



**Board of Governors
Northeast Community College Area
Minutes of Meeting
Thursday, September 8, 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 | Absent |
| 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, Vice President, Human Resources
Jim Curry, Director of Public Relations
Lindsay Spiegel, Director of Institutional Effectiveness
Diane Reikofski, Executive Assistant to the President
Pat Caveye, WJAG
Riley Tolan-Keig, *Norfolk Daily News*

1. PLEDGE OF ALLEGIANCE

Chairperson Julie Robinson convened the meeting at 12:12 p.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 Del Ames, to adopt the Agenda of the September 8, 2022 Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, September 2, 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 Student Services Report

3.1.1 Enrollment Report

Review was given to the Fall 2022 10th Day Enrollment Report which reflects a 3% increase in headcount and a 5% increase in credit hours compared to Fall 2021.

3.2 Technology Services Report

3.2.1 Technology Services strategic update

Strategic goals of the Technology Services division include focusing on the delivery of value, ongoing support for business projects, and optimizing operations through process maturity. Northeast will be moving from an on-premises systems management to cloud systems management, providing time to work on strategic initiatives and become more student focused.

3.2.2 Cybersecurity update

In Spring 2021, Berry Dunn was contracted to perform a third-party information security risk assessment for Northeast. Several projects from this security assessment have been completed or are currently in progress. Many of these items coincide with findings of the risk assessment and penetration testing and will be addressed in tandem with system improvements such as the Ellucian Cloud initiative. In addition, in Summer 2022, Campus Guard performed an external and internal test of our network. While the external network received high comments for being very security, there are minor internal network findings that will be remediated in the next six months. A re-test will be conducted to assure that the issues have been resolved. Both internal and external information security risk assessments will continue to be conducted on an on-going basis.

Nicole Sedlacek joined the meeting at 12:48 p.m.

4. Closed session for the purpose of discussing communication received regarding notice of claim of possible litigation

At 12:55 p.m., **MOTION** by Julie Robison, **SECONDED** by Steve Anderson, to enter into closed session for the purpose of discussing communication received regarding notice of claim of possible litigation and to reconvene to the public meeting once business is discussed.

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

Voting No: None

Absent: Nelson

MOTION CARRIED

Reconvened to the public meeting at 1:04 p.m.

5. Closed session for the purpose of discussing the potential purchase of real estate

At 1:04 p.m., **MOTION** by Julie Robison, **SECONDED** by Jeff Scherer, 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: Ellis, Petersen, Reigle, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, and Ellis

Voting No: None

Absent: Nelson

MOTION CARRIED

Reconvened to the public meeting at 2:07 p.m.

6. **BOARD EDUCATION AND INFORMATION**

6.1 Administrative Services Report

6.1.1 Monthly Financial Report and Paid Bills

Brief review of the Monthly Financial Statement. Detail was provided on the items of significance within the paid bills report.

6.1.2 Preliminary discussion of proposed general fund and capital fund

Additional review was given to budget projection data. A meeting will be held on September 27th to approve the 2022-2023 budget.

6.2 Development/External Relations Report

6.2.1 NCCA Report

6.2.1.1 NCCA 2022 Strategic Planning Workshop outcomes

At the end of May, the NCCA Board of Director held a strategic planning session which was facilitated by Courtney Wittstruck, NCCA Executive Director. Review was given to the group outcomes, including key community

college strategic initiatives identified for the next legislative agenda. In January, the NCCA Board of Directors will identify their posture (support, oppose, neutral) for each of the bills introduced during the legislative session.

6.2.1.2 Northeast representatives for NCCA

No discussion was held.

6.2.1.3 NCCA Annual Meeting participants

NCCA Annual Meeting will be held in Grand Island, November 6-7, 2022.

Annual awards program will be held Sunday evening. Board members are encouraged to stay the night and participate in the board member and president workshop that will be conducted Monday. Information has been distributed and board members encouraged to contact Diane Reikofski with their attendance plans.

6.2.2 ACCT Report

Carrie Warick-Smith, Vice President, Public Policy for ACCT will be in Nebraska next week and will tour Northeast Community College. Carrie leads the efforts for writing the language to access dollars in the farm bill.

PTK student, Kaitlyn Pongratz, from O'Neill, was named the 2022 New Century Workforce Scholar through PTK. Kaitlyn will be recognized during the ACCT Leadership Congress being held in New York in October.

6.2.3 Alumni Hall of Success, Distinguished Service, and Nebraska Community College Association (NCCA) Distinguished Alumni Awards

Review was given to the recipients of the above-referenced awards. Names of the awardees will remain confidential until the recipients have been properly notified. The award will be presented during Northeast's Achievement Awards Ceremony on November 10, 2022. The NCCA Distinguished Alumni recipient will also be recognized during the NCCA annual meeting awards ceremony in early November.

6.2.4 President's update

- A multitude of networking and community engagement activities have been held in which the President and other administrators have been involved.
- President Barrett shared a mission moment story of the respect displayed by some of Northeast's student athletes during a recent Norfolk junior high football game.
- Student athletes also shared their perspectives with the Norfolk City Council demonstrating leadership and a great representation of Northeast Community College.
- Renewed support for the Nebraska Math Readiness Project. Amber Ginter has been hired as the NMRP Regional Coordinator.
- Represented community colleges' general fund request at this morning's meeting of the Nebraska Coordinating Commission for Postsecondary Education.

6.2.4.1 NSWERS Interlocal Agreement

Review given to the changes in the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) Interlocal Agreement. The Agreement will be considered for approval later this afternoon.

7. COMMITTEE REPORTS

7.1 Governance Committee

- The Governance Committee met via Zoom on August 31st.
- A crosswalk spreadsheet has been created to reflect where deleted policies are covered in either a new policy (EL, GP, or BPD) or an administrative procedure. This crosswalk will be available for reference within the Teams site.
- BP-6520, Payroll Deduction. Recommended for deletion. Addressed through a new procedure, AP-6591.2, Charitable Organization Payroll Deduction.
- BP-7020, Voluntary Separation Program. Recommended for deletion. This policy is addressed through existing procedure.
- BP-7222, Work Week. Recommended for deletion. Addressed through a new procedure that incorporates content from BP-7242 and BP-7222.
- BP-7242, Staff Load (Other Than Faculty). Recommended for deletion. Addressed through new procedure that incorporates content from BP-7242 and BP-7222.
- BP-7325, Employment Probation. TABLED.
- BP-7327, Suspension, Demotion, Termination for Cause. Recommended for deletion. Content is being incorporated into a new procedure.

7.2 Ownership Linkage Committee

7.2.1 KBR meeting on September 6th

Board members Nicole Sedlacek, Del Ames, Jeff Scherer, Carol Sibbel, and Pat Wojcik, along with Dr. Leah Barrett and other Northeast staff, met with constituents in the Keya Paha, Brown, and Rock Counties on Tuesday evening in Ainsworth. Dr. Barrett provided an outstanding presentation which created good dialogue and conversations. Attendees expressed appreciation for the efforts that have taken place in their counties over the past few years. Request was made for assistance with grant writing efforts and also acknowledged that CTE programs would be huge in their area. Constituents were cordial and engaged in good discussion. They also shared concerns and pains that they are facing in their counties which are not different than many other rural counties. Ainsworth Public Schools administrators were in attendance, and they are on board with getting teachers involved with providing dual credit courses. Appreciation was extended for the work that Sonny Corkle has done with regard to dual credit efforts with Rock County Schools. Overall, constituents were appreciative to the board members and the president for meeting with them and providing the opportunity to speak with them.

8. MONITORING REPORT

- 8.1 E-00, Ends. Because of the length of the report, time will be set aside at a future retreat for a deeper dive into the report.

- 8.2 EL-08, Communication and Support to the Board. Noted that some board members are struggling with Teams. Efforts are taking place to mediate the challenges that are being realized by members.

9. CONSENT AGENDA

MOTION by Donovan Ellis, **SECONDED** by Nicole Sedlacek to approve the CONSENT AGENDA:

- 9.1 Approve Minutes of the August 11, 2022 Meeting.
 9.2 Acknowledge and accept the Monthly Financial Report for August 31, 2022 and claims paid in August 2022.

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

Voting No: None

Absent: Nelson

MOTION CARRIED

10. PUBLIC COMMENT

Chairperson Robinson noted that a copy of the Open Meetings Law is posted on the table at the back of the meeting room. No constituents were in attendance to address the board with a public comment.

11. COLLEGE REPORTS

11.1 Student Leadership Association (SLA) Report

- Membership of the Student Leadership Association has increased from four members last year to 14 members this year.
- All student leadership groups recently participated in the Student Leadership Development Series (SLDS).
- Great attendance was realized at the “Cheers to Leadership” Root Beer Kegger.
- Constitution Day will be celebrated on September 15th. A fact or fiction session about the U.S. Constitution will be conducted.
- SLA Retreat will be held September 30-October 2nd in Crofton. During their retreat they will identify their signature project for the year.
- Frisbee golf course has been completed and SLA is working to schedule a tournament.
- SLA will place Quick Response (QR) codes across campus so that all students have an opportunity to have their voice heard.

11.2 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 or in today’s Teams site.

12. ITEMS FOR DECISION

12.1 Northeast was recently awarded the Rural Business Development Grant to provide a simulator, curriculum materials, and faculty costs. The goal is to train 100 people by the end of summer 2023.

MOTION by Dirk Petersen, **SECONDED** by Pat Wojcik to approve the Resolution of the Northeast Community College Board of Governors of Acceptance and Approval of a \$77,285.00 Rural Business Development Grant from Rural Development.

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

Voting No: None

Absent: Nelson and Reigle

MOTION CARRIED

12.2 **MOTION** by Dirk Petersen, **SECONDED** by Carol Sibbel to accept the **SECOND READING** and **APPROVE** revisions to:

EL-02, Access to Education

EL-06, Asset Protection

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

Voting No: None

Absent: Nelson

MOTION CARRIED

12.3 **MOTION** by Donovan Ellis, **SECONDED** by Pat Wojcik to accept the **SECOND READING** and **APPROVE** the **DELETION** of:

BP-3050, Fraud and Whistleblower Policy

BP-3060, Recognition Policy

BP-3231, Communicable Diseases Policy

BP-3235, Tobacco and Alternative Nicotine Products Use Policy

BP-3237, Alcohol and Controlled Substance Testing for Commercial Driver's License Policy

BP-3260, Child Abuse or Neglect Policy

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

Voting No: None

Absent: Nelson

MOTION CARRIED

12.4 **FIRST READING** for the DELETION of:
 BP-6520, Payroll Deduction
 BP-7020, Voluntary Separation Program
 BP-7222, Work Week
 BP-7242, Staff Load (Other Than Faculty)
 BP-7327, Suspension, Demotion, Termination for Cause

12.5 **MOTION** by Jeff Scherer, **SECONDED** by Carol Sibbel to **APPROVE** the NSWERS Interlocal Agreement.

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

Voting No: None

Absent: Nelson

MOTION CARRIED

13. **OTHER**

Staff member birthday for the month of September was acknowledged.

Reminder that the budget hearing will be held on September 27th at 5:00 p.m.

14. **BOARD of GOVERNORS Meeting Self-Evaluation.**

15. **ADJOURNMENT**

At 4:51 p.m., with no further business to discuss, Julie Robinson MOVED to **ADJOURN. 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