



Board of Governors  
Northeast Community College Area  
Minutes of Meeting  
Thursday, April 14, 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
Jeanne Reigle .....	Present
Nicole Sedlacek .....	Present
Carol Sibbel .....	Present
Pat Wojcik.....	Present

**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 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
- Lindsay Spiegel, Director of Institutional Effectiveness
- Diane Reikofski, Executive Assistant to the President
- Terry Heggemeyer, Director of Career Services
- Dave Beaudette Auto Body instructor
- Tom Hoile, Auto Body instructor
- Shanelle Grudzinski, Dean, Applied Technology
- Brad Ranslem, Associate Dean, Applied Technology
- Roger Carnell, Automotive Technology instructor
- Bowdie Otte, Automotive Technology instructor
- Joe Ottis, Automotive Technology instructor
- Bill Barnes, Electromechanical Technology instructor
- Eric Roskeland, Electromechanical Technology instructor
- Cody Ronnenfeldt, WJAG
- Riley Tolan-Keig, *Norfolk Daily News*

**1. PLEDGE OF ALLEGIANCE**

Chairperson Julie Robinson convened the meeting at 9:22 a.m. and led the assembly in pledging their allegiance to the flag of the United States of America.

## 2. ADOPT AGENDA

**MOTION** by Julie Robinson, **SECONDED** by Nicole Sedlacek, to adopt the Agenda of the April, 2022 Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, April 8, 2022.

**Voting Yes:** Ames, Anderson, Ellis, Nelson, Reigle, Robinson, Scherer, Sedlacek, Sibbel, and Wojcik

**Voting No:** None

**Absent:** Petersen **MOTION CARRIED**

## 3. BOARD EDUCATION AND INFORMATION

### 3.1 Administrative Services Report

#### 3.1.1 Monthly Financial Report and Paid Bills

Monthly Financial Statement and paid bills were briefly reviewed.

#### 3.1.2 LLC remodel: Boardroom layout update

A 3-D walkthrough was provided of the room in the Lifelong Learning Center that will be used for board meetings. This room will be part of the room inventory that can be reserved by internal or external constituents. Plans are being finalized this week and bids will be released in June. A suggestion was made that the room not be labeled/named the boardroom to eliminate the perception that the room could only be used for board meetings.

### 3.2 Student Services Report

#### 3.2.1 2021 Graduate Report

Services offered by the Northeast Community College Career Services office include assisting students with writing and completing resumes, applications, and cover letters, providing one-on-one advisement as student conduct their job search, conducting mock interviews, and posting job vacancy announcements. A spring job fair is hosted each March and a part-time job fair is hosted in August.

Terri Heggemeyer, Director of Career Services, presented the 2021 Graduate Report. Data reveals that 99.5% of the 2021 graduates are employed or are continuing their education, 88% are employed in a field related to their program of study, 90% are employed in Nebraska, and 58% of the 2021 Northeast graduates are employed in our 20-county service area.

Copies of the Graduate Report are mailed to all high schools in the 20-county service area, courthouses, chambers of commerce, and area legislators. Board members reported that this is a concise report that can be shared with constituents to tell the story of the success of our students and Northeast fulfilling their mission. The [2021 Graduate Report](#) is also available online.

Dr. Leah Barrett is a member of the Nebraska Statewide Workforce and Education Reporting System (NSWERS), a comprehensive, sustainable, and lifelong learning and workforce longitudinal data system that will serve the needs of the people of

Nebraska. Once implemented, student data will be shared for the purposes of evaluation of and research related to public prekindergarten, elementary, secondary, and postsecondary education and into the workforce to improve education in Nebraska. Statistical analysis will have the capability to track if a student leaves the state of Nebraska, when they return, what their wage is five years out, etc. This will aid in identifying programs that provide students a livable wage to live a comfortable life and be contributors to the state of Nebraska.

### 3.2.2 Commencement overview

Three commencement ceremonies will be held on Friday, May 13, 2022. The nurse's pinning and degree conferring will be held at 9:00 a.m. The divisions of health and public service and applied technology will participate in the 12:00 p.m. commencement and the divisions of business and humanities and science, technology, agriculture, and math will participate in the 3:00 p.m. ceremony.

## 3.3 Educational Services Report

### 3.3.1 Student-built homes

Dean of Applied Technology, Shanelle Grudzinski, reported that students work for one and one-half years on the homes, beginning with designing the house to building the house, providing real-life learning skills. While the homes are built for handicap accessibility with wider doors, wider hallways, etc., decision is made by the home purchaser if the foundation has a zero-entry elevation (no steps) to provide the entry accessibility.

Cabinetry is all student-built, with the exception of the kitchen cabinetry. Homes are either two or three bedroom and offer coffered and vaulted ceilings.

The two homes are in the final process of completion. Auction is scheduled for June 4<sup>th</sup> with open houses being held on May 24<sup>th</sup> and May 26<sup>th</sup>. Phone calls have already been fielded from individuals interested in purchasing the homes.

A third, green energy house, is under construction on campus. This is a two-story house and will be permanent on campus. The green energy house will provide an opportunity to work with members in the community, with students, and across multiple divisions to showcase new technologies such as geothermal, solar, etc.

The building construction program will be offered in South Sioux City and will be launched as a one-year diploma program. Planning for the facility and curriculum has begun and will be expanded as needed.

Through the Pathways 2 Tomorrow (P2T) program, a full-time building construction faculty member will be added in West Point and will allow us to explore additional opportunities for students, 'Train the Trainer' series for the community, etc.

### 3.3.2 Auto Body Repair Technology program review

Nebraska's Coordinating Commission for Postsecondary Education (CCPE) requires that educational programs be reviewed every seven years. CCPE established thresholds include 275 student credit hours (SCH)/Faculty full-time equivalency (FTE) generated and an average of 10 awards in a five-year period. While the Auto

Body Repair Technology program is slightly below the thresholds, caused in part by COVID, the program realized strong enrollments in 2021-2022, and has a waitlist of students wanting to enter the program in fall 2022. The program is a viable program, taught by quality instructors who provide qualified and skilled employees to help meet the need in the 20-county service area and beyond. The Automotive Body Repair Technology field also has a strong jobs outlook.

### 3.3.3 Automotive Technology program review

The Northeast Automotive Technology program falls slightly below the CCPE threshold of 275 SCH/Faculty FTE but exceeds the required number of degrees awarded in a five-year period. Following a wane in enrollment due to COVID, enrollments have since rebounded and the program is realizing a waitlist for the students seeking entry into the program for the 2022-2023 academic year.

The program is a viable program, taught by qualified faculty who provide skilled automotive technicians to help fill high skill, high demand positions in the 20-county service area and beyond.

### 3.3.4 Closed Session

**MOTION** by Julie Robinson, **SECONDED** by Donovan Ellis, to enter into Closed Session for the purpose of discussing the evaluation of the job performance of an individual and to reconvene to the public meeting once business is discussed.

**Voting Yes:** Anderson, Ellis, Nelson, Reigle, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, and Ames

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

### 3.3.5 Electromechanical Technology program review

The Electromechanical Technology program exceeds both the 275 SCH/Faculty FTE and the 10 degrees awarded in a five-year period. The program allows students to learn the skills and knowledge to install, maintain, and repair complex industrial equipment. The program continues to aid in fulfilling the need for skilled employees for the workforce in the 20-county service area and beyond.

Dr. Leah Barrett reported that while each of the programs presented today expressed that they were experiencing facility limitations, expanding facilities is not an automatic requirement. Existing facilities are not full all day every day. Nebraska's high school populations are not increasing. Work continues with guided pathways work to assure that students are on a path to a degree. An internal analysis needs to be completed to analyze programs, laddering opportunities needs to be provided, course scheduling and course sequencing needs to be reviewed, and our work with continuous quality improvement needs to continue in an effort to better utilize current facilities.

### 3.4 Development/External Relations

#### 3.4.1 President's Update

- Northeast Community College is one of the 16 colleges selected to participate in the Rural Guided Pathways Project by the National Center for Inquiry and Improvement (NCII). The reviewers were impressed by the depth and quality of our institutional efforts to date.
- On Wednesday, the Higher Learning Commission (HLC) conducted its multi-location visit which consisted of visit to the West Point and South Sioux City extended campuses. The reviewer met with students, faculty, and staff. Feedback will be received in the next several weeks.
- The Northeast Nebraska Ag Compact is a group of colleges, universities, and high schools, led by the University of Nebraska Extension, and focused on building pipelines to agricultural careers.
- In recent weeks, Northeast Community College students have participated in SkillsUSA competition, North American Colleges and Teachers of Agriculture (NACTA) Judging Conference, and the Professional Business Leaders State Leadership Conference and garnered numerous awards.
- The Fork Lift Ribbon Cutting event is scheduled for Wednesday, April 20th at 10:00 a.m.

#### 3.4.2 Legislative Update

- An update was provided on the legislative session.
- The ribbon cutting event for the Veterinary Technology Facility will be held on April 26, 2022, 1:00-4:00 p.m.

#### 3.4.3 NCCA Report

- NCCA Executive Committee met earlier this month and a strategic planning session is tentatively scheduled for later in May.
- Courtney Wittstruck presented the preliminary NCCA budget that the Board of Directors will vote on in the upcoming months.
- Consideration is being given to having the Association of Community College Trustees (ACCT) provide a session during this fall's NCCA Annual Meeting.

## 4. **COMMITTEE REPORTS**

### 4.1 Ownership Linkage Committee

The Committee met on April 6<sup>th</sup> via Teams and discussed calendar of events for the last quarter and the upcoming quarter. Additions were made to the Board Planning Cycle and Agenda Control document. Also discussed was conducting the June board meeting at the South Sioux City Extended campus and planning a potential tour of an area industry. The next Ownership Linkage Committee meeting will include planning for meetings with area counties. Nicole opened the floor for input from all board members of events that have taken place over the past month. Julie Robinson suggested that now that the legislative session has concluded, it would be a good time to reach out to the senators or send thank you cards, whether from the NCCA Office or from Northeast Community College. Steve Anderson and Nicole Sedlacek will speak with Courtney Wittstruck to determine her intent with thank you cards. As Ms.

Wittstruck makes contacts with senators over the summer months, she will invite board members from their respective areas to accompany her.

Dirk Petersen joined the Board of Governors meeting at 1:56 p.m.

4.2 Search Committee

A new board member orientation session was conducted on March 28, 2022.

4.3 Governance Committee

Governance Committee met on April 5<sup>th</sup> via Zoom.

4.3.1 Discussion held on the Board Self-Evaluation of GP-08.1, Governance Committee Charter.

4.3.2 Minor revisions suggested to GP-08.1, Governance Committee Charter.

4.3.3 Governance Committee suggested minor wording changes to EL-10, Land Development. Additional discussion was held among the Board of Governors regarding proposed rewording. Governance Committee members will give further consideration during next month's committee meeting and bring forward to the May board meeting.

4.3.4 No changes were recommended to EL-11, Construction.

4.3.5 Governance Committee recommended changes to the Annual Planning Cycle. Board members agreed with the additions. The Annual Planning Cycle document will be removed from policy and updates will be made and maintained by the Board's Recording Secretary. By removing the document from the policy, any time an addition or deletion is made to the planning cycle, the policy will not be required to be approved.

4.3.6 The Governance Committee prepared a Memo to the Board to more clearly explain the utilization of the various monitoring reports. A folder containing all monitoring reports will be maintained within Teams for ease of access by board members. Board members can retrieve the monitoring report from the Teams folder, download, complete, and maintain their report to their own file or folder.

5. **MONITORING REPORT**

5.1 EL-09, Organizational Integrity

Organizational integrity is very policy driven. Dr. Leah Barrett reported that interpretations was more difficult because of the redundancy in the treatment of employees.

In addition, a procedure or protocol may be developed to better articulate an Institutional Review Board (IRB) on campus in the rare chance that it would be needed. The procedure/protocol would be referenced during next year's review of EL-09.

**6. CONSENT AGENDA**

**MOTION** by Carol Sibbel, **SECONDED** by Nicole Sedlacek to approve the CONSENT AGENDA:

- 6.1 Approve Minutes of the March 10, 2022 Meeting.  
 6.2 Acknowledge and accept the Monthly Financial Report for March 31, 2022 and claims paid in March 2022.

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

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

**7. 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.

**8. ITEMS FOR DECISION**

8.1 **MOTION** by Donovan Ellis, **SECONDED** by Jeff Scherer to accept the SECOND READING and APPROVE the DELETION of BP-6164, College Travel Reimbursement and Business Expense.

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

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

8.2 FIRST READING for the DELETION of:

8.2.1 BP-5120, Transfer of Credit Policy.

8.2.2 BP-5130, Standards of Satisfactory Academic Progress.

8.2.3 BP-5140, Student Military Leave.

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

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

8.3 **MOTION** by Nicole Sedlacek, **SECONDED** by Jeanne Reigle to **APPROVE** the Resolutions authorizing the sale of House #120027 and House #120028.

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

**Voting No:** None

**Absent:** None **MOTION CARRIED**

8.4 **MOTION** by Jeff Scherer, **SECONDED** by Del Ames to recommend continuation of the Auto Body Repair Technology program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education.

**Voting Yes:** Reigle, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Anderson, Ellis, and Nelson

**Voting No:** None

**Abstain:** Petersen

**Absent:** None **MOTION CARRIED**

8.5 **MOTION** by Del Ames, **SECONDED** by Jeff Scherer to recommend continuation of the Automotive Technology program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education.

**Voting Yes:** Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Anderson, Ellis, and Nelson, and Reigle

**Voting No:** None

**Abstain:** Petersen

**Absent:** None **MOTION CARRIED**

8.6 **MOTION** by Jeanne Reigle, **SECONDED** by Del Ames to recommend continuation of the Electromechanical Technology program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education.

**Voting Yes:** Scherer, Sedlacek, Sibbel, Wojcik, Ames, Anderson, Ellis, and Nelson, Reigle, and Robinson

**Voting No:** None

**Abstain:** Petersen

**Absent:** None

**MOTION CARRIED**

## 9. COLLEGE REPORTS

### 9.1 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 or in today's Teams site.

## 10. OTHER

Board and staff member birthdays for the month of April were acknowledged.

## 11. BOARD of GOVERNORS Meeting Self-Evaluation.

## 12. ADJOURNMENT

At 3:47 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.*

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Julie Robinson, Chairperson  
Northeast Board of Governors

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Donovan Ellis, Secretary  
Northeast Board of Governors