



BOARD OF GOVERNORS MEETING

Thursday, January 13, 2022

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.

11:30 a.m.

1. Lunch

12:00 p.m.

2. PLEDGE of ALLEGIANCE

3. ADOPT AGENDA of the January 13, 2022 meeting. Official Notice of the meeting is posted on the Northeast Community College website and was published in the *Norfolk Daily News* on Friday, January 7, 2022.

MOTION

4. BOARD EDUCATION AND INFORMATION

Information

- 4.1 Administrative Services Report – Scott Gray
 - 4.1.1 Facilities Update/Progress Report
 - 4.1.2 Monthly Financial Statements and Paid Bills
- 4.2 Development/External Relations Report
 - 4.2.1 Legislative Update – President Barrett
 - 4.2.2 President's Update – President Barrett
 - 4.2.3 NCCA Report – Steve Anderson and Nicole Sedlacek
 - 4.2.4 Higher Learning Commission (HLC) conference participation
- 4.3 Student Services Report – Amanda Nipp
 - 4.3.1 Review of Fall 2021 enrollment and Spring 2022 enrollment projections

1:15 p.m.

BREAK

1:30 p.m.

5. OWNERSHIP LINKAGE DISCUSSION

Info

6. COMMITTEE REPORTS

Information

6.1 Committee Membership

6.1.1 Governance Committee

6.1.1.1 Assign members

6.1.1.2 Set meeting schedule

6.1.2 Ownership Linkage Committee

6.1.2.1 Assign members

6.1.2.2 Set meeting schedule

6.1.3 Search Committee

6.1.3.1 Assign members

6.1.3.2 Review timeline and set interview schedule

7. MONITORING REPORT

Information

7.1 Treatment of Staff (EL-03)

2:45 p.m.

BREAK

3:00 p.m.

8. CONSENT AGENDA

MOTION

8.1 Approve Minutes of the December 13, 2021 Meeting (pgs. 5-11)

8.2 Acknowledge and accept the Monthly Financial Report for December 31, 2021 and claims paid in December 2021

8.3 Board Appointments

8.3.1 Treasurer: Vice President of Administrative Services8.3.2 Recording Secretary: President's Executive Assistant8.3.3 Nebraska Community College Insurance Trust representative:
Vice President of Administrative Services8.3.4 Facilities Corporation Board of Directors: Dr. Robert Cox,
Steve Schram, and Larry Poessnecker9. PUBLIC COMMENT

Information

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.

Mission

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

10. COLLEGE REPORTS

Information

- 10.1 Student Leadership Association
- 10.2 President's Report

11. ITEMS FOR DECISION

- 11.1 SECOND READING and APPROVAL of the deletion of the following: **MOTION**

- 11.1.1 BP-2020, Public Information
- 11.1.2 BP-2110, Organization-Powers and Duties
- 11.1.3 BP-2113, Organization-Number of Members-Terms of Office-Officers
- 11.1.4 BP-2115, Board Officer Duties
- 11.1.5 BP-2120, Board Committees
- 11.1.6 BP-2130, Members on the Board of Directors of the NCCA
- 11.1.7 BP-2210, Duties and Expectations
- 11.1.8 BP-2220, Code of Ethics
- 11.1.9 BP-2221, Violation of Code of Ethics
- 11.1.10 BP-2310, Meetings of the Area Board
- 11.1.11 BP-2312, Meetings of the Area Board-Special Meetings
- 11.1.12 BP-2314, Meetings of the Area Board-Closed for Executive Session
- 11.1.13 BP-2320, Meetings of the Area Board-Public Comment
- 11.1.14 BP-2410, Policy Development, Review, and Implementation
- 11.1.15 BP-2510, Board Self-Evaluation
- 11.1.16 BP-2610, Delegation of Authority to President
- 11.1.17 BP-2620, President Evaluation

- 11.2 FIRST READING for the deletion of:

**FIRST
READING**

- 11.2.1 BP-3040, Institutional Memberships
- 11.2.2 BP-4120, Dual Credit
- 11.2.3 BP-4310, Instructional Program Review
- 11.2.4 BP-4410, Distance Education Policy

12. OTHER

Information

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

ANNOUNCEMENTS:

2022

February 17 – 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 Community College is dedicated to the success of students and the region it serves.

1. BOARD EDUCATION AND INFORMATION

A tour was taken of the new Veterinary Technology facility.

2. VICE PRESIDENT REPORTS

2.1. Administrative Services Report:

2.1.1. Facilities Update/Progress

A walk through of the new Veterinary Technology facility occurred earlier today. A team of people went through the facility last Friday to develop a plan for moving in and occupying the building so that everything is ready to begin spring semester classes. A date has not yet been established for the demolition of the old Vet Tech facility.

The new facility will provide opportunities for program area growth to occur through continuing education. This would be a new population of students for Northeast that would not require additional instructors.

Maclay Building is slated for reconstruction. To begin to empty the building, the President's Office, Technology Services, and Marketing will be permanently relocated to the Lifelong Learning Center. The layout for the offices in the Lifelong Learning Center will be finalized by the end of 2021. Decisions for programming in the Maclay Building continue to be discussed. Goal is to begin reconstruction/remodel of the Maclay Building in January 2023.

2.1.2 Monthly Financial Report and Paid Bills

Monthly Financial Statement and paid bills were reviewed; with focus being given to paid bills in excess of \$5,000, many of which are tied to vendors related to the new Vet Tech facility.

2.1.3 Room and Board Rates

Data from Chartwells has been received and reviewed and equates to an increase of 2.51% , or \$112 per semester, in average housing and meal plan rates. The average room and board rates for 2022-2023 will be \$4,570.00.

2.2 Development/External Affairs Report

2.2.1 Legislative Update

Drs. Leah Barrett and Tracy Kruse met recently with Senator Joni Albrecht and they continue to reach out to meet with other area senators. These meetings provide opportunities to share Northeast's priorities with them. Another main area of discussion was related to community college's request for receiving American Rescue Plan Act (ARPA) funds.

2.2.2 President's Update

Governor Ricketts has requested additional information to support the requests from community colleges. We are optimistic that the governor's budget will be released to the legislature prior to the holidays. The next legislative session convenes on January 5, 2022. This will be the second year of the biennium budget.

Northeast continues to work closely with the Nebraska Chamber of Commerce related to the Good Jobs Challenge tied to a manufacturing grant. Along with 18 other partners, Northeast is involved in another request for the Good Jobs Challenge that is focused on the transportation and construction industries. The Nebraska Chamber has confirmed that they will be supportive of our separate Good Jobs Challenge request. Board members are encouraged to advocate for these various initiatives.

Early enrollment data reveals that several of Northeast's programs are at full capacity with students on the wait list. If received, part of the ARPA funds would be used for facility needs and investing in our technical fields.

Northeast is excited to have signed an agreement to provide an annual allocation to the North Fork Area Transit so that our students can access those services for free.

Recently, a group of community members from Norfolk traveled to Lincoln recently to tour Innovation Campus, Johnny Carson Center for Emerging Arts, and the Engler Center. The intent is to build energy and enthusiasm for construction of a Maker's Space in Norfolk.

3. **OWNERSHIP LINKAGE** – No report

4. **COMMITTEE REPORTS**

4.1 Committee Structure – Roles, Responsibilities, and Membership

4.1.1 Governance Committee

Committee will continue as is to review and recommend changes to policies on a monthly basis.

4.1.2 Ownership Linkage Committee

Committee will identify opportunities to meet with school leaders, county officials, and other owners throughout the year. This committee and the administration may influence ideas for the education of the board.

4.1.3 Search Committee

4.1.3.1 Discuss role and responsibilities

Role will be to fill vacancies of the board. This committee will only meet on an as-needed basis.

4.1.3.2 Process for election of board positions

Board officers will be identified in December and begin serving their term in January. Board members have the opportunity to indicate their interest in serving as an officer for 2022. The vice chairperson will move up to chairperson and the secretary will

move up to vice chairperson the following year. Other board members would have the opportunity to serve as secretary and rotate up through the officer positions. Should it become a challenge to fill the officer position, it would default to the previous method of filling positions by length of service on the board. The recording secretary maintains this list. The incoming Chairperson will determine membership of the three committees.

4.1.3.3 Review process for filling vacant board position

The vacant positions will be advertised in the Norfolk Daily News as well as the local newspapers in the counties of the respective districts. Advertising will begin in January with applications being received in the President's Office through January 28, 2022. Members of the Search Committee will review applications and interviews will be conducted the week of January 31st with the appointments taking place during the January 17, 2022 meeting

4.1.3.3.1 Identify Search Committee members

The 2022 Chairperson will identify the Search Committee members.

4.2 NCCA Board of Directors

Steve Anderson and Nicole Sedlacek have expressed interest and will continue to serve as Northeast Community College's representatives on the NCCA Board of Directors, with the remainder of the Board serving as alternates.

4.3 Other (Ad Hoc) Committees

Ad Hoc Committees will be created on an as-needed basis.

5. MONITORING REPORT

5.1 Financial Conditions and Activities (EL-05)

A trial run was held regarding review of monitoring report. Gaps in the report were identified. Monitoring reports are used to provide evidence that Dr. Barrett and the administration are complying with appropriate rules and responsibilities.

As monitoring reports are reviewed, if a board member has a concern, a notation can be made on the Monitoring Report Evaluation. Should satisfactory data not be provided in the monitoring report to support compliance, the concern could be brought forth to the Chairperson. Monitoring report templates will be updated and provided to members of the Board of Governors.

6. PLEDGE OF ALLEGIANCE

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

7. ROLL CALL CONFIRMED

BOARD OF GOVERNORS

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 Present

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. Tracy Kruse, Vice President, Development and External Affairs
 Dr. Michele Gill, Vice President, Educational Services
 Lindsay Spiegel, Director of Institutional Effectiveness
 Jim Curry, Director of Public Relations
 Diane Reikofski, Executive Assistant to the President
 Paul Muncy, Social Sciences Instructor
 Alyssa Daw, Student Leadership Association President
 Cody Ronnenfeldt, WJAG
 Austin Svehla, *Norfolk Daily News*

8. CALL MEETING TO ORDER

Notice of the Meeting of the Northeast Community College Board of Governors was published on the Northeast Community College website and in the *Norfolk Daily News* on Friday, December 3, 2021. The meeting was convened at 1:23 p.m. in Suites F & G of the Lifelong Learning Center, located on the campus of Northeast Community College, 801 E. Benjamin Avenue, Norfolk, NE.

9. ADOPT AGENDA

MOTION by Carol Sibbel, **SECONDED** by Donovan Ellis, to adopt the Agenda of the December 9, 2021 Meeting.

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

10. PUBLIC COMMENT

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.

11. APPROVE MINUTES

Gene Willers **MOVED** and Julie Robinson **SECONDED** the motion to approve Minutes of the November 16, 2021 meetings as follows:

- 11.1 Regular Meeting
- 11.2 Facilities Committee Meeting
- 11.3 External Relations Committee Meeting
- 11.4 Governance Committee Meeting
- 11.5 Finance Committee Meeting
- 11.6 Student Success Committee Meeting

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

Voting No: None

Abstain: Scherer

Absent: Kuehn and Sedlacek

MOTION CARRIED

12. COLLEGE REPORTS

12.1 Student Leadership Association (SLA)

SLA has completed their first signature project; a bake sale with \$500 being raised for the Animal Shelter of Northeast Nebraska. SLA also adopted three students from the Tree of Gifts and provided gifts. Five residents from the Nebraska Veteran's Home will receive tie blankets made by members of the Student Leadership Association.

12.2 President's Report

President Leah Barrett highlighted activities, events, and accomplishments of faculty, staff, students, and athletes that have occurred during the past month. A full copy of the President's Report is available in the President's Office.

13. ITEMS FOR DECISION

- 13.1 Over the past two and a half years, numerous meetings and discussions have been held, with the guidance of a consultant from The Governance Coach, to develop board policies, modernize processes, and improve the accountability of the president and board. This has been an important endeavor, not only for now, but for the board of the future.

President Barrett has communicated this process to the entire campus community via the Employee Newsletter. All faculty, staff, and administrators are aware that the board is accountable for this process.

MOTION by Dirk Petersen to accept the **SECOND READING** and **APPROVE** the executive limitation, governance process, board president delegation, and ends policies. Del Ames **SECONDED** the motion.

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

- 13.2 Board members reviewed the following policies to determine if the content of each policy is fully contained within the new policies or procedures.

FIRST READING was held for the deletion of the following:

BP-2020, Public Information

BP-2110, Organization-Powers and Duties

BP-2113, Organization-Number of Members-Terms of Office-Officers

BP-2115, Board Officer Duties

BP-2120, Board Committees

BP-2130, Members on the Board of Directors of the NCCA

BP-2210, Duties and Expectations

BP-2220, Code of Ethics

BP-2221, Violation of Code of Ethics

BP-2310, Meetings of the Area Board

BP-2312, Meetings of the Area Board-Special Meetings

BP-2314, Meetings of the Area Board-Closed for Executive Session

BP-2320, Meetings of the Area Board-Public Comment

BP-2410, Policy Development, Review, and Implementation

BP-2510, Board Self-Evaluation

BP-2610, Delegation of Authority to President

BP-2620, President Evaluation

- 13.3 **MOTION** by Gene Willers, **SECONDED** by Terry Nelson to **ACCEPT** the resignations of Gene Willers and Arlan Kuehn and announce vacancies, Board of Governors, District III and District IV, and directed the President's Office to proceed with filling the vacancies.

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

- 13.4 **MOTION** by Dirk Petersen, **SECONDED** by Del Ames, to **ELECT** Board of Governors Officers for 2022 as follows:

Julie Robinson, Chairperson

Jeff Scherer, Vice chairperson

Donovan Ellis, Secretary

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

The Board of Governors has followed a rotation process for many years; new members would start at the bottom of the list and rotate up the list through the years. The rotation process will serve as the default mechanism should the process of members expressing interest fail. Board members will have the opportunity to express their desire to not move into an officer position.

14. REQUIRED APPROVALS

14.1 **MOTION** by Julie Robinson, **SECONDED** by Jeff Scherer, to **ACKNOWLEDGE AND ACCEPT** the Monthly Financial Report for November 30, 2021, and claims paid in November 2021. A complete copy of the November Financial Report and claims paid is available in the President's Office.

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

14.2 The average housing and board rates for 2022-2023 have been calculated to be an increase of 2.51%, or \$112 per semester, for a total \$4,570.00.

Donovan Ellis **MOVED, SECONDED** by Julie Robinson, to **APPROVE** the average room and board rates for 2022-2023 at \$4,570.00.

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

Voting No: None

Absent: Kuehn and Sedlacek

MOTION CARRIED

15. Other – None

16. At 5:06 p.m., with no further business to discuss, Chairperson Anderson declared the meeting **ADJOURNED. UNANIMOUSLY PASSED BY VOICE VOTE.**

Minutes prepared by Diane Reikofski, Recording Secretary.

Steve Anderson, Chairperson
Northeast Board of Governors

Julie Robinson, Secretary
Northeast Board of Governors