



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Thursday, May 9, 2024

ATTENDANCE

BOARD OF GOVERNORS

Jeffrey Scherer, Chairperson.....	Present
Donovan Ellis, Vice-Chairperson	Present
Nicole Sedlacek, Secretary	Present
Del Ames	Present
Steve Anderson	Present
Diane Davies.....	Present
Dr. Terry Nelson.....	Present
Dirk Petersen.....	Present
Julie Robinson.....	Absent-Excused
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
- David Cone, Chief Information Officer
- Mike Walkowiak, Vice President, Human Resources and Organizational Development
- Lindsay Spiegel, Director, Institutional Effectiveness
- Jerry Guenther, Director, Public Relations
- Diane Reikofski, Executive Assistant to the President
- Wendy Swenson, Spanish Instructor
- Karen Spray, Business Instructor
- Tina Tepley, Service Center Specialist
- Shelby Bonner, Service Center Specialist
- Tony Beardslee, Audio Recording Instructor
- Drew Dolezal, Media Arts Instructor
- Ryan Sevening, Broadcasting/Videographer Instructor
- Connie Sixta, Associate Dean, Business and Humanities
- Dr. Wade Herley, Dean, Business and Humanities
- Cortlynn Cadwallader, Student Leadership Association (SLA) President
- Allison Lambert, SLA Advisor
- Timothy Miller, Norfolk
- Neila Muminovic, *Norfolk Daily News*

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, May 9, 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 10:34 a.m. and 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 Carol Sibbel to adopt the Agenda of the May 9, 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, May 3, 2024.

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

Voting No: None

Absent: Robinson

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 April 18, 2024 Board of Governors Meeting agenda and all printable supporting documents.

Chairperson Scherer welcomed David Cone, Chief Information Office, and Mike Walkowiak, Vice President, Human Resources and Organizational Development.

4. BOARD EDUCATION AND INFORMATION**4.1 Educational Services Report****4.1.1 Administrative Professional program review**

A comprehensive review of the Administrative Professional program at Northeast Community College was provided. In Fall 2021, significant changes were made to the Administrative Professional program to create a better mix of business and computer applications. Discussions were held with the Advisory Committee members to make the improvements to design a student to be a true business partner.

To maximize resources and through continuous improvement, changes have been made in the program to create better pathways for students and to also create an employee that businesses want. In Fall 2023, technology courses were streamlined to make better use of resources on campus and to focus on better pathways for students so they can better build their schedules.

Faculty recommendation is to discontinue the Administrative Professional Associate of Applied Science degree but to continue the Administrative Professional certificate, Computer Application Specialist certificate, and the Administrative Professional diploma under the umbrella of the Business program at Northeast Community College. This will allow students opportunities to complete a short-term program that ladders into associate degree programs. These changes provide more visibility of the Computer Application Specialist certificate

to students in the Business programs seeking to enhance their computer skills and offer greater awareness of career opportunities within a business environment.

Data and charts within the Administrative Professional Comprehensive Program/Discipline Review document were reviewed, providing a basis for recommendation for board action.

4.1.2 Media Arts program review

Several years ago, faculty updated the curriculum so that students would take a common first year of courses and in the second year the students would move into the concentration of their choice. In Spring 2024, faculty presented a new curriculum to the Educational Services Standing Committee that eliminates the separate concentrations and offers a single-track media arts degree program. The revised curriculum includes a variety of experiences to prepare students for the multitude of skills needed across the different platforms in industry.

Data and charts within the Media Arts (All Concentrations) Comprehensive Program/Discipline Review document were reviewed, providing a basis for recommendation for board action.

5. **BOARD EDUCATION AND INFORMATION**

5.1 Administrative Services Report

5.1.1 Monthly Financial Report and Paid Bills

Review was given to the Monthly Financial Report for the period ending April 30, 2024 with detail provided regarding the statement of changes in fund balances. Board members stated that this is about being good stewards and expressed appreciation for better managing the budgets. Work on this has proven to be valuable for board members.

At 12:07 p.m., Chairperson Scherer declared the meeting recessed for lunch. As part of the Ownership Linkage activities, faculty, and students from the Administrative Professional and Media Arts programs joined the Board of Governors and administration for lunch.

Chairperson Scherer declared the Board in session at 1:08 p.m.

6. **CLOSED SESSION**

At 1:10 p.m., **MOTION** by Del Ames, **SECONDED** by Nicole Sedlacek, to enter into Closed Session for the purpose of the evaluation of the job performance which is necessary to prevent needless injury to the reputation of a person, and to reconvene to the public meeting upon the conclusion of discussion.

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

Voting No: None

Absent: Robinson

MOTION CARRIED

Reconvened to the public meeting at 2:06 p.m.

7. BOARD EDUCATION AND INFORMATION

7.2 Development/External Relations Report

7.2.1 NCCA Report

- The NCCA Board of Directors met on May 6th at which time they discussed the 2025 budget. The NCCA budget is increasing 5.5% over last year and will be approved in August.
- The financial audit was also approved with no findings.
- The By-Law and Policy Committee presented their ideas regarding amending the by-laws. A lot of arduous work was involved with updating the by-laws.
- No major changes were recommended to the content of the procedures. Some stipulations were approved that require an institution that is planning to withdraw from NCCA to follow a specific timeframe. This is a recommendation that came forth from the audit.
- The third quarter meeting of the NCCA Board of Directors will be held in Lincoln on August 12, 2024.

7.2.2 Quarterly Foundation Board of Directors update

- Foundation Board of Directors met on April 30, 2024.
- The Weller Foundation scholarships were reviewed and approved. The majority of the scholarship recipients (38 out of 69) are Northeast Community College students.
- The Foundation Board is currently seeking nominations. The Foundation enjoys a long history of dedicated Board members who believe in the mission of the College and its work to support the success of its students and our region. Names of potential nominees should be provided to Tracy Kruse.
- Terms for seven members of the Foundation Board of Directors expire in 2024; however, five of those members have already agreed to extend their service for another term.
- The Scholarship Luncheon was held on April 30, 2024. The event was a success and is always a wonderful opportunity for students, donors, and the Board members to meet and discuss the students' educational goals and plans.
- Nominations are open for the Alumni Hall of Success until May 31st. If you know of someone who graduated from Northeast or completed at least 24 credit hours at Northeast who has achieved significant success in their profession, exhibited exemplary citizenship qualities, or made significant contributions to their community, please contact Tracy Kruse of complete the nomination form online.

7.2.3 Monthly Presidential Update

Professional engagements during the past month include attending the NCCA Board of Directors meeting, represented Northeast during the recent UNL groundbreaking event for their USDA facility, and will serve as the NSWERS Executive Council president, effective July 1, 2024.

Acknowledged that many of the board members received a letter regarding the music tour. This is being worked on operationally, as has been occurring in the past several weeks. We see the opportunity for students to have more engagement throughout the year or during Spring break and not just at the end of the academic year. Faculty and staff had previously reached out to students and will continue to reach out to them to continue the dialogue.

Dr. Barrett reported that due to the delays in the release of FAFSA forms, only 38% of applicants have submitted their FAFSA as compared to 56% at the same time one year ago.

8. PUBLIC COMMENT on Board Education or Information

Chairperson Scherer advised that individuals commenting on Board Education or Information are allowed three minutes each.

9. COMMITTEE REPORTS

9.1 Governance Committee

- The Governance Committee met on April 29, 2024 via Zoom.
- Content review was conducted of GP-09, Board and Committee Expenses, with no suggestions for revision.
- Board Self-Evaluation conducted of GP-09, Board and Committee Expenses, and no concerns were identified.
- The Governance Committee reviewed multiple policies for deletion and ensures that deleted policies are covered by another policy or in administrative procedure. These policies are included in today's decision portion of the agenda.
- Scott Gray completed a Governance Coach Assessing Monitoring Reports online self-guided course. Information received will be beneficial for training of new board members or as a refresher for all board members during a retreat. The Governance Committee will continue to review and evaluate the information to determine how it would be best shared with the Board of Governors.
- The Governance Committee discussed how the president's performance evaluation is tied to the monthly monitoring reports and inquired if a closed session could be utilized for the discussion. Scott Gray will report back at the next meeting of the Governance Committee.

10. MONITORING REPORT

10.1 EL-01, Treatment of Students

Every four years, Northeast administers the Ruffalo-Noel-Levitz Student Satisfaction Inventory (RNL-SSI), allowing students to share how satisfied they are with their student experience as well as issues that are important to them. Northeast's results are compared to a cohort of colleges of comparable size, geography, culture, etc. In 2024, another national survey was administered; however, those results are not yet available but will be included in the 2025 monitoring report.

Operational procedures are in place that outline the rules and expectations of employees, students, and campus visitors. All employees are made aware of the policies and operational procedures. Students are informed of policies and operational procedures during New Student Registration sessions, New Student Orientation, Residential Life Orientation, and through an email is sent to their Northeast email address during their first term of enrollment with a link to Notice to Enrolled Students. This Notice, as required by the Higher Education Act, is being sent to any new students enrolling throughout the academic year. Additionally, certain academic programs have academic program handbooks that outline academic and conduct expectations for students in their programs.

As a result of last year’s monitoring report, in Spring 2024 a link to the Student Complaint Process was added to the Student Support Section of all course syllabi. Students are informed about filing complaints through the Student Code of Conduct which is provided to students during the first term of enrollment each academic year. The student grievance process is also clearly articulated as the next step in the student complaint process if students are not satisfied with the outcomes of their complaint. If a complaint is received outside of the established Student Complaint Process, Northeast has the responsibility to deal with that complaint to assure that we do not have a systematic problem within our system.

11. 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.

12. CONSENT AGENDA

MOTION by Terry Nelson, **SECONDED** by Pat Wojcik to **APPROVE** the Consent Agenda as follows:

- 12.1 Minutes of the April 18, 2024 Regular Meeting as presented.
- 12.2 Monthly Financial Report for April 30, 2024.
- 12.3 Claims paid in April 2024, with the exception of payments to themselves.
- 12.4 **SECOND READING and DELETION** of:
 - BP-1010, Nondiscrimination Policy. Policy content was incorporated into administrative procedure AP-1010.0, Nondiscrimination and is broadly covered in EL-01, Treatment of Students, and EL-03, Treatment of Employees.
 - BP-1020, Equal Opportunity Policy. Policy content was incorporated into administrative procedures AP-7110.0, General Hiring Process and is broadly covered in EL-01, Treatment of Students and EL-03, Treatment of Employees.

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

Voting No: None

Absent: Robinson

MOTION CARRIED

13. 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.

14. COLLEGE REPORTS

- 14.1 Student Leadership Association
Year-end activities included a frisbee golf tournament. Participants identified a spot on the course that may require a net to avoid losing frisbees.

A recap of the work done by SLA throughout the academic year includes creating a focus group to discuss security and safety concerns on campus with emergency blue light telephones being considered. Another survey will be conducted next academic year to determine if the emergency blue light phones are still their top priority.

Parker Clausen has been elected to serve as the SLA president with Jordan Mosel serving as vice president.

14.2 President's Report

The President's Report may be found within today's Team's site and is also available on the Northeast website.

15. ITEMS FOR DECISION

15.1 A comprehensive review of the Administrative Professional program at Northeast Community College was heard earlier in the day. Following the recommendation of the faculty, Steve Anderson made a **MOTION** to recommend the discontinuation of the Administrative Professional Associate of Applied Science degree at Northeast Community College for submission to and consideration by the Nebraska Coordinating Commission for Postsecondary Education. Del Ames **SECONDED** the motion.

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

Voting No: None

Absent: Robinson

MOTION CARRIED

15.2 A comprehensive review of the Media Arts program was also heard earlier today. Following recommendation from the faculty, Dirk Petersen **MOVED** to recommend that Northeast Community College continue to offer the Media Arts Associate of Applied Science Degree. This information will be submitted for consideration by the Nebraska Coordinating Commission for Postsecondary Education. Carol Sibbel **SECONDED** the motion.

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

Voting No: None

Absent: Robinson

MOTION CARRIED

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

- BP-5113, Residency Policy. Policy content was incorporated into administrative procedure AP-5193.0, Student Residency Guidelines and is also broadly covered in EL-01, Treatment of Students, #6.

15.4 Chairperson Jeff Scherer advised that the president’s contract was discussed during closed session earlier today and additional discussion will continue during the June Board of Governors meeting. No action is being taken today.

16. In other business, Chairperson Scherer acknowledged and board members observing birthdays during the month of May.

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

18. ADJOURNMENT

At 3:55 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