



Board of Governors  
Northeast Community College Area  
Minutes of Regular Meeting  
Thursday, January 12, 2023

**ATTENDANCE**

**BOARD OF GOVERNORS**

Julie Robinson, Chairperson .....	Absent
Jeffrey Scherer, Vice-Chairperson.....	Present
Donovan Ellis, Secretary .....	Present
Del Ames .....	Present
Steve Anderson .....	Present
Dr. Terry Nelson .....	Present
Dirk Petersen.....	Present
Jeanne Reigle .....	Absent
Nicole Sedlacek .....	Present
Carol Sibbel .....	Absent
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
- Michela Keeler-Strom, Dean of Academic Outreach
- Pat Caveye, WJAG
- Amber Fehrs, *Norfolk Daily News*
- Lucas Ransen, Student Leadership Association representative

**1. PLEDGE OF ALLEGIANCE**

Vice-Chairperson Jeff Scherer convened the meeting at 9:06 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 Pat Wojcik, to adopt the Agenda of the January 12, 2023 Regular Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Friday, January 6, 2023.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

## 3. **OPEN MEETINGS ACT**

Vice-Chairperson Scherer noted that a copy of the Nebraska Open Meetings Act is posted on the table at the back of the meeting room, along with a copy of the January 12th Board of Governors Meeting agenda and all printable supporting documents.

## 4. **OATH of OFFICE**

Scott Gray, Vice President, Administrative Services and General Counsel, administered the Oath of Office to Northeast Community College Area Board of Governors members elected in November 2022 as follows:

Del Ames, District I

Steve Anderson, District III

Terry F. Nelson District IV

## 5. **BOARD EDUCATION AND INFORMATION**

### 5.1 Administrative Services Report

#### 5.1.1 Monthly Financial Report and Paid Bills

Review of Monthly Financial Report reflects an increase in fund balances related to receipt of state aid, tuition, and fees. Increase in the auxiliary account is related to receipt of housing and meal plan payments.

Items of significance within the paid bills report include payments for renovations to the Lifelong Learning Center, purchase of replacement vehicles in the transportation center, and purchase of a simulator.

#### 5.1.2 Dual Enrollment proposal

Discussion has occurred over the last few months about offering dual enrollment at no cost to high school students. Providing no cost dual enrollment is an investment in our region, aligns with Northeast's mission, vision, values, and strategic priorities, and intersects with Nebraska community colleges' legislative purpose.

Dual credit revenue and expense projections and the use of ARPA (American Rescue Plan Act) funds to pay for dual credit was reviewed. A proposal is being made to the Nebraska Legislature advocating for a 1% allocation from state aid for dual enrollment that would be used to pay for dual enrollment courses.

Northeast has made significant strides with offering dual enrollment courses to high schools. Time and effort has been focused on providing dual enrollment in certain areas of our service area and Northeast now would like to focus dual enrollment efforts to areas where generational poverty exists and to increase the college going mindset.

Northeast will obtain feedback on the successes learned from providing dual credit courses and apply these successes to bolster dual credit enrollment and make a positive impact on lower-income students. No cost dual credit enrollment will aid in building a college going culture.

Members of the Ownership Linkage Committee spoke about the value of being able to share with constituents that no cost dual enrollment is another opportunity for Northeast to serve the region and provide everyday life skills.

Board members were supportive of the proposal to provide no cost dual enrollment beginning in Fall 2023.

5.1.3 College auditor

Northeast went through a competitive bidding process and received a proposal from Dana F. Cole & Company LLP to perform the financial, enrollment, and financial aid audits. Board members indicated their support to appoint Dana F. Cole and Company, LLP as the College auditor for year end June 30, 2023, 2024, 2025, 2026, and 2027 and accept the fees as outlined in supporting documentation.

5.1.4 Construction update:

- Lifelong Learning Center renovations project is on schedule.
- Maclay Building project is in the drawing stage. Preliminary relocation of class schedule is being developed.
- Property for the Northeast Nebraska Innovation Studio has been purchased. The programming and design/development project team is being established.
- South Sioux City-Phase I: CDL Building/Driving Range-Welding Building Addition is in the design/development stage.
- The project team is currently being identified for the South Sioux City-Phase II: Workforce Training Building.

5.2 Development/External Relations Report

5.2.1 Higher Learning Commission (HLC) update: Criterion 2

Over the next several months, information will be provided to help board members prepare for the comprehensive accreditation visit that will occur October 23-24, 2023.

### Criterion 2-Integrity: Ethical and Responsible Conduct

Information and examples were provided of how Northeast operates with integrity demonstrated through board policies, administrative processes and procedures, academics, financial controls, autonomy in decision making, etc.

At 11:41 a.m., Vice-Chairperson Scherer declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Veterinary Technician program joined the Board of Governors and administration for lunch.

Vice-Chairperson Scherer declared the meeting in session at 12:32 p.m.

#### 5.2.2 NCCA Report

NCCA Board of Directors quarterly meeting will be held on Friday, January 20<sup>th</sup>, with discussion focused on the legislative session and reviewing introduced bills and taking a posture on each.

This is the 50<sup>th</sup> anniversary of the community college system in Nebraska. There will be a display about community colleges at the State Capitol in April.

NCCA Legislative Day is scheduled for February 22, 2023.

##### 5.2.2.1 NCCA Board of Directors representatives

Del Ames expressed interest in representing Northeast as a member of the NCCA Board of Directors, along with Nicole Sedlacek. Northeast is structured to select two members as NCCA Board representatives, with the remainder of the board serving as alternates. Should Del or Nicole not be available to attend a NCCA board meeting, another board member would be able to attend and have voting rights in the meeting. NCCA Board of Directors representatives will be considered for approval later in today's meeting.

Participation in the NCCA Board of Directors meeting broadens your statewide perspective. Steve Anderson extended his appreciation to Del Ames for agreeing to serve on the NCCA Board.

#### 5.2.3 ACCT Report

Board members, Steve Anderson, Jeanne Reigle, and Pat Wojcik are registered to attend the Community College National Legislative Summit (NLS) in Washington, DC in early February. Dr. Leah Barrett and Dr. Tracy Kruse will conduct a Zoom meeting with NLS attendees to brief them on the schedule for the conference. Dr. Kruse's office is working to schedule meetings with senators and congressmen being very strategic in planning so that contact can be made with all Nebraska representatives.

#### 5.2.4 enVision Annual Report

Review was given to the 2021-2022 enVision Annual Report. The Annual Report is a tool used to recap the work that has occurred throughout the academic year as well as a promotional tool.

Strategic measurements are included within the Annual Report and are used as benchmarks for the institution. In a continuous quality improvement environment, we continue to review processes to determine if there is a better way to meet our strategic goals.

Because much of the data included in the Annual Report is also included in the Ends Report, consideration will be given to aligning the two reports to create a better reflection of our processes and the reporting that we do.

#### 5.2.5 President's Update

The last day for legislative bill introduction is January 18<sup>th</sup>. The NCCA Board of Directors will review the bills on January 20<sup>th</sup> and take a position on each of support, oppose, or remain neutral. Hoping that a bill is being worked on and be introduced to match Perkins's funding for career and technical education.

All-College In-service was held on January 5<sup>th</sup>. Aaron Davis served as the motivational speaker and also spent time with Resident Assistants (RA's) and athletes. Mr. Davis shared a powerful positive message.

C2A3 is now in 33 states and 130 institutions and work continues as we try to advocate for funds through the Farm Bill.

### 5.3 Student Services Report

#### 5.3.1 Annual Enrollment Report

Fall enrollment 2022 is up compared to a year ago. Spring enrollment 2023 currently reflects an increase over Spring 2022 numbers. Official Spring enrollment is based on 10<sup>th</sup> day enrollment numbers and will be reported at the February meeting. Early College enrollment numbers are also positive compared to Spring 2022.

## 6. **PUBLIC COMMENT on Board Education and Information**

Vice-Chairperson Scherer advised that individuals commenting on Board Education and Information items are allowed three minutes each.

No constituents were in attendance to address the board with a public comment.

## 7. **COMMITTEE REPORTS**

### 7.1 Ownership Linkage Committee

Ownership Linkage Committee met last week to continue to identify opportunities to meet with constituents, including:

- April 13, 2023 – Board of Governors meeting will be conducted in O'Neill. Prior to the board meeting, a meeting will be conducted with constituents similar to what was done in the Keya Paha, Brown, Rock (KBR) region in November.

- June 2023 – Meeting will be scheduled to meet with constituents from Garfield and Wheeler counties.
- Program reviews will be held over the next several months and students from respective programs will be invited to join board members for lunch and discussion.
- Steve Anderson, Jeanne Reigle, and Pat Wojcik will attend the Community College National Legislative Summit in Washington, DC in early February.
- Del Ames and Dirk Petersen are registered to attend the Higher Learning Commission Annual Meeting in late March.
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## 7.2 Governance Committee

7.2.1 Annual Conflict of Interest forms were completed and submitted.

7.2.2 Content Review of EL-00, General Executive Constraint, with no revisions recommended by the Governance Committee. EL-00 serves as an overarching report, with all other monitoring reports providing the evidence. EL-00 could be considered a ‘catch all’ to fall back on if some type of violation or unethical activity wasn’t covered in another monitoring report. Discussion included consideration to eliminate EL-00, but it was pointed out that if we have a policy, we need to have a monitoring report.

EL-00, General Executive Constraint, will go back to the Governance Committee for further discussion.

7.2.3 Content Review of EL-05, Financial Conditions and Activities, with no revisions recommended.

7.2.4 Content Review of EL-06, Asset Protection. Recommended revision to incorporate language from BP-6175 related to the College accepting gifts through the Northeast Community College Foundation in accordance with Foundation Gift Acceptance Procedures. EL-06 will be on the February agenda for first reading consideration.

7.2.5 Second reading of GP-12, Board Linkage with Ownership. Revision includes reducing the Ownership Linkage plan from a four-year to a two-year plan.

7.2.6 In depth discussion was held regarding the election of board officers. During last month’s election of officers, it was noted that the board was not in alignment with the current policy. State statute states that election of officers must occur on an annual basis; it does not govern how we elect officers.

Other considerations brought forth during discussion included not making the policy restrictive by trying to create a policy for future boards. A redline version of revisions to the policy are available in today’s Teams site and can be used as a starting place. Further discussion will be held by the Governance Committee and recommended revisions to GP-14, Special Rules of Order will be brought forth for consideration in February.

## 8. **MONITORING REPORT**

8.1 EL-06, Asset Protection. Accepted as presented. Discussion held regarding a vacant position that currently exists for an emergency management position. In an effort to mitigate risk, a group session was held recently to talk through scenarios, discuss

emergency response and crisis management, and to identify individuals who would be responsible in the interim.

8.2 EL-05, Financial Conditions and Activities. Accepted as presented.

8.3 EL-00, General Executive Constraint. Accepted as presented.

8.4 EL-03, Treatment of Employees. Accepted as presented.

## 9. PUBLIC COMMENT on Committee or Monitoring Reports

Vice-Chairperson Scherer advised that individuals commenting on Committee or Monitoring Reports are allowed three minutes each.

No constituents were in attendance to address the board with a public comment.

## 10. CLOSED SESSION

At 3:15 p.m., **MOTION** by Pat Wojcik, **SECONDED** by Donovan Ellis, to enter into Closed Session for the purpose of discussing the status of collective bargaining and to reconvene to the public meeting once business is discussed.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

Reconvened to the public meeting at 4:31 p.m.

## 11. CONSENT AGENDA

**MOTION** by Del Ames, **SECONDED** by Dirk Petersen to approve the Consent Agenda as follows:

11.1 Minutes of the December 8, 2022 Regular Meeting

11.2 Monthly Financial Report for December 31, 2022 and claims paid in December 2022.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

## 12. COLLEGE REPORTS

### 12.1 Student Leadership Association (SLA) Report

Lucas Ransen, SLA representative, reported that SLA will conduct their first meeting of the semester next week. SLA is working on a QR code survey that includes different questions, e.g., what is your favorite thing about Northeast, what do you want to see happen on campus, etc. They are considering a drawing for students that take time to participate in the survey.

Consideration is being given to making Valentine’s Day blankets for veterans. Two elementary classrooms at Bel Air Elementary School will be drawing pictures to also be given to the veterans.

Planning is just beginning for a fun run to be held this spring. Other activities being considered for the spring semester include an Easter egg hunt and a recruitment event to recruit new SLA members.

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 or in today’s Teams site.

13. **PUBLIC COMMENT on Items for Decision**

Vice-Chairperson Scherer advised that individuals commenting on Items for Decision are allowed three minutes each.

No constituents were in attendance to address the board with a public comment.

14. **ITEMS FOR DECISION**

14.1 **MOTION** by Del Ames, **SECONDED** by Nicole Sedlacek to APPROVE no cost dual enrollment courses beginning in Fall 2023.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

14.2 **MOTION** by Steve Anderson, **SECONDED** by Terry Nelson to APPROVE Del Ames and Nicole Sedlacek as NCCA Board of Directors representatives, with the remainder of the board serving as alternates.

**Voting Yes:** Petersen, Scherer, Sedlacek, Wojcik, Anderson, Ellis, and Nelson

**Voting No:** None

**Abstain:** Ames

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**



14.3 **MOTION** by Del Ames, **SECONDED** by Dirk Petersen to APPROVE Dana F. Cole and Company, LLP as the College auditor for year end June 30, 2023, 2024, 2025, 2026, and 2027 and accept the fee schedule.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

14.4 **MOTION** by Jeff Scherer to ACCEPT the SECOND READING and APPROVE revisions to GP-12, Board Linkage with Ownership. Nicole Sedlacek **SECONDED** the motion.

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

**Voting No:** None

**Absent:** Reigle, Robinson, and Sibbel

**MOTION CARRIED**

#### 15. OTHER

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

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

#### 17. ADJOURNMENT

At 4:58 p.m., there being no further business to discuss, Jeff Scherer MOVED to **ADJOURN** the meeting. **UNANIMOUSLY PASSED BY VOICE VOTE.**

*Minutes prepared by Diane Reikofski, Recording Secretary.*

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Jeff Scherer, Vice-Chairperson  
Northeast Board of Governors

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Donovan Ellis, Secretary  
Northeast Board of Governors