



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Tuesday, March 7, 2023

ATTENDANCE

BOARD OF GOVERNORS

Julie Robinson, Chairperson	Present
Jeffrey Scherer, Vice-Chairperson.....	Absent-Excused
Donovan Ellis, Secretary	Present
Del Ames	Present
Steve Anderson	Present
Dr. Terry Nelson	Absent-Excused
Dirk Petersen.....	Present
Jeanne Reigle	Absent-Excused
Nicole Sedlacek	Present
Carol Sibbel	Present
Pat Wojcik.....	Absent-Excused

OTHERS PRESENT

- Dr. Leah A. Barrett, President
- Dr. Tracy Kruse, Vice President, Development and External Affairs
- Paul Feilmeier, Vice President, Technology 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
- Faye Kilday, Dean, Center for Teaching and Learning
- Shanelle Grudzinski, Dean, Applied Technology
- Brad Ranslem, Associate Dean, Applied Technology
- Michael Holcomb, CAD/Drafting instructor
- Eric Ternus, Drafting instructor
- Brian Headlee, Creative Manager
- Terri Heggemeyer, Director, Career Services
- Jadyn Weber, Northeast Drafting student
- Tyler Earnest, Northeast Drafting student
- Ethan Dohmen, Northeast Drafting student
- Miquel Alarcon, Northeast Drafting student
- Pat Caveye, WJAG
- Amber Fehrs, *Norfolk Daily News*

1. PLEDGE OF ALLEGIANCE

The meeting was convened at 10:49 a.m. by Chairperson Robinson who 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 Dirk Petersen to adopt the Agenda of the March 7, 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, March 1, 2023.

Voting Yes: Ames, Ellis, Petersen, Robinson, Sedlacek, and Sibbel

Voting No: None

Absent: Anderson, Nelson, Reigle, Scherer, and Wojcik **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 March 7th Board of Governors Meeting agenda and all printable supporting documents.

4. CLOSED SESSION

At 10:51 a.m., **MOTION** by Donovan Ellis, **SECONDED** by Del Ames, to enter into Closed Session for the purpose of discussing potential collaborative community partnerships and the possible effect on donor relations which is clearly necessary for the protection of the public interest, and to reconvene to the public meeting once business is discussed.

Voting Yes: Ellis, Petersen, Robinson, Sedlacek, Sibbel, and Ames

Voting No: None

Absent: Anderson, Nelson, Reigle, Scherer, and Wojcik **MOTION CARRIED**

Mr. Anderson arrived at 10:53 a.m.

Reconvened to the public meeting at 11:37 a.m.

5. BOARD EDUCATION AND INFORMATION**5.1 Administrative Services Report****5.1.1 Monthly Financial Report and Paid Bills**

Review was given to the financial report for the period ending February 28, 2023, along with items of significance within the paid bills report. Printing costs in last month's report was for the cost of printing ballots for the general election in the 20-county service area. This cost occurs every other year and was not accounted for in budget planning. Other items of significance include a payment to the City of Norfolk for construction of the East Benjamin Trail, Huff Construction for the Lifelong Learning Center renovations, Major Refrigeration Company for replacement of an ice machine in the cafeteria, Norfolk Motor Company for purchase of a vehicle used in the transportation center, and Platte Valley Precast for concrete repair.

5.1.2 Collaborative partnership discussion

Donor opportunities impacted this discussion. Requesting that item #14.1, Collaborative partnership with the City of Norfolk and Norfolk Public Schools, be TABLED to allow for continued discussions.

5.2 Development/External Relations Report

5.2.1 NCCA Report

A filibuster has stalled much of the work in the Nebraska Legislature. Not much has progressed over the last week.

5.2.2 Legislative update

- Nebraska Community College Day at the Capitol was held on February 22nd with board members from all Nebraska Community College Association (NCCA) institutions participating. Dr. Barrett, Jeanne Reigle, and Pat Wojcik had the opportunity to meet with Senators Brewer, Murman, Erdman, Hansen, Hardin, DeKay, and Dover.
- Dr. Barrett is often in Lincoln attending hearings related to various bills of interest to Nebraska's community colleges.

5.2.3 President's update

- The Board of Governors landing page has been updated.
- Updates to policy and procedure navigation are provided through the implementation of a new cloud-based tool, PolicyStat.
- LR47 recognizes the importance of the Big Read Project and is sponsored by Senators Hansen, DeKay, Dover, and Albrecht.
- Upcoming activities include multiple meetings in South Sioux City; Rural Guided Pathways Partner Meeting, March 20-21; Higher Learning Commission (HLC) Annual Meeting, March 25-28; American Association of Community Colleges (AACC) Annual Meeting, March 31-April 4; Phi Theta Kappa (PTK) Statewide Recognition Ceremony on April 12; and the state Skills USA Competition on April 14.

5.2.4 HLC update: Criterion IV, Teaching and Learning Evaluation and Improvement

Focusing on how we prove what we offer to our students is successful through assessment and evaluation.

5.3 Educational Services Report

5.3.1 The Public auction for the sale of two student-built homes is scheduled for June 3, 2023. Open houses will be held May 16th and 18th from 7:00-10:00 p.m. Students in the electrical, plumbing, and construction programs completed the work on these homes.

5.3.2 A comprehensive review of the Drafting program at Northeast Community College was provided. Charts summarizing the findings were reviewed, providing a basis for recommendation for board action.

At 1:06 p.m., Chairperson Robinson declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Drafting program joined the Board of Governors and administration for lunch.

Chairperson Robinson declared the Board in session at 1:36 p.m.

5.4 50th anniversary celebration update

- As we prepare to commemorate Northeast's 50th anniversary, Jazzy bobbleheads are being distributed and photos of the Hawk family are being collected. Photos will be utilized on the website, social media, and throughout the 50th year in various promotions.
- Unearthing of the Maclay time capsule and Maclay construction kickoff event.
- 50th anniversary community event is scheduled for September 23, 2023.
- Fundraising/donor event will be scheduled for December 2023 or January 2024.
- Events will be scheduled throughout the service area, e.g., Chamber/Economic Development events, parades, community events, etc.
- 50th anniversary logo was revealed along with various layouts, e.g., vinyl signs, pole banners, Northeast website, and graphics to be utilized throughout campuses.
- Reveal provided of the official Northeast seal. The seal depicts foundational elements of Northeast's history and remains relevant today as it reiterates the quality of education received at Northeast Community College. The Northeast seal will be used for official purposes, many times closely connected to the President or the Board of Governors. The seal will be introduced during the 2023 commencement ceremonies.

6. **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.

7. **COMMITTEE REPORTS**

7.1 Governance Committee

7.1.1 Board Self-Evaluation (BSE) and Content Review (CR) of:

7.1.1.1 BPD-02, Accountability of the President. Scott Gray is working on revising language to items #1 and #3 within the policy. Due to his absence at today's meeting, revisions will be reviewed at the April meeting.

7.1.1.2 BPD-06, President Compensation. No recommended revisions. Evidence from the monitoring reports will serve as criteria for evaluation of the president. It is beneficial to the Board of Governors for Dr. Barrett to provide a summary of each monitoring report to point out highlights. Scott will provide a demonstration on how to complete monitoring worksheets and provide an explanation of its purpose during the March 16th retreat.

7.1.2 Content Review (CR) of EL-07, Compensation and Benefits. Jessica Dvorak has joined the Governance Committee discussions. While no revisions are recommended, a scrivener's error, an omission of the word 'bargaining' in 3.1 will be corrected.

7.1.3 First reading for the deletion of BP-6110, College Fiscal Year. Contents are covered in AP-6110.

- 7.1.4 Second reading for the deletion of:
 - 7.1.4.1 BP-3610, Grants Development, Management and Compliance Policy. Covered by AP-3610.0 and EL-05, item #8.
 - 7.1.4.2 BP-5220, Standards of Student Conduct. Contents of this policy are covered by AP-5221.0 and EL-01, item #6.
 - 7.1.4.3 BP-5225, Law Violations. Content is covered by Student Code of Conduct and EL-01, item #6.
 - 7.1.4.4 BP-6150, Local Government and Miscellaneous Expenditures Act Policy. Contents of this policy are covered by AP- 6150.0 and EL-05, item #10 and GP-17.
 - 7.1.4.5 BP-6170, Fundraising. Policy contents are covered by AP- 6170.0 and EL-05, items #8, #9, and #10.
 - 7.1.4.6 BP-6175, Gift Acceptance. Contents are covered by Foundation Gift Acceptance Procedures and EL-06, item #13.2.
- 7.1.5 Second reading for revisions to:
 - 7.1.5.1 EL-06, Asset Protection. Revision recommended to item #6 which aligns it to the procedure that is currently in place.
 - 7.1.5.2 GP-14, Special Rules of Order. Revision to item 13.2. Because the board was not in compliance in January when officers were seated, election of officers needs to occur again. The concern was raised that if officers are elected in April, the board will again go against the established policy. Discussion held if a motion could be made to qualify the exception to have officers serve from April to December of 2023. Second reading of GP-14, Special Rules of Order will be TABLED today so that Scott Gray can develop verbiage consistent with the policy. Approval of GP-14 will occur at the April meeting.
- 7.1.6 Board of Governors Retreat is scheduled to be held on Thursday, March 16, 2023.

8. MONITORING REPORT

8.1 EL-10, Land and Development

Recognizes that the Board of Governors is who approves the big picture development of the College (Master Site and Facilities Plan). The Master Site and Facilities Plan was last completed in 2017 and will need to be revisited in the next few years.

8.2 EL-11, Construction

Capital construction projects that utilize tax funds require approval by the Coordinating Commission for Postsecondary Education (CCPE). The College President has made the operational decision to have construction projects that fall below the CCPE threshold to be considered by the Board of Governors. A spreadsheet is available that outlines each construction project, funding source, timeline, etc.

Discussion was held of the Construction Manager at Risk (CMR) method which is currently in place. Dr. Barrett will follow up regarding statutory language of the construction process.

8.3 EL-07, Compensation and Benefits (updated)

Following presentation of the EL-07 Monitoring Report in February, it was realized that language was added to the report that was not required. Redundant language has been removed from the report provided today.

9. **Graduate Report**

The 2022 Graduate Report reflects a 99% success rate of graduates employed or continuing education with 87% of Northeast graduates being employed in Nebraska.

The Career Services office also serves students in writing resumes, cover letters, career exploration, making employer connections, etc.

10. **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.

11. **CONSENT AGENDA**

MOTION by Del Ames, **SECONDED** by Donovan Ellis to approve the Consent Agenda as follows:

11.1 Minutes of the February 14, 2023 Regular Meeting as presented.

11.2 Monthly Financial Report for February 28, 2023 and claims paid in February 2023.

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

Voting No: None

Absent: Nelson, Reigle, Scherer, and Wojcik

MOTION CARRIED

12. **COLLEGE REPORTS**

12.1 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 today's Teams site.

13. **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.

14. **ITEMS FOR DECISION**

14.1 Action on a collaborative partnership with the City of Norfolk and Norfolk Public Schools was **TABLED**.

14.2 **MOTION** by Del Ames, **SECONDED** by Carol Sibbel to APPROVE the Resolutions authorizing the sale of House #120029 South and House #120030 Middle South.

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

Voting No: None

Absent: Nelson, Reigle, Scherer, and Wojcik **MOTION CARRIED**

14.3 **MOTION** by Nicole Sedlacek, **SECONDED** by Steve Anderson to APPROVE the continuation of the Drafting program at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

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

Voting No: None

Absent: Nelson, Reigle, Scherer, and Wojcik **MOTION CARRIED**

14.4 **MOTION** by Nicole Sedlacek, **SECONDED** by Dirk Petersen, to APPROVE the SECOND READING and 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

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

Voting No: None

Absent: Nelson, Reigle, Scherer, and Wojcik **MOTION CARRIED**

14.5 **MOTION** by Donovan Ellis, **SECONDED** by Dirk Petersen to APPROVE the SECOND READING of REVISIONS to EL-06, Asset Protection.

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

Voting No: None

Absent: Nelson, Reigle, Scherer, and Wojcik **MOTION CARRIED**

14.6 SECOND READING of REVISIONS to GP-14, Special Rules of Order is **TABLED**.

14.7 FIRST READING for the DELETION of BP-6110, College Fiscal Year.
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15. **OTHER**

Staff member birthdays for the month of March were acknowledged.

16. Board members were encouraged to complete the Board Meeting Self-Evaluation.

17. **ADJOURNMENT**

At 3:24 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.

Julie Robinson, Chairperson
Northeast Board of Governors

Donovan Ellis, Secretary
Northeast Board of Governors