



Board of Governors
Northeast Community College Area
Minutes of Meeting
Thursday, January 13, 2022

ATTENDANCE

BOARD OF GOVERNORS

- Julie Robinson, Chairperson Present
- Jeffrey Scherer, Vice-Chairperson..... Present
- Donovan Ellis, Secretary Present
- Del Ames Present
- Steve Anderson Present
- Dr. Terry Nelson Present
- Dirk Petersen..... Present
- Nicole Sedlacek Present
- Carol Sibbel 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. 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
- Cody Ronnenfeldt, WJAG
- Riley Tolan-Keig, *Norfolk Daily News*

1. LUNCH

2. PLEDGE OF ALLEGIANCE

Chairperson Julie Robinson led the assembly in pledging their allegiance to the flag of the United States of America.

3. ADOPT AGENDA

MOTION by Donovan Ellis, **SECONDED** by Jeff Scherer, to adopt the Agenda of the January 13, 2022 Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, January 7, 2022.

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

Voting No: None

Absent: None

MOTION CARRIED

4. BOARD EDUCATION AND INFORMATION

4.1 Administrative Services Report:

4.1.1. Facilities Update/Progress Report

Classes will begin on Monday, January 17th, in the new Veterinary Technology facility. A few punch list items remain to be addressed.

The punch list review process for the Farm Operations/Large Animal facility has been completed and corrective work is underway. A delay in the shipment of the fire alarm panel has delayed completion to February 2022.

Simon Hall is receiving repairs and selected renovations. The basement of Simon hall occasionally becomes flooded when excessive rain is received, and renovations will be made in an effort to correct the problem. Bids on the renovations for Simon Hall will soon be released.

The Maclay renovation/remodel will be presented to the Board of Governors. Remodel of the Lifelong Learning Center (LLC) needs to occur first so that the Technology Services Division, Executive Division, and Marketing Department can be permanently relocated. Coinciding with the LLC remodel is the review of data and deciding the programs that will be housed in the Maclay Building. Discussions continue with the architects to determine whether to raze or remodel the Maclay Building.

4.1.2 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. Funds are also being moved to obtain a higher interest rate. Scott Gray reported that a Request for Proposal for banking services will be released later this year.

4.2 Development/External Affairs Report

4.2.1 Legislative Update

Review was given to legislative bills that have already been introduced and are of interest to Nebraska's community colleges. The 2022 bill grid will continue to be updated on a weekly basis and will be made available to board members. The final day for floor debate is March 8th.

4.2.2 President's Update

In Fall 2021, Dr. Barrett met with all employees in small group open forum sessions to share information about the work the Board of Governors has done with board policies, what the College mission is and how it relates to the strategic direction, and guided pathways. The sessions were designed to help employees understand the role of the board and the ends that the board adopted in December which sparked a lot of conversations. Themes that evolved from the discussion focused on rewarding and inspirational place to work, guided pathways/excellence and innovation in educational programs, effective resource management and continuous quality

improvement, and facilities. Dr. Barrett continues to work on maintaining transparency by meeting with employees and answering questions.

Northeast faculty and staff have always looked for ways to improve the success of students and their experience and it shows in our completion and retention rates. Northeast has been headed in the guided pathways direction for some time now, but it was never defined as guided pathways. As part of the guided pathways work, Northeast turned to data to determine who our students were. Traditional college students receive a great experience from Northeast. But we also have students come to Northeast early and stay with us throughout their life by returning for their college education, their continuing education and work upskill needs, as well as for personal enrichment through hobby and recreational classes. A majority of students are on an unstructured path. To help students meet their educational goal, Northeast will provide clear entry and exit points for all students by creating streamlined pathways, sequences, and processes.

During Spring 2022, Northeast is working on or involved with the following grants:

- National Institute for Food and Agriculture (NIFA) RuralTech+ (cybersecurity training for agricultural cooperatives)
- Build Back Better (finalist with Invest Nebraska)
- Builders of the Future (building pathways to construction trades)
- Good Jobs Challenge
- National Science Foundation (Precision Ag in the urban environment)
- USDA Rural Business Development
- National Endowment for the Arts
- National Institute of Food and Agriculture/Veterinary Services Grant

4.2.2 NCCA Report

The NCCA Board of Directors will meet on January 21st to review legislative bills that have been introduced and establish a position on each. Clarification was received today that if you wish to provide testimony, it must be done in person. There is no guarantee that written testimony will be read by the committee.

4.2.3 Higher Learning Commission (HLC)

Northeast's Self-study will be submitted in September 2022. The HLC Accreditation Visit is scheduled for October 23-24, 2023.

Del Ames and Terry Nelson expressed interest in attending the HLC Annual Conference, April 1-5, 2022. They will confirm their attendance with Diane Reikofski.

4.3 Student Services Report

4.3.1 Review of Fall 2021 enrollment and Spring 2022 enrollment projections

Fall 2021 end of term headcount compared to Fall 2020 was +4.44% or +277 students. Fall 2021 end of term credit hours compared to Fall 2020 was +2.12% or +921 credit hours. Spring 2022 enrollment reveals that Northeast is down 0.25% in

headcount and up 3.58% in credit hours compared to January 16, 2021. Enrollment for spring semester classes continues.

5. OWNERSHIP LINKAGE

Ideas for ownership linkage opportunities include touring an industry in the area, shared meeting with school board, touring school facilities and meeting with respective board members, meet with elected officials, conduct meetings at extended campuses. Members of the Ownership Linkage Committee will meet and brainstorm and then share their ideas with the Board of Governors. Their goal will be to fill out the board planning cycle (GP-03) on what the Ownership Linkage members want to do to build advocacy for community colleges. This is an ever-evolving document.

6. COMMITTEE REPORTS

6.1 Committee Membership

6.1.1 Governance Committee

6.1.1.1 Assign Members

Dirk Petersen, Chairperson
Donovan Ellis
Carol Sibbel
New board member
New board member
Scott Gray, Liaison

6.1.1.2 Set meeting schedule

February 8, 2022 at 9:00 a.m.

6.1.2 Ownership Linkage Committee

6.1.2.1 Assign Members

Nicole Sedlacek, Chairperson
Del Ames
Steve Anderson
Terry Nelson
Jeff Scherer
Dr. Leah Barrett and Diane Reikofski, Liaisons

6.1.2.2 Set meeting schedule

February 20, 2022, time to be determined

6.1.3 Search Committee

6.1.3.1 Assign Members

Julie Robinson, Chairperson
Del Ames
Steve Anderson
Terry Nelson

6.1.3.2 Review timeline and set interview schedule

Applications and questionnaires for the District III and District IV vacancies will be accepted through January 28, 2022. Interviews will be conducted on February 1st or 2nd.

7. MONITORING REPORT**7.1 Treatment of Staff (EL-03)**

Evidence related to staff being unprepared to deal with emergency situation reveals that only 55% of employees completed cybersecurity training in 2021. President Barrett stated that many adjunct faculty members do not access their Northeast email on a regular basis, and accessing their Northeast email is not required for them to complete their job as they work in Canvas. To address this, in 2022, during the spring and fall in-service sessions, pre-scheduled times will be designated to enable employees to complete the required trainings. In addition, Human Resources staff will collaborate with the Director of Safety and Emergency Preparedness and the Director of Security and Technology Services to provide supervisors with notifications of their direct reports' training incompletions.

8. CONSENT AGENDA

MOTION by Dirk Petersen, **SECONDED** by Steve Anderson to approve the CONSENT AGENDA:

- 8.1 Approve Minutes of the December 13, 2021 Meeting.
- 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 Services
 - 8.3.2 Recording Secretary: President's Executive Assistant
 - 8.3.3 Nebraska Community College Insurance Trust representative: Vice President of Administrative Services
 - 8.3.4 Facilities Corporation Board of Directors: Dr. Robert Cox, Steve Schram, and Larry Poessnecker.

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

Voting No: None

Absent: Nelson

MOTION CARRIED

9. PUBLIC COMMENT

Chairperson Robinson 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.

10. COLLEGE REPORTS**12.1 Student Leadership Association (SLA)**

None.

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.

11. ITEMS FOR DECISION

11.1 The following policies have been reviewed to assure that the content of each policy is fully contained within the new policies or procedures.

MOTION by Jeff Scherer to accept the **SECOND READING** and **APPROVE** the deletion of the following. Del Ames **SECONDED** the 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

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

Voting No: None

Absent: Nelson

MOTION CARRIED

11.2 Board members reviewed the following policies to determine if the content of each policy is fully contained within the new policies or procedures. The **FIRST READING** was held for the deletion of the following:

- 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

- 12.1 Chairperson Robinson thanked Steve Anderson for the last three years of his time and energy serving in the chairperson position. His willingness and ability to lead the College through some challenging times is greatly appreciated.
- 12.2 Board and staff member birthdays for the month of January were acknowledged.

13. ADJOURNMENT

At 3:46 p.m., with no further business to discuss, Chairperson Robinson declared the meeting **ADJOURNED. UNANIMOUSLY PASSED BY VOICE VOTE.**

Minutes prepared by Diane Reikofski, Recording Secretary.

Julie Robinson, Chairperson
Northeast Board of Governors

Donovan Ellis, Secretary
Northeast Board of Governors