



Board of Governors  
Northeast Community College Area  
Minutes of Regular Meeting  
Tuesday, February 14, 2023

**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. Charlene Widener, Vice President, Educational Services
- 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
- Stacey Aldag, Math Instructor
- Faye Kilday, Dean, Center for Teaching and Learning
- Cara Hoehne, Business Instructor
- Sara Barritt, Accounting/Business Instructor
- Karen Spray, Business Instructor
- Stacy Anderson, Business Instructor
- Lori McClaren, Business Instructor-SSC
- Dr. Wade Herley, Dean, Business and Humanities
- Pat Caveye, WJAG
- Amber Fehrs, *Norfolk Daily News*

**1. PLEDGE OF ALLEGIANCE**

The meeting was convened at 8:49 a.m. by Chairperson Robinson who then led the assembly in pledging their allegiance to the flag of the United States of America.

**2. ADOPT AGENDA**

**MOTION** by Del Ames, **SECONDED** by Donovan Ellis, to adopt the Agenda of the February 14, 2023 Regular Meeting. Official Notice of the meeting was posted on the Northeast Community College website and published in the *Norfolk Daily News* on Wednesday, February 8, 2023.

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

**Voting No:** None

**Absent:** Nelson and Scherer

**MOTION CARRIED**

**3. OPEN MEETINGS ACT**

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 February 14th Board of Governors Meeting agenda and all printable supporting documents.

4. Dr. Charlene Widener, Vice President, Educational Services, was introduced to the Board of Governors.

**5. 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:

Carol Sibbel, District II

Julie Robinson, District V

**6. Higher Learning Commission (HLC) Update: Criterion 3**

As part of the preparation for the comprehensive accreditation visit that will occur October 23-24, 2023, information and examples were provided on Teaching and Learning: Quality, Resources, and Support. The institution provides quality education, wherever and however its offerings are delivered. Faculty recognize that student success is Northeast's priority.

Terry Nelson arrived at 9:24 a.m.

**7. CLOSED SESSION**

At 9:31 a.m., **MOTION** by Pat Wojcik, **SECONDED** by Nicole Sedlacek, to enter into Closed Session for the purpose of discussing communication received regarding possible litigation and to reconvene to the public meeting once business is discussed.

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

**Voting No:** None

**Absent:** Scherer

**MOTION CARRIED**

Reconvened to the public meeting at 9:38 a.m.

**8. BOARD EDUCATION AND INFORMATION****8.1 Administrative Services Report****8.1.1 Monthly Financial Report and Paid Bills**

Review was given to the financial report for the period ending January 31, 2023, along with items of significance within the paid bills report.

8.1.1.1 Review given to the general fund budget vs. actual expenses as of January 31, 2023.

**8.1.2 Maclay replacement building project**

The proposed Maclay building project addresses the concerns of the building. The Master Facilities Plan that was completed in 2017 identified the Maclay Building as one of the lowest rated buildings (structurally, mechanically, etc.) on campus. Following in-depth studies of the existing structure it was determined that a complete demolition and replacement of the building on the existing site location would be the best utilization of college resources. The project will be financed from the College's capital fund budget.

The improved efficiency of a new Maclay Building will allow more programs to be located in the building. Academic programs to be housed in the Maclay Building include accounting, administrative professional, business, English, and Health Information Management Systems. It will also house Academic Outreach, Adult Education, Center for Teaching and Learning, the administrative offices of the Educational Services Division, and workforce development.

The Maclay Building will be a general classroom facility. Standards are being included in the facility to allow any faculty member to use any of the classrooms for instruction.

Interior renovation of the former Library/Resource Center will make it possible for specialized arts programs, e.g., digital media, graphic design, and visual arts programs which will relocate from their current spaces in the Maclay and Weller Buildings.

Demolition of the Maclay Building is schedule to begin in late summer 2023, with classes beginning in the new building in January 2025. The former Library/Resource Center remodel is scheduled to begin in November 2024, with completion in May 2025.

- 8.1.3 South Sioux City workforce development expansion project-Phase I  
Construction of a commercial driver’s license (CDL) truck driving training facility and an adjacent truck driving range will be located just west of the main extended campus building at 1001 College Way, South Sioux City, NE. The CDL training facility will include two classrooms, a simulator room, instructor offices, drive-thru access, and an outdoor shelter for storing and charging. The CDL driving range will provide adequate space for instruction of all required maneuvers to obtain CDL certification. An addition to its existing Industrial Training building will support an expanded area for 20 welding booths and provide space for improved student supervision and safety.

This project will allow Northeast to meet increased employer requests for workers with the specialized skills of truck driving and welding to fill vacant positions and foster business growth in the region.

Funding for the SSC project will come from American Rescue Plan Act (ARPA) funds, other federal grant funds, and donations through fundraising efforts.

- 8.1.4 Ta-Ha-Zouka changing facility project  
Initial discussions were held regarding a possible collaborative project between the City of Norfolk, Norfolk Public Schools, and Northeast Community College to pay for improvements to the softball facilities at Ta-Ha-Zouka Park. Northeast’s softball program utilizes the softball fields at Ta-Ha-Zouka for practice and competition. The proposed agreement suggests each entity would pay for one third of the cost for improvements to the softball facilities (not to exceed \$400,000) and up to 50% of the operational costs based upon actual usage.

Continued discussions will be held regarding the impact of the Ta-Ha-Zouka changing facility project along with the Master Facility and Site Plan of the College.

- 8.1.5 Northeast Community College received \$121,560.59 insurance settlement for flood damage to Simon Hall.
- 8.1.6 Release and Settlement Agreement in the amount of \$65,000 regarding an incident in the Utility Line program.

## 8.2 Educational Services Report

- 8.2.1 A comprehensive review of the Accounting, Business, and Business Administration programs at Northeast Community College was provided. Charts summarizing the findings were reviewed, providing a basis for recommendation for board action.

Jeff Scherer arrived at 12:22 p.m.

**At 12:36 p.m., Chairperson Robinson declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Accounting,**

**Business, and Business Administration programs joined the Board of Governors and administration for lunch.**

**Chairperson Robinson declared the Board in session at 1:33 p.m.**

8.3 Development/External Relations Report

8.3.1 ACCT Report

Board members, Steve Anderson, Jeanne Reigle, and Pat Wojcik spoke to the value of their experiences through their attendance and participation in the Community College National Legislative Summit. The new trustee workshop was also excellent. It was helpful for board members to hear how other colleges work and recognized that Northeast's Board of Governors has a good working relationship between the board and the president. The Pell Grant continues to be a topic of interest.

8.3.2 C2A3 update

The work that Northeast Community College has done with C2A3 in advocating for community colleges, along with the relationships with the Natural Resources Conservation Service (NRCS) and the Natural Resource Districts (NRD) has been valuable. There is support in the House of Representatives to authorize community colleges to receive funding through the Farm Bill. Work continues with elected officials to assure that the bill is introduced in a bipartisan way.

Tracy Kruse and some students will travel to Washington, DC next week. Dr. Kruse was able to get community college students the opportunity to participate in a two-day workshop around United States Department of Agriculture (USDA) funding and grants. Nebraska Farm Bureau will also be in Washington next week advocating for inclusion of community colleges in the Farm Bill.

On January 10<sup>th</sup>, 32 states and 120 institutions were signed on with the Community College Alliance for Agriculture Advancement (C2A3). As of today, 160 institutions in 40 states are now members of C2A3.

8.3.3 Legislative update

Work continues to inform elected officials regarding LB783.

8.3.3.1 NCCA Report

NCCA Board of Directors met on January 20<sup>th</sup>. Del Ames now serves in an officer role. Courtney Wittstruck did an excellent job in presenting the bills of interest to community colleges and guiding the board in taking a stance on each bill.

8.3.4 President's Update

- Northeast Community College's 50th anniversary will officially kick off on July 1, 2023.
- Northeast's former Ag Business instructor and Associate Dean, Hillary Maricle, was recently named deputy director at the Nebraska Department of Agriculture.
- Dr. Barrett recently met with Leadership Dakota County and spoke about workforce opportunities.
- Recent meetings have been held with Omaha foundations that have been very supportive in the past.

- February 21<sup>st</sup> is Northeast Nebraska Chamber Day at the Capitol.
- February 22<sup>nd</sup> is NCCA Day at the Capitol.
- Nebraska Manufacturing Advisory Council will be held on February 23<sup>rd</sup> in Lincoln.

#### 8.3.5 Quarterly Foundation Board of Directors update

- Meeting was held on January 24, 2023. An annual financial presentation was provided along with an overview of the investment philosophy, the diversification of the Foundation's current portfolio, and a recap of the 2022 performance.
- Foundation Board approved a 4% payout rate for scholarships and the Student Success Endowment for 2023-2024. A 1% administrative fee was approved for all endowments with the exclusion of the College of Nursing endowment fund and others as directed by donors.
- The Board of Governors and Foundation Board of Directors are currently at approximately 50% combined giving.
- Scholarship luncheon is scheduled for April 4, 2023. Board members are encouraged to attend this inspirational event.

#### 8.4 Student Services Report

##### 8.4.1 Spring Enrollment Report

Spring 2023 enrollment reflects a 3.1% increase in headcount and 2.7% increase in credit hours compared to Spring 2022.

#### 8.5 Technology Services Report

##### 8.5.1 Technology Strategy update

Key modernization initiatives are underway and progressing effectively.

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

Chairperson Robinson 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.

### 10. **COMMITTEE REPORTS**

#### 10.1 Governance Committee

- 10.1.1 Content Review of GP-02, Board Job Contributions, with no revisions recommended by the Governance Committee.
- 10.1.2 Content Review of GP-03, Board Planning and Agenda Control, with no revisions recommended by the Governance Committee.
- 10.1.3 Content Review of EL-03, Treatment of Employees, with no revisions recommended by the Governance Committee. The Board Retreat is scheduled for March 16<sup>th</sup> and EL-03 will be a good opportunity for additional discussion of this policy.
- 10.1.4 Content Review of EL-00, General Executive Constraint, with recommendation from the Governance Committee that the policy remain in place as it states the president will follow all laws and is ethical. In addition, the Governance Committee is recommending that a monitoring report be required for this

- policy. The monitoring report would refer to other monitoring reports as evidence.
- 10.1.5 Board Self-Evaluation (BSE): GP-02, Board Job Contributions is available in today's Teams site.
  - 10.1.6 Board Self-Evaluation (BSE): GP-03, Board Planning and Agenda Control is available in today's Teams site. Suggested by the Governance Committee that further discussion on items 1.1 and 1.3 be held during the March Board Retreat.
  - 10.1.7 First reading for the deletion of BP-3610, Grants Development, Management, and Compliance Policy. Contents of this policy are included in AP-3610.1 and EL-05, #8.
  - 10.1.8 First reading for the deletion of BP-5220, Standards of Student Conduct. Contents are included in AP-5221.0 and EL-01, #6.
  - 10.1.9 First reading for the deletion of BP-5225, Law Violations. Contents of this policy are included in the Student Code of Conduct as well as EL-01, #6.
  - 10.1.10 First reading for the deletion of BP-6150, Local Government and Miscellaneous Expenditures Act Policy. Contents of the policy are included in AP-6150.0, EL-05, #10, and GP-17.
  - 10.1.11 First reading for the deletion of BP-6170, Fundraising. Contents of this policy are included in AP-6170.0 and EL-05, #8, #9, and #10.
  - 10.1.12 First reading for the deletion of BP-6175, Gift Acceptance. Contents of this policy are included in the Foundation Gift Acceptance Procedures and EL-06, #13.2.
  - 10.1.13 First reading of revisions to EL-06, Asset Protection. Revision recommended to 13.2 of the policy.
  - 10.1.14 First reading of revisions to GP-14, Special Rules of Order. Two options for proposed revisions to the policy were provided. Version 1 eliminates the succession language and version 2 keeps the succession language intact. Merits of the two versions were contemplated.
- 10.2 Ownership Linkage Committee
- 10.2.1 Review of the 2023 board meeting schedule was TABLED for discussion during the March Board Retreat.

## 11. MONITORING REPORT

- 11.1 EL-07, Compensation and Benefits  
The institution has contracted with a third-party consultant for a compensation study to assure that employees are paid closer to market values. This process has proven to be more rigorous than initially anticipated.

## 12. PUBLIC COMMENT on Committee or Monitoring Reports

Chairperson Robinson 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.

**13. CLOSED SESSION**

At 3:37 p.m., **MOTION** by Pat Wojcik, **SECONDED** by Jeanne Reigle, to enter into Closed Session for the purpose of discussing the potential purchase of property and to reconvene to the public meeting once business is discussed.

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

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

Reconvened to the public meeting at 3:42 p.m.

**14. CLOSED SESSION**

At 3:43 p.m., **MOTION** by Jeff Scherer, **SECONDED** by Nicole Sedlacek 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:** Nelson, Petersen, Reigle, Robinson, Scherer, Sedlacek, Sibbel, Wojcik, Ames, Anderson, and Ellis

**Voting No:** None

**Absent:** None

**MOTION CARRIED**

Dirk Petersen departed the meeting at 3:50 p.m.

Reconvened to the public meeting at 4:29 p.m.

**15. CONSENT AGENDA**

**MOTION** by Del Ames, **SECONDED** by Carol Sibbel to approve the Consent Agenda as follows:

15.1 Minutes of the January 12, 2023 Regular Meeting.

15.2 Monthly Financial Report for January 31, 2023 and claims paid in January 2023.

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

**Voting No:** None

**Abstain:** Reigle and Sibbel

**Absent:** Petersen

**MOTION CARRIED**

**16. COLLEGE REPORTS**

16.1 Student Leadership Association (SLA) Report  
None.



16.2 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 today's Teams site.

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

Chairperson Robinson 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.

18. **ITEMS FOR DECISION**

18.1 **MOTION** by Donovan Ellis, **SECONDED** by Del Ames to APPROVE the Maclay replacement building project.

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

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

18.2 **MOTION** by Nicole Sedlacek, **SECONDED** by Pat Wojcik to APPROVE the South Sioux City workforce development building project-Phase I.

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

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

18.3 **MOTION** by Steve Anderson, **SECONDED** by Jeanne Reigle to APPROVE the continuation of the Accounting, Business, and Business Administration programs at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

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

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

- 18.4 **FIRST READING** for the **DELETION** of the following:
- BP-3610, Grants Development, Management, and Compliance Policy
  - BP-5220, Standards of Student Conduct
  - BP-5225, Law Violations
  - BP-6150, Local Government and Miscellaneous Expenditures Act Policy
  - BP-6170, Fundraising
  - BP-6175, Gift Acceptance

18.5 **FIRST READING** of REVISIONS to EL-06, Asset Protection.

18.6 **MOTION** by Nicole Sedlacek, **SECONDED** by Carol Sibbel to accept the Version 1 language REVISIONS to GP-14, Special Rules of Order for FIRST READING.

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

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

18.7 **MOTION** by Jeff Scherer, **SECONDED** by Jeanne Reigle to APPROVE the Faculty Association Negotiated Agreement for the 2023-2024 contract year.

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

**Voting No:** None

**Absent:** Petersen

**MOTION CARRIED**

19. **OTHER**

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

20. BOARD of GOVERNORS Meeting Self-Evaluation.

21. **ADJOURNMENT**

At 4:50 p.m., there being no further business to discuss, it was **UNANIMOUSLY PASSED BY VOICE VOTE** to **ADJOURN** the meeting.

*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