



Board of Governors
Northeast Community College Area
Minutes of Meeting
Thursday, May 12, 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	Absent
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
- 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
- Shanelle Grudzinski, Dean, Applied Technology
- Brad Ranslem, Associate Dean, Applied Technology
- John Knapp, Welding instructor
- Michael McCarthy, Welding instructor
- Leon Finecy, Machining and Manufacturing Automation instructor
- Dr. Wade Herley, Dean, Business and Humanities
- Courtney Wittstruck, Executive Director, Nebraska Community College Association
- Cody Ronnenfeldt, WJAG
- Riley Tolan-Keig, *Norfolk Daily News*

1. PLEDGE OF ALLEGIANCE

Chairperson Julie Robinson convened the meeting at 9:47 a.m. and led the assembly in pledging their allegiance to the flag of the United States of America.

2. ADOPT AGENDA

MOTION by Donovan Ellis, **SECONDED** by Carol Sibbel, to adopt the Agenda of the May 12, 2022 Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, May 6, 2022.

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

Voting No: None

Absent: Nelson and Sedlacek

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 with focus given to larger bills paid for various equipment purchases.

3.1.2 Quarterly Financial Update

As part of budget development, a review was provided of the quarterly financial report along with discussions being held regarding projection scenarios for 2022-2023.

Discussion was held on the importance of meeting with constituents to inform them of what is happening at Northeast Community College, offerings provided in their county/region, and letting citizens know that the Board is aware of valuation increases. Systems are in place, for example, the KBR Leadership Program, where Northeast representatives and Board members can participate in the meeting. Area alumni, Chambers of Commerce representatives, Economic Development representatives, etc. should be invited to increase linkage with our owners acknowledging that a broader audience exists as information regarding Northeast is shared and dialogue is created.

3.2 **CLOSED SESSION**

At 10:49 a.m., **MOTION** by Julie Robinson, **SECONDED** by Steve Anderson, to enter into Closed Session for the purpose of discussing the president's contract and to reconvene to the public meeting once business is discussed.

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

Voting No: None

Absent: Sedlacek

MOTION CARRIED

Reconvened to the public meeting at 11:41 a.m.

3.3 Development/External Relations Report

3.3.1 NCCA Report

Second quarter Nebraska Community College Association (NCCA) Board of Directors meeting was held on May 3rd. NCCA budget, which includes a 6.41 increase in membership fees for the five community colleges, will be approved by the NCCA Board of Directors in August.

The NCCA Annual Meeting will be held in Grand Island this fall. The Association for Community College Trustees (ACCT) will be invited to present at the NCCA Meeting on governance. Steve Anderson stated that the Northeast Board of Governors governance model is as robust as most other models throughout the country.

The short-term Pell grant is a top priority at the national level. On behalf of Nebraska's community colleges, Courtney Wittstruck submitted a letter to Congressman Don Bacon in support of the short-term Pell.

Also, part of the discussion during the NCCA Board of Directors meeting last week was to elevate Courtney to a national level so that she can continue to carry NCCA's priorities forward to Nebraska's senators and congressmen.

Steve Anderson was **excused** from the meeting at 11:59 a.m.

3.3.1.1 Board Advocacy

For the benefit of new board members, Courtney Wittstruck provided an overview to the Nebraska legislative process, along with community college's instructional and service priorities.

Dialogue was held in preparation of the May 23rd-24th Strategic Planning session that is scheduled to be held in Kearney, NE.

3.3.2 Quarterly Foundation update

- The April Foundation Board of Directors Meeting was held in conjunction with the grand opening and ribbon cutting of the Northeast Vet Tech facilities. The Nexus celebration had 300+ in attendance.
- Weller Foundation Scholarships were approved during the April meeting.
- On April 7th, the Scholarship Luncheon was hosted on campus. Many students were able to sit with their donor and tell their story of what the scholarship has provided to them.
- The Foundation Board of Directors is seeking new board members. Board of Governors members were encouraged to think of prospective or possible members in their respective communities and pass the names on to Dr. Tracy Kruse.

3.3.3 President's update

- Nebraska's six community colleges continue to work closely with the Coordinating Commission for Postsecondary Education regarding American Rescue Plan Act (ARPA) funds.

- Workforce development training will occur in the MakerSpace and will aid in addressing facility needs on the Northeast campus.
- Northeast has become a member of the National Association for Community College Entrepreneurship (NACCE). NACCE provides leadership and sustainable scalable resources to entrepreneurial thinking and action.
- Drs. Leah Barrett and Cyndi Hanson will attend the Siouxland/Washington Conference next week. Delegations from Nebraska, Iowa, and South Dakota participated in this conference.
- Higher Learning Commission (HLC) accreditation intertwines with Northeast's 50th anniversary which will be held in fall of 2023 and spring 2024.
- Northeast's Employee Success and Retirement event will be held on May 16th.
- A different program review process will emerge in fall 2022, enabling the Board of Governors to review data and disaggregate data in order to make decisions.

3.2.3.1 Commencement review

Amanda Nipp provided an animated review of the processional and recession process that will be used during tomorrow's commencement ceremony.

3.4 Educational Services Report

3.4.1 Welding 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.

Northeast's Welding program exceeds both of the CCPE's established thresholds. The urgency for qualified welders resounds throughout conversations with local industry, advisory committees, and the mass media and the field also has a strong jobs outlook. Northeast's Welding program is taught by qualified instructors and is a strong and viable program that is meeting the needs of employers across the region and state.

3.4.2 Machining and Manufacturing Automation program review

While Northeast's Machining and Manufacturing Automation program falls slightly below the CCPE threshold of 275 SCH/Faculty FTE as well as the number of degrees awarded in a five-year period, discussions are underway to create a laddering model, providing on and off ramps for students. Enrollment to the program is trending higher and should help meet or exceed CCPE thresholds.

The Machining and Manufacturing Automation program is a viable program that serves as a link to industry and helping to meet the workforce need in the 20-county service area and beyond.

4. **COMMITTEE REPORTS**

4.1 Governance Committee

Governance Committee met on May 3rd via Zoom.

4.1.1 Content Review of BPD-04, Monitoring President's Performance.

Governance Committee suggested minor revisions. Additional edits

suggested during the board meeting included the deletion of the word ‘and’ immediately following the word systematic in line one of the policy. Under 2.1, a space should be added between ‘her’ and ‘explicit’.

- 4.1.2 Content Review of EL-09, Organizational Integrity. Duplicate language will be removed as per the recommendation of the Governance Committee. No additional revisions suggested.
 - 4.1.3 BP-2010, College Property Naming Policy, is recommended for deletion because it is addressed within Administrative Procedure (AP-2010).
 - 4.1.4 BP-2225, Conflict of Interest, is recommended for deletion. This policy is addressed in Item #3 of GP-10, Board Code of Conduct.
 - 4.1.5 AP-5610, Recognized Student Organizations addresses the language in BP-5610, Recognized Student Organizations and is therefore being recommended for deletion.
 - 4.1.6 Discussion was held in regard to having two Board of Governors representatives on the Foundation Board of Directors. This was inadvertently overlooked in January when committees were established and will be reflected appropriately in the future. Jeff Scherer will continue to serve as a representative and Del Ames volunteered to serve as the second representative.
 - 4.1.7 Governance Committee has suggested a workshop be conducted to help board members better understand the process, identify where documents are found, the purpose thereof, etc., and to further encourage board members to use the monitoring worksheets.
 - 4.1.8 Upon further investigation and discussion, the Governance Committee has recommended that, at this time, no revisions be made to EL-10, Land Development.
- 4.2 Ownership Linkage Committee
The Ownership Linkage Committee meets on a quarterly basis. In the absence of Ownership Linkage Committee Chairperson, Nicole Sedlacek, Julie Robinson requested feedback on opportunities over the past month where board members were involved with owners.
- Several board members participated in the Gubernatorial Infrastructure Roundtable Meeting on April 27th.
 - The June 9th Board of Governors meeting will be held in South Sioux City. In conjunction with the board meeting, a roundtable discussion with area leaders and a tour of a local business will be scheduled.

5. MONITORING REPORT

- 5.1 EL-01, Treatment of Students
Preparation of the monitoring report has been a helpful and valuable exercise as we are reminded of our many compliance responsibilities and assuring that Northeast Community College is communicating the information to all students.
- 5.2 EL-02, Access to Education
High ratings throughout the report are reflective of Northeast’s dedication and support to students in meeting their academic goals.

6. CONSENT AGENDA

MOTION by Julie Robinson, **SECONDED** by Terry Nelson to approve the CONSENT AGENDA:

- 6.1 Approve Minutes of the April 14, 2022 Meeting.
 6.2 Acknowledge and accept the Monthly Financial Report for April 30, 2022 and claims paid in April 2022.

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

Voting No: None

Absent: Anderson and Sedlacek

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. COLLEGE REPORTS8.1 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.

9. ITEMS FOR DECISION

- 9.1 **MOTION** by Julie Robinson, **SECONDED** by Jeff Scherer to accept the findings of the program review for Welding and recommend continuance of the program moving forward. We recognize that the Welding program meets the average required CCPE thresholds over the last five years of 275 credit hours generated and credential awards of a minimum of 10 degrees/awards during the same period. The Welding program meets the mission and role of Northeast Community College and fills a vital industry workforce need.

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

Voting No: None

Absent: Anderson and Sedlacek

MOTION CARRIED

9.2 **MOTION** by Julie Robinson, **SECONDED** by Jeff Scherer to accept the findings of the program review for Machining and Manufacturing Automation and recommend continuance of the program moving forward. We recognize that the Machining and Manufacturing Automation program falls below the average required CCPE threshold over the last five years of 275 credit hours generated and fell just short of the credential awards requirement of 10 degrees/awards during the same period five-year average. However, the Machining, Manufacturing, and Automation program meets the role and mission of Northeast Community College and meets a unique and vital industry workforce need in our service region.

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

Voting No: None

Absent: Anderson and Sedlacek

9.3 **MOTION** by Julie Robinson, **SECONDED** by Carol Sibbel to accept the SECOND READING and **APPROVE** the **DELETION** of:

9.3.1 BP-5120, Transfer of Credit Policy.

9.3.2 BP-5130, Standards of Satisfactory Academic Progress.

9.3.3 BP-5140, Student Military Leave.

Language in the above referenced policies is housed within existing procedures.

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

Voting No: None

Absent: Anderson and Sedlacek

MOTION CARRIED

9.4 **MOTION** by Julie Robinson, **SECONDED** by Dirk Petersen to **APPROVE** the contract of Dr. Leah A. Barrett for 2022-2025.

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

Voting No: None

Absent: Anderson and Sedlacek

MOTION CARRIED

10. Board member birthdays for the month of May were acknowledged.

11. CLOSED SESSION

At 3:54 p.m., **MOTION** by Julie Robinson, **SECONDED** by Dirk Petersen, to enter into Closed Session for the purpose of discussing the potential purchase of real estate and to reconvene to the public meeting once business is discussed.

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

Voting No: None

Absent: Anderson and Sedlacek

MOTION CARRIED

Reconvened to the public meeting at 4:30 p.m.

12. BOARD of GOVERNORS Meeting Self-Evaluation.

13. ADJOURNMENT

At 4:31 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