



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Thursday, May 11, 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.....	Absent-Excused
Jeanne Reigle	Present
Nicole Sedlacek	Present
Carol Sibbel	Present
Pat Wojcik.....	Present

OTHERS PRESENT

- Dr. Leah A. Barrett, President
- 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
- Paul Feilmeier, Vice President, Technology Services
- Jim Curry, Director, Public Relations
- Diane Reikofski, Executive Assistant to the President
- Pat Caveye, WJAG

Julie Robinson convened the meeting at 10:34 a.m.

1. CLOSED SESSION

At 10:34 a.m., Julie Robinson **MOVED** 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. Jeff Scherer **SECONDED** the motion.

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

Voting No: None

Absent: Petersen and Wojcik

MOTION CARRIED

Pat Wojcik joined the meeting at 10:35 a.m.

Reconvened to the public hearing at 10:57 a.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Robinson led the assembly in pledging their allegiance to the flag of the United States of America.

3. ADOPT AGENDA

MOTION by Donovan Ellis, **SECONDED** by Del Ames to adopt the Agenda of the May 11, 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, May 5, 2023.

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

Voting No: None

Absent: Petersen

MOTION CARRIED

4. 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 May 11th Board of Governors Meeting agenda and all printable supporting documents.

5. BOARD EDUCATION AND INFORMATION**5.1 Educational Services Report**

5.1.1 Dr. Charlene Widener reported that after careful review and consideration with Dr. Jeff Hoffman, Dean of Health and Public Services, the decision has been made to remove the Food Service/Dietary Management program review from consideration until a decision is made on how to offer the program content in the best interest of the community. Exploration is underway on how to offer as a noncredit workforce model or other model so that Northeast can continue to provide the training.

Chairperson Robinson commended the team for reviewing additional options for providing the program.

5.1.2 A comprehensive review of the Criminal Justice program at Northeast Community College was provided. Matt McCarthy provided a verbal report and presented information, charts, and data summarizing the findings, providing a basis for recommendation for board action.

At 12:03 p.m., Chairperson Robinson declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty and students from the Criminal Justice program joined the Board of Governors and administration for lunch.

Chairperson Robinson declared the Board in session at 12:47 p.m.

5.2 Administrative Services Report

5.2.1 Monthly Financial Report and Paid Bills

Review was given to the financial report for the period ending April 30, 2023. Items of significance within the April paid bills report included payments to Huff Construction for modifications being done to the Lifelong Learning Center, DB Trailer Sales for the purchase of a trailer utilized by the Utility Line Off-Campus program, and payment to Sterling Computers for additional laptops, monitors, and hardware across campus.

5.2.2 Quarterly Financial update

As part of the budget development process, review was given to YTD revenues and expenditures and discussion was held whether to increase levy projections. This discussion was held as part of the preparation of setting the budget in September.

5.3 Development/External Relations Report

5.3.1 NCCA Report

Del Ames commended Courtney Wittstruck, NCCA Executive Director, for all of the best business practices that she is introducing into the organization. Operational improvements include an updated email system, backup of all files, etc. Courtney continues to work on updating the accounting system, marketing, and the NCCA website.

The NCCA Board of Directors president has appointed a committee to work on updating the NCCA By-Laws which have not been updated since 2018. During the May 1st meeting the NCCA Board of Directors also set a proposed budget. Increases in the budget include IT support as well as a slight increase in travel expenses.

A strategic planning session will be held in conjunction with the August 7th third quarter meeting of the NCCA Board of Directors.

5.3.2 Legislative update

- The Community College budget is within the Appropriations Budget. Community colleges originally requested a 3.5% increase plus 1% for dual credit. The current proposal sits at 2%.

5.3.3 President's update/report

- As Northeast strives to meet its strategic priority of 'Rewarding and Inspirational Place to Work', a compensation study was recently conducted and is now in the process of being implemented. Northeast Community College has contracted with McLean & Company to conduct an engagement survey. Their service also provides employee lifecycle diagnostics including an employee experience monitor, employee retention pulse, DEI engagement pulse, etc.
- Northeast Community College's 50th anniversary celebration kicks off with the May 12th commencement ceremony.

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 Ownership Linkage Committee**

The Ownership Linkage Committee met earlier in the week and put a pause on the tentative summer community visits. An event will be planned in conjunction with Northeast's Early College staff to assure that we connect with the right audience in the Garfield and Wheeler County area.

7.2 Governance Committee

The Governance Committee conducted a Content Review (CR) of the following with minor edits identified:

- GP-13, Board Linkage with External Organizations. Minor wording changes recommended.
- EL-09, Organizational Integrity. No recommendations for revisions.
- GP-11, Investment in Governance. Governance Committee agreed that the general statement language currently within the policy is sufficient.

8. MONITORING REPORT**8.1 EL-01, Treatment of Students**

Northeast administers a national survey and utilizes the results as part of the evidence to ensure that Northeast's treatment of students is not unsafe, unfair, disrespectful, or unnecessarily intrusive. In addition, there are federal laws in place to protect our students. Maxient is a new system that is now in place for submitting, recording, and tracking all complaints. It is important for Northeast to understand the complaints or concerns coming forward to ensure that they are addressed. Northeast continues to strive to create the most outstanding experience and opportunity for our students.

Concern was voiced that some of the policies listed within the monitoring report are behind in being reviewed/updated. Dr. Barrett acknowledged that, until recently, we did not have someone dedicated to monitoring the review cycle. Vice presidents are aware that they are behind in the review process and will be working diligently to correct.

9. 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.

10. CONSENT AGENDA

MOTION by Julie Robinson, **SECONDED** by Carol Sibbel to approve the Consent Agenda as follows:

10.1 Minutes of the April 14, 2023 Regular Meeting as presented.

Voting Yes: Nelson, Reigle, Robinson, Scherer, Sedlacek, Sibbel, and Wojcik

Voting No: None

Abstain: Ellis

Absent: Ames, Anderson, and Petersen

MOTION CARRIED

MOTION by Donovan Ellis, **SECONDED** by Jeff Scherer to approve the Consent Agenda as follows:

10.2 Acknowledge and accept the Monthly Financial Report for April 30, 2023 and claims paid in April 2023.

10.3 **SECOND READING** for the deletion of BP-5325, Military Student Tuition Assessment and Refunds. Contents of this policy are covered in written protocol approved by the U.S. Department of Defense and used by Students Accounts and is also included in the College Catalog.

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

Voting No: None

Absent: Anderson and Petersen

MOTION CARRIED

11. COLLEGE REPORTS11.1 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.

12. 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.

13. ITEMS FOR DECISION

13.1 Food Service/Dietary Management program review was **TABLED** indefinitely.

13.2 **MOTION** by Del Ames, **SECONDED** by Nicole Sedlacek to APPROVE the continuation of the Criminal Justice program at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

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

Voting No: None

Absent: Petersen

MOTION CARRIED

13.3 **FIRST READING** of **REVISIONS** to BPD-02, Accountability of the President.

13.4 **FIRST READING** for the **DELETION** of:

- BP-3330, Publicity of Rules Affecting Students Policy. Policy content has been incorporated into AP-3330, Publicity of Rules Affecting Students.
- BP-1210, Purposes Policy. Policy content is covered by new Board policies E-00, Global End and GP-01, Governing Style.
- BP-2520, Board Member Development Policy. This policy is now covered by new Board policy, GP-11, Investment in Governance.
- BP-3320, Privacy and Release of Information Policy. Policy covered by AP-3511, Information Security, specifically AP-3511.3, Privacy and Release of Information, AP-7090.a, Personnel Files, and new Board policy, EL-09, Organizational Integrity.

13.5 **MOTION** by Julie Robinson, **SECONDED** by Donovan Ellis to extend the President's Contract by one year and APPROVE the three-year rolling contract for 2023-2026.

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

Voting No: None

Absent: Petersen

MOTION CARRIED

On behalf of the Board of Governors, Chairperson Robinson extended appreciation to Dr. Leah Barrett for her commitment to and the work that she does for Northeast Community College and its students, staff, and faculty.

14. OTHER

Board member birthdays for the month of May were acknowledged.

15. Evaluation of today's meeting was conducted and recorded in the Board of Governors Meeting Self-Evaluation document and is available in today's Board of Governors Teams site.

16. **ADJOURNMENT**

At 3:51 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