



Board of Governors
Northeast Community College Area
Minutes of Meeting
Thursday, March 10, 2022

ATTENDANCE

BOARD OF GOVERNORS

Table listing Board of Governors members and their attendance status: Julie Robinson (Absent; Excused), Jeffrey Scherer (Present), Donovan Ellis (Present), Del Ames (Present), Steve Anderson (Present), Dr. Terry Nelson (Absent; Excused), Dirk Petersen (Present), Jeanne Reigle (Present), Nicole Sedlacek (Present), Carol Sibbel (Present), Pat Wojcik (Present).

OTHERS PRESENT

- List of other attendees: Dr. Leah A. Barrett, President; Paul Feilmeier, Vice President, Technology Services; Scott Gray, Vice President, Administrative Services; Dr. Tracy Kruse, Vice President, Development and External Affairs; Amanda Nipp, Vice President, Student Services; Jessica Dvorak, Associate Vice President, Human Resources; Dr. Michele Gill, Vice President, Educational Services; Jim Curry, Director of Public Relations; Diane Reikofski, Executive Assistant to the President; Dr. Jeff Hoffman, Dean, Health and Public Services; Jon Barnes, Human Services instructor; Cody Ronnenfeldt, WJAG; Riley Tolan-Keig, Norfolk Daily News; Rose Graham, Student Leadership Association president.

1. Board members received assistance with setting up Microsoft Teams to access board meeting materials. Teams will serve as the system for the ongoing retention of all board information.

2. PLEDGE OF ALLEGIANCE

Vice-Chairperson Jeff Scherer led the assembly in pledging their allegiance to the flag of the United States of America.

3. ADOPT AGENDA

MOTION by Del Ames, SECONDED by Carol Sibbel, to adopt the Agenda of the March 10, 2022 Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the Norfolk Daily News on Friday, March 4, 2022.

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

Voting No: None

Absent: Robinson and Nelson

MOTION CARRIED

4. EXECUTIVE SESSION

At 11:07 a.m., Nicole Sedlacek MOVED and Steve Anderson SECONDED the motion to enter into Executive Session for the purpose of discussion communication received regarding notice of claim of possible litigation and to reconvene to the Board of Governors meeting once business is discussed.

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

Voting No: None

Absent: Robinson and Nelson

MOTION CARRIED

The Board of Governors meeting reconvened at 11:17 a.m.

5. BOARD EDUCATION AND INFORMATION

5.1 Administrative Services Report

5.1.1 Monthly Financial Report and Paid Bills

Monthly Financial Statement and paid bills were briefly reviewed. The most significant payments were for reroofing of the Cox Activities Center and the purchase of aging desktop or laptop computers. A replacement schedule remains in place for updating faculty and employee computers.

5.2 Student Services Report

5.2.1 College affordability update

Review and discussion regarding college affordability and how Northeast Community College compares to its peers and across the nation. 2020-2021 data reflects that Northeast's tuition and fees remains slightly below the national average for public two-year institutions.

Review was given to, and explanation provided on how cost of attendance budgets for students living on campus are established, reviewed percentages of the financial need of Northeast's degree-seeking students and reported ways to fill the financial gap include parent-plus loans, Northeast scholarships, institutional assistance, payment plans, and on- and off-campus employment.

Concerns were expressed for the increased gas prices and strains caused to students traveling to campus. Students have an opportunity to request additional funding for these types of situations. Northeast has also entered into an agreement with Norfolk Area Transit that students can ride for free. Although the agreement does not go into effect until the fall semester, current students have been able to take advantage of this opportunity.

The student loan default rate has decreased from 12.7% in FY 2017 to 5% in FY 2018.

5.3 Educational Services Report

5.3.1 Drug and Alcohol Counseling certificate program review

The Drug and Alcohol Counseling certificate program was originally approved by the Nebraska Coordinating Commission for Postsecondary Education (CCPE) in Spring 2020. Because the certificate program has just completed its first year of existence it fall below the established CCPE thresholds.

Northeast's Drug and Alcohol Counseling (DAC) certificate program students an additional credential to enhance workforce employability. The DAC program is primarily delivered online, making it accessible to all students. The short-term format of the coursework can be completed in one semester, or in one year by taking only one course at a time.

The Registrar's Office at Northeast Community College has identified ten DAC certificate graduates as of December 2021. In addition, ten students are on track to complete the certificate in the Spring 2022 semester.

The job outlook for substance abuse, behavioral disorder, and mental health counselors is projected to grow 23% from 2020 to 2030 nationally. In northeast Nebraska, this number increases to 29%.

Suggestions were provided to explore the possibility of providing continuing education opportunities for existing licensed practitioners and/or companies/agencies.

Northeast's DAC certificate program provides affordable, accessible, high-quality education in a high demand field and enhances statewide goals for education and is poised to contribute to the shortage of workforce needs in the 20-county service area as well as statewide.

A consensus was reached by the Board of Governors that the Drug and Alcohol certificate program will aid in meeting the growing need for counselors in the service area and beyond. A feasible plan is in place to grow the program and allow students to gain employment that would provide a livable wage.

5.4 Development/External Relations

5.4.1 President's Update

Northeast Community College recently received notification that the Quality Initiative Project demonstrated the following requirements established by the Higher Learning Commission (HLC). A huge thank you to Michela Keeler-Strom who took the lead, along with Mary Honke, who also worked on the project.

- Its seriousness of the undertaking
- The initiative had scope and impact.
- The commitment to and engage in the initiative.
- Adequate resource provision.

On Friday, March 4th, Northeast Community College joined others across the United States in celebrating National Employee Appreciate Day 2022. Employees were provided coffee and donuts.

Two years ago, the Board of Governors participated in a focus group regarding Northeast's capacity in the guided pathways effort. The same consultant from the National Center for Inquiry and Improvement (NCII) was on campus this week to assist staff in understanding and disaggregating data to understand students who are not successful in college. The consultant is paid for through a grant funded by the Peter Kiewit Foundation.

Last week, a representative from the William and Ruth Scott Foundation was on campus to meet with Dr. Leah Barrett and robust discussion was held.

Congratulations to Tracy Kruse for graduating from Leadership Nebraska and to Jessica Dvorak for being accepted into Purdue Law School.

President Leah Barrett's work with the Aspen Fellowship continues to be a good experience that aligns with Guided Pathways, disaggregating data, and assuring that people have access to reach educational and workforce goals. Dr. Barrett has taken portions of what she has access to and creating workshops with staff to spend time discussing how this aligns with Northeast's overall strategic priorities.

Discussion was held on a primary project that is being worked on and would be partially funded by a request submitted to the Governor's Office for use of American Rescue Plan Act (ARPA) dollars. Northeast is partnering with Invest Nebraska on this project.

5.4.2 Legislative Update

President Barrett, Dr. Kruse, and several board members have spent a number of days in Lincoln meeting with area legislators. In addition, Dr. Barrett has had the opportunity to provide testimony on a number of bills. Important dates include the release of the appropriations budget on March 11th, the state budget must be passed by March 29th, and the final day of the 107th Legislature is April 20th. Review was given to bills that are being following by Nebraska's community colleges.

Several of the 2022 Legislative races in our district are uncontested. Individuals that are running for contested districts will be invited to campus to provide them an opportunity to be better educated about Northeast Community College.

5.4.3 NCCA Report

NCCA Executive Director, Courtney Wittstruck, continues to provide weekly legislative updates.

The NCCA Board of Directors will meet at the end of May for a retreat to establish a statewide strategic plan as suggested by Ms. Wittstruck.

The NCCA Annual Meeting will be held in Columbus in November. This provides good opportunity to have more interaction with other board members and the NCCA executive director.

6. COMMITTEE REPORTS

6.1 Governance Committee

Governance Committee met on March 3rd at which an error was identified in the template used for EL-07, Compensation and Benefits. The corrected copy of the monitoring report is being presented today for approval.

Revisions to GP-14, Special Rules of Order were presented for FIRST READING consideration in February. During the March 3rd meeting, additional edits related to the public comment portion of the agenda were recommended and are included in today's supporting materials.

Members of the Governance Committee completed their Self-Evaluation of GP-04, Role of Board Chair and will be included as part of the April 14th Board Self-Evaluation

6.2 Ownership Linkage Committee

The Board Planning Cycle is available in Teams. Upcoming events include the South Sioux City Joint meeting and will be attended by Del Ames, Steve Anderson, and Pat Wojcik. The Annual Scholarship Luncheon will be held on April 7th. When information is received, those interested in attending should contact Diane Reikofski. The Norfolk Area Chamber of Commerce Annual Banquet will be held the evening on April 7th and will be attended by Del Ames and a number of staff.

A meeting of the Ownership Linkage Committee will be scheduled prior to the April 14th Board of Governors meeting.

6.3 Search Committee

An orientation session for the two new board members, Jeanne Reigle and Pat Wojcik, will be scheduled.

7. MONITORING REPORT

7.1 EL-10, Land and Development

Board members acknowledged that the work in preparing the monitoring reports is more intense during first review. Identifying gaps or areas of improvement will be easier to identify in subsequent reports.

7.2 EL-11, Construction

Discussion was held to further understand the definitions established by the Nebraska Coordinating Committee for Postsecondary Education for capital construction projects and maximum capital expenditures.

7.3 EL-07, Compensation and Benefits

Initially approved during the February 17th meeting. Members of the Governance Committee later identified an error in the template. The template language has been updated but the content of the report has not changed.

8. **BREAK**9. **SEARCH COMMITTEE RECOMMENDATIONS**

9.1 **MOTION** by Steve Anderson, **SECONDED** by Del Ames to approve the appointment of Pat Wojcik of South Sioux City, NE as a Board of Governors representative for District III.

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

Voting No: None

Absent: Nelson and Robinson

MOTION CARRIED

9.2 **MOTION** by Steve Anderson, **SECONDED** by Nicole Sedlacek to approve the appointment of Jeanne Reigle of Madison, NE as a Board of Governors representative for District IV.

Voting Yes: Petersen, Scherer, Sedlacek, Wojcik, Ames, Anderson, and Ellis

Voting No: None

Absent: Nelson, Robinson, and Sibbel

MOTION CARRIED

9.3 Scott Gray ADMINISTERED the Oath of Office to Jeanne Reigle and Pat Wojcik.

10. **CONSENT AGENDA**

MOTION by Dirk Petersen, **SECONDED** by Donovan Ellis to approve the CONSENT AGENDA:

10.1 Approve Minutes of the February 17, 2022 Meeting.

10.2 Acknowledge and accept the Monthly Financial Report for February 28, 2022 and claims paid in February 2022.

Voting Yes: Reigle, Sedlacek, Wojcik, Ames, Anderson, Ellis, and Petersen

Voting No: None

Abstain: Scherer

Absent: Nelson, Robinson, and Sibbel

MOTION CARRIED

11. **PUBLIC COMMENT**

Vice-Chairperson Scherer 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.

12. **COLLEGE REPORTS**

- 12.1 Student Leadership Association (SLA)
- SLA raised \$500 through a recent bake sale. Proceeds will go to the Women’s Empowering Lifeline in Norfolk.
 - Submissions for the art contest must be received by April 1st.

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 complete copy of the President’s Report is available in the President’s Office.

13. ITEMS FOR DECISION

- 13.1 **MOTION** by Donovan Ellis, **SECONDED** by Del Ames to recommend continuation of the Drug and Alcohol Counseling certificate program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education.

Voting Yes: Scherer, Sedlacek, Wojcik, Ames, Anderson, Ellis, Petersen, and Reigle

Voting No: None

Absent: Nelson, Robinson, and Sibbel

MOTION CARRIED

- 13.2 The Governance Committee has reviewed the policy and reported that two existing procedures address the process related to academic grades records retention.

MOTION by Dirk Petersen to accept the **SECOND READING** and **APPROVE** the deletion of BP-4010, Academic Grades and Records Retention. Steve Anderson **SECONDED** the motion.

Voting Yes: Sedlacek, Wojcik, Ames, Anderson, Ellis, Petersen, Reigle, and Scherer

Voting No: None

Absent: Nelson, Robinson, and Sibbel

MOTION CARRIED

- 13.3 **MOTION** by Dirk Petersen, **SECONDED** by Nicole Sedlacek to accept the **SECOND READING** and **APPROVE** revisions to the following:

- 10.3.1 EL-11, Construction. Revisions are being made to align with the definition that exists within the Coordinating Commission for Postsecondary Education (CCPE) Act. and is also consistent with what Northeast has done in the past.
- 10.3.2 EL-03, Treatment of Employees. Redundant language is being removed.
- 10.3.3 GP-14, Special Rules of Order. Additional language has been added to this policy to provide more avenues for individuals to make public comment during board meetings.

14. **OTHER**

Staff member birthdays for the month of March were acknowledged.

15. **BOARD of GOVERNORS Self-Evaluation**

GP-04, Role of Board Chair will be included as part of the April meeting Self-evaluation.

16. **ADJOURNMENT**

At 3:52 p.m., with no further business to discuss, Vice-Chairperson Scherer declared the meeting **ADJOURNED. UNANIMOUSLY PASSED BY VOICE VOTE.**

Minutes prepared by Diane Reikofski, Recording Secretary.

Jeff Scherer Vice-Chairperson
Northeast Board of Governors

Donovan Ellis, Secretary
Northeast Board of Governors