



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Thursday, January 11, 2024

ATTENDANCE

BOARD OF GOVERNORS

Jeffrey Scherer, Chairperson.....	Present
Donovan Ellis, Vice-Chairperson	Present
Nicole Sedlacek, Secretary	Present
Del Ames	Present
Steve Anderson	Absent-Excused
Dr. Terry Nelson	Present
Dirk Petersen.....	Present
Julie Robinson.....	Absent-Excused
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
- Dr. Tracy Kruse, Vice President, Development and External Affairs
- Amanda Nipp, Vice President, Student Services
- Jerry Guenther, Director, Public Relations
- Lindsay Spiegel, Director, Institutional Effectiveness
- Diane Reikofski, Executive Assistant to the President
- Jessica Dvorak, Vice President, Human Resources
- Wendy Swensen, Spanish Instructor
- Terri Heggemeyer, Director, Career Services
- Paul Hughes, WJAG
- Diane Davies

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, January 11, 2024 in Suite 197 of the Lifelong Learning Center, located on the campus of Northeast Community College, 801 East Benjamin Avenue, Norfolk, NE.

1. PLEDGE OF ALLEGIANCE

Chairperson Scherer convened the meeting at 10:32 a.m. and led the assembly in pledging their allegiance to the flag of the United States of America.

2. ADOPT AGENDA

MOTION by Nicole Sedlacek, **SECONDED** by Del Ames to adopt the Agenda of the January 11, 2024 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 5, 2024.

Voting Yes: Ames, Ellis, Nelson, Scherer, Sedlacek, and Sibbel

Voting No: None

Absent: Anderson, Petersen, Robinson, 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 January 11th Board of Governors Meeting agenda and all printable supporting documents.

4. **BOARD EDUCATION AND INFORMATION**

4.1 Administrative Services Report

4.1.1 Monthly Financial Report and Paid Bills

Review was given to the financial report for the period ending December 31, 2023. Scott Gray explained the significant changes within the Statement of Changes in Fund Balances. Changes in the General Funds Government Appropriations are due to the receipt of state aid appropriations that are received in ten installments. Any month that the amount increases it is due to the receipt of property taxes.

The Capital Improvement Fund decreased from last month. The fund will continue to decrease to pay for the construction of the Maclay Building.

The South Sioux City construction project is paid from the Restricted Plant Fund because there are multiple funding sources for the project.

Mr. Petersen and Mrs. Wojcik arrived at 10:36 a.m.

Items of significance within the paid bills report include payments to Cengage Learning for the purchase of books, Dana F. Cole for the audit, Dell Marketing for software licenses, HCI Construction for construction of the South Sioux City driving range, Hausman Construction for construction of the Maclay Building, Matheson Tri-Gas for a virtual welding simulator, Nebraska Community College Association for annual dues, and Vander Haags, Inc. for the purchase of a van.

Payments to multiple banks are for the purchase of CDs, all of which are secured.

4.2 Development/External Relations Report

4.2.1 Monthly Presidential Update

4.2.1.1 Annual Report/Graduate Report

President Leah Barrett reported that the Annual Report and the Graduate Report contained some duplicate information so the two were combined into one report, providing a cost savings opportunity. This publication can be shared with elected officials, school representatives, employers that hire students and those that we are developing relationships with, etc.

Services offered by the Northeast Community College Career Services office include assisting students with all aspects of seeking employment as

well as providing opportunities for employers to come to campus and meet face-to-face with students. A new employee in the Career Services office focuses on career exploration, career assessment, and offers a career planning class. The Graduate Report is a highlight of the work conducted in the Career Services office.

The 2023 Annual/Graduate Report reveals that 99% of the 2023 graduates are employed or are continuing their education, 89% of career and technical graduates are working in a field related to their program of study, 90% are employed in Nebraska, and 54% of 2023 graduates are employed in the 20-county service area.

This combined report is a report card for Northeast that provides evidence that Northeast is doing what it is supposed to be doing. Board members indicated that this is a report that they look forward to receiving each year and is a resource that they frequently refer to when speaking with constituents.

4.2.1.2 ACCT Community College National Legislative Summit (NLS)

The National Legislative Summit will be held February 4-7, 2024, in Washington, DC. Pat Wojcik and Dirk Petersen are registered to participate in a pre-summit webinar on January 18th at which time the 2024 legislative priorities will be unveiled. It is anticipated that the green sheet will also be announced during the webinar.

4.2.1.3 Engagement Survey Summary Results

Highlights of the Engagement Survey results were reviewed. For the most part, scores are higher than the benchmarks. While this tool is used for engagement, Northeast utilizes other tools for evaluations. McLean & Co. will meet with the Engagement Team and the President's Cabinet to review the data to improve the work with the governance structure and the line structure of the institution. Dr. Barrett is very involved with working with McLean and Co. because she wants to create an engaged community. Changes at the institution will be made in a positive manner.

Dr. Barrett has the information by vice president and will use the data as a learning opportunity as she meets with the vice presidents on an individual basis prior to them drilling down in the reports directly related to their division. Northeast will also work with McLean on 365 evaluations.

4.2.1.4 Monthly Update

- Dr. Barrett will hold monthly Open Hours across campus and at the extended campuses, in different buildings and at different times to provide employees and students an opportunity to informally meet with her, ask questions, or socialize with co-workers.
- There is a potential to increase completions by 17-26% by focusing on transfer education through Evolving Pathways. Northeast is working to be more intentional about sequencing and scheduling.
- Guided Pathways continue to evolve. Multiple Measures Placement will offer better predictions of college-level student success and can be one of the most promising avenues for improving student success.

- Northeast is using its program review process to evaluate programs. This process provides the opportunity to expand or add programs that make sense in this environment.
- Anticipate that enrollment will remain flat. While we have more Early Entry students, they typically take few credit hours. The 10th Day Enrollment Report will be reviewed in February.
- Key dates of the 2024 Nebraska legislative session were reviewed. This is a short session that is scheduled to end on April 18th. If a bill does not get prioritized, it likely will not pass. Not only is Northeast tracking bills introduced in 2024, but we are also tracking bills that were introduced in 2023.
- January 18th is Governor Pillen’s State of the State address.
- GP-15, Handling Operational Complaints. Information has been consolidated into one webpage so that it is easy for students or employees to access complaint or report forms. www.northeast.edu/online-reporting-forms If a board member receives a complaint, they should encourage the individual to go to the website to complete the appropriate form. If they don’t wish to do that, a board member can reach out to the president or appropriate vice president so that the complaint can be investigated, and determination made on how to handle.
- Networking and professional engagements that Dr. Barrett has been involved in during the past month include participation in the Growing Together Steering Committee, International Professional Association, roundtable discussion with Congressman Flood, Norfolk Area Childcare Collaborative, and met with Governor Pillen on January 8th.

4.2.2 NCCA Report

The NCCA Board of Directors first quarter meeting will be held on January 26th at which time they will prioritize legislative bills. Priorities include finding the champions in the legislature and working with them. Will also concentrate on career scholarships, LB 243, expanding access to capital levy, and working to remove community colleges from the pink postcards, etc.

4.2.3 Conflict of Interest statement

Board members were provided with the Conflict-of-Interest statement to complete and submit to the Board Recording Secretary.

Dr. Barrett advised that there is a different format under 9.3, Claims Paid, to include an abstention process of claims paid to board members (themselves). State statute requires other political subdivisions to not vote on claims paid to themselves. Scott Gray is not sure if the statute applies to the Board of Governors so discussion will be turned over to the Governance Committee on how to proceed.

5. **PUBLIC COMMENT on Board Education and Information**

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.

6. COMMITTEE REPORTS

6.1 Governance Committee

- The Governance Committee met in December via email communication.
- Content review was conducted of E-00, Ends, with no recommendations for revision.
- Content Review of GP-14, Special Rules of Order was conducted with no recommendation for revision.
- The Governance Committee conducted a Board Self-Evaluation of GP-14, Special Rules of Order. They recommended that it would be beneficial for all Board members to have a refresher course on the policies concerning procedures in conducting meetings and other related items. For some, it may be difficult to access the different policies and refer to them as needed when more in depth discussion is needed on certain policies.
- The revision to GP-13, Board Linkage with External Organizations is recommended for First Reading.
- The revision to GP-10, Board Code of Conduct is recommended for First Reading.
- The following policies are recommended for First Reading for Deletion and will be included on the February 2024 agenda:
 - BP-6821, Alternative Construction Method Policy. Content is covered in AP-6821.0, Alternative Construction Method Procedure and recommendation for revision to EL-11, Construction will be provided to the Board Governance Committee during their next content review in February of 2024.
 - BP-3310, News Releases Policy, Content was incorporated into AP-3410.0, Marketing, Public Relations, and Website Communications Standards and is also included in EL-02, Access to Education, #13.
 - BP-3410, Marketing, Public Relations and Web Systems Communications Standards. Policy content was incorporated into AP-3410.0, Marketing, Public Relations, and Website Communications.
 - BP-5021, Missing Student Notification. Content was incorporated into AP-5021.0, Missing Student Notification and is also included in EL-01, Treatment of Students.

6.1.1 Governance Committee Chairperson

Dirk Petersen was nominated to serve as the Chairperson of the Governance Committee for 2024. Other members of the Governance Committee include Diane Davies, Donovan Ellis, Julie Robinson, and Carol Sibbel.

6.1.2 Del Ames was nominated to serve as the Chairperson of the Ownership Linkage Committee for 2024. Other members include Steve Anderson, Terry Nelson, Nicole Sedlacek, and Pat Wojcik.

6.1.3 Del Ames and Nicole Sedlacek were nominated to serve as Northeast's representatives on the NCCA Board of Directors, with the remaining board members serving as alternates.

6.2 Search Committee

Donovan Ellis advised that the Search Committee is recommending Diane D. Davies of Pilger, NE to fill the District IV vacancy on the Board of Governors.

Mr. Nelson departed the meeting at 1:46 p.m.

7. MONITORING REPORT

7.1 E-00, Global Ends

Results from the EMSI | Burning Glass Impact Study provides evidence that Northeast Community College students use the skills that they have learned to fill jobs in our region, which has a direct economic impact and contributes to the vitality of the service area.

Board members expressed appreciation of the data that was provided in the monitoring report as it confirms why Northeast Community College exists.

7.2 EL-10, Land and Development

The due diligence checklist forces articulation of construction projects at Northeast and assures that the college operations are on the same page as the Board of Governors.

7.3 EL-11, Construction

Future discussions will be held regarding what the process might look like if a large change order is received on a capital construction project.

8. PUBLIC COMMENT on Committee or Monitoring Reports

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.

9. CONSENT AGENDA

MOTION by Carol Sibel, **SECONDED** by Donovan Ellis to **APPROVE** the Consent Agenda as follows:

- 9.1 Minutes of the December 14, 2023 Regular Meeting as presented.
- 9.2 Monthly Financial Report for December 31, 2023.
- 9.3 Claims paid in December 2023 with the exception of payments to themselves.

Voting Yes: Ellis, Petersen, Scherer, Sedlacek, Sibel, Wojcik, and Ames

Voting No: None

Absent: Anderson, Nelson, and Robinson

MOTION CARRIED

10. PUBLIC COMMENT

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.

- 11. At 2:15 p.m., Chairperson Scherer convened the Public Hearing on the Acquisition of Real Estate: Part of the Southwest Quarter (SW ¼) of Section Eighteen (18), Township Twenty-Four (24) North, Range One (1) East of the 6th P.M., Stanton County, Nebraska.

Scott Gray reported that this is ag property that is located next to Northeast property and will be of good use. Auxiliary funds will be used to pay for the purchase of the property. Pending approval of the purchase agreement for \$350,000, closing will occur no sooner than 30 days from today.

Chairperson Scherer closed the Public Hearing at 2:17 p.m.

12. COLLEGE REPORTS**12.1 Student Leadership Association (SLA) Report**

No report.

12.2 President's Report

President Leah Barrett highlighted activities, events, and accomplishments of faculty, staff, students, and athletes that occurred during the past month. The complete copy of the President's Report is available in the January 11th Board of Governors Teams site.

13. ITEMS FOR DECISION

13.1 MOTION by Del Ames, **SECONDED** by Pat Wojcik, to **APPROVE** the agreement for the purchase of real estate described as: Part of the Southwest Quarter (SW ¼) of Section Eighteen (18), Township Twenty-Four (24) North, Range One (1) East of the 6th P.M., Stanton County, Nebraska.

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

Voting No: None

Absent: Anderson, Nelson, and Robinson

MOTION CARRIED

13.2 MOTION by Donovan Ellis, **SECONDED** by Nicole Sedlacek, to **APPOINT** Dirk Petersen as Chairperson of the Governance Committee.

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

Voting No: None

Absent: Anderson, Nelson, and Robinson

13.3 MOTION by Dirk Petersen, **SECONDED** by Donovan Ellis, to **APPOINT** Del Ames as Chairperson of the Ownership Linkage Committee.

Voting Yes: Sedlacek, Sibbel, Wojcik, Ellis, Petersen, and Scherer

Voting No: None

Abstain: Ames

Absent: Anderson, Nelson, and Robinson

13.4 MOTION by Carol Sibbel, **SECONDED** by Pat Wojcik, to **APPOINT** Del Ames and Nicole Sedlacek as the Nebraska Community College Association (NCCA) Board of Directors representatives, with the remainder of the board serving as alternates.

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

Voting No: None

Absent: Anderson, Nelson, and Robinson

13.5 **FIRST READING** of **REVISIONS** to GP-10, Board Code of Conduct.

13.6 **FIRST READING** of **REVISIONS** to GP-13, Board Linkage with External Organizations.

14. **SEARCH COMMITTEE RECOMMENDATION AND ACTION**

14.1 **MOTION** by Donovan Ellis, **SECONDED** by Dirk Petersen, to **APPOINT** Diane D. Davies to fill the Board of Governors District IV vacancy.

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

Voting No: None

Absent: Anderson, Nelson, and Robinson

14.2 Scott Gray administered the Oath of Office to Diane D. Davies of Pilger, NE.

15. In other business, Chairperson Scherer acknowledged board and staff members having birthdays during the month of January.

Chairperson Scherer also thanked board and staff members for their preparation of and participation in today's board meeting.

16. A self-evaluation of today's meeting was conducted and is recorded in today's Board of Governors Teams site.

17. **ADJOURNMENT**

At 2:40 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.

Jeff Scherer, Chairperson
Northeast Board of Governors

Nicole Sedlacek, Secretary
Northeast Board of Governors