-party assessment was conducted on Northeast’s Payment Card Industry Data Security Standard (PCI DSS) compliance efforts. Northeast’s PCI Team continues to demonstrate an overall awareness of good security practices, familiarity with the PCI DSS, and an understanding of how the security controls inherent in the compliance standard can help the institution protect customer data.
7. With no further business to discuss, the meeting was adjourned at 12:22 p.m.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**GOVERNANCE COMMITTEE**

Tuesday, September 14, 2021

**GOVERNANCE COMMITTEE**

Dirk Petersen, Chairperson	PRESENT
Terry Nelson	ABSENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Steve Anderson, ex-officio	PRESENT

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	ABSENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT
Gene Willers	ABSENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Jessica Dvorak  
Jim Curry  
Diane Reikofski

**MINUTES**

1. The Governance Committee was convened at 1:22 p.m. in Suites F & G of the Lifelong Learning Center by Dirk Petersen, Chairperson of the Governance Committee.
2. Recommended approval of the Minutes of the August 11, 2021 meeting as presented.
3. Discussion was held with additions and revisions being suggested to the Ends Policies. Additional policy governance discussion will be held at upcoming meetings.

Rose Mercier, Governance Coach consultant, will be asked to join the Board of Governors and President's Cabinet members in a Zoom conference to review the End Policies prior to the October 26th Board of Governors meeting.

4. With no further business to discuss, the meeting was adjourned at 2:24 p.m.

**Mission**

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## NORTHEAST COMMUNITY COLLEGE AREA

### MINUTES of SPECIAL (Planning) MEETING

Monday, October 18, 2021

12861

Roll call was taken with a quorum present.

#### AREA BOARD

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

#### OTHERS PRESENT

Dr. Leah A. Barrett, President  
Paul Feilmeier, Vice President, Technology Services  
Scott Gray, Vice President, Administrative Services  
Dr. Tracy Kruse, Vice President, Development  
Amanda Nipp, Vice President, Student Services  
Dr. Michele Gill, Vice President, Educational Services  
Jessica Dvorak, Associate Vice President, Human Resources  
Jim Curry, Director of Public Relations  
Diane Reikofski, Executive Assistant to the President  
Rose Mercier, Consultant, The Governance Coach

12862

Notice of the Special Meeting is published on the Northeast Community College website and was published in the *Norfolk Daily News* on Tuesday, October 12, 2021. Chairperson Steve Anderson convened the Special (Planning) Meeting at 8:36 a.m. via Zoom and in Room 116B of the Maclay Building.

12863

Dirk Petersen MOVED to adopt the Agenda of the October 18, 2021 Regular Meeting. Donovan Ellis SECONDED the motion.

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

**Voting No:** None

**Absent:** Kuehn, Sedlacek, and Willers

**MOTION CARRIED**

12864

Chairperson Anderson noted that a copy of the Open Meetings Law is posted on the table at the back of the room. No constituents were in attendance to address the board with a public comment.

12865

Dirk Petersen welcomed Rose Mercier, Consultant, Governance Coach, for her work in leading the Governance Committee and for moving the policy governance process forward.

Review was given to the development of the board agenda and schedule for review of Executive Limitations, Governance Process, and Board Policy Development. The schedule for implementing policy governance follows:

**November 2021** – final discussion regarding policy governance process, First reading of executive limitation, governance process, board president delegation, and ends policies.

**December 2021** – second reading and adoption of all policies.

**January 2022** – begin policy governance.

Policy governance policies are living documents and policies and processes that will be reviewed on an ongoing basis.

12866

At 9:45 a.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

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