



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Tuesday, June 12, 2024

ATTENDANCE

BOARD OF GOVERNORS

Jeffrey Scherer, Chairperson.....	Present
Donovan Ellis, Vice-Chairperson	Present
Nicole Sedlacek, Secretary	Present
Del Ames	Absent-Excused
Steve Anderson	Present
Diane Davies	Present
Dr. Terry Nelson	Present
Dirk Petersen.....	Present
Julie Robinson.....	Absent-Excused
Carol Sibbel	Absent-Excused
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
- Dr. Tracy Kruse, Vice President, Development and External Affairs
- Mike Walkowiak, Vice President, Human Resources and Organizational Development
- Lindsay Spiegel, Director, Institutional Effectiveness
- Jerry Guenther, Director, Public Relations
- Jennifer Happold, Executive Assistant, Administrative Services
- Michela Keeler-Strom, Dean of Academic Outreach
- Katie Towler, Director, Extended Campus, South Sioux City
- Kristy Sandman, Associate Director, Extended Campus, South Sioux City
- Maria Loera, Enrollment Specialist, South Sioux City
- Amy Schovanec, Custodian, South Sioux City
- Rhonda Pennings, Adult Education Integrated Education and Training
- Angela McGee, Service Center Specialist, South Sioux City
- Diane Reikofski, Executive Assistant to the President and Board Recording Secretary
- Courtney Wittstruck, Nebraska Community College Association (NCCA)

The Northeast Community College Board of Governors met for its regular session Board Meeting on Tuesday, June 12, 2024 in Room 126, A, B, C of the South Sioux City Extended Campus, 1001 College Way, South Sioux City, NE.

1. PLEDGE OF ALLEGIANCE

Due to the absence of the flag of the United States of America in the room, Chairperson Scherer requested that attendees remember our nations great liberty, justice, and freedom. The meeting was convened at 11:19 a.m.

2. ADOPT AGENDA

MOTION by Nicole Sedlacek **SECONDED** by Donovan Ellis to adopt the Agenda of the June 12, 2024 Regular Meeting. Official Notice of the meeting was posted on the Northeast Community College website, published in the *Dakota County Star* on May 30, 2024, and published in the *Norfolk Daily News* on June 6, 2024.

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

Voting No: None

Absent: Ames, Nelson, Robinson, and Sibbel

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 June 12, 2024 Board of Governors Meeting agenda and all printable supporting documents.

4. CLOSED SESSION

At 11:23 a.m., **MOTION** by Diane Davies, **SECONDED** by Pat Wojcik, 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.

Mr. Nelson joined the meeting at 11:49 a.m.

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

Voting No: None

Absent: Ames, Nelson, Robinson, and Sibbel

MOTION CARRIED

Reconvened to the public meeting at 12:21 p.m.

5. CLOSED SESSION

At 12:22 p.m., **MOTION** by Dirk Petersen, **SECONDED** by Pat Wojcik, to enter into Closed Session for the purpose of discussing a records request which is clearly necessary for the prevention of needless injury to the reputation of an individual and to reconvene to the public meeting upon the conclusion of discussion.

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

Voting No: None

Absent: Ames, Robinson, and Sibbel

MOTION CARRIED

Reconvened to the public meeting at 12:53 p.m.

At 12:54 p.m., Chairperson Scherer declared the meeting recessed for lunch. As part of the Ownership Linkage activities, staff and faculty from the South Sioux City Extended Campus joined the Board of Governors for lunch.

Chairperson Scherer declared the Board back in session at 1:23 p.m.

6. BOARD EDUCATION AND INFORMATION

6.1 Administrative Services Report

6.1.1 Monthly Financial Report and Paid Bills

Review was given to the Monthly Financial Report for the period ending May 31, 2024 with detail provided regarding the statement of changes in fund balances as a result of the receipt of property tax funds.

Items of significance within the May paid bills report include payments to Carnegie Darlet, LLC, the company that assists with marketing, market scans, etc.; and Fire Spring, the company used for the new logo and branding.

6.1.2 Financial and capital planning discussion

A review was given to the five-year budget projection and preliminary discussion was held regarding financial and capital planning. Certified valuations will not be received until mid-August and those figures will be used in the budget planning.

As identified within the Master Site and Facilities Plan (MSFP), the condition of the Weller building is rated poor and in need of removal or extensive renovation. As part of the renovation plan of the Weller building, the first step would be to move the Welding program into its own facility. Additional detail regarding a Welding facility will be presented to the Board of Governors for consideration in August. A civil engineering site analysis will need to be completed to assure that the Welding facility would be located in the best location on campus. This project would also require approval from the Nebraska Coordinating Commission for Postsecondary Education (CCPE).

The space that was once utilized by the Welding program in the Weller building will be considered in the Weller renovation plan and further discussion will be held regarding programming needs. Significant needs exist for some of our highest enrollment programs and the renovation of the Weller building will help to meet those needs. Once the Maclay building is completed and offices are moved back, additional programming opportunities will be available in the L building.

6.1.3 Use of cash on hand to continue operations of the College

Once the new fiscal year begins on July 1st, Northeast does not have an official budget in place. Allowing the use of cash on hand allows Northeast the ability to continue to pay bills until the budget is officially approved in September.

6.2 Development/External Relations Report

6.2.1 NCCA Report

Courtney Wittstruck, NCCA Executive Director, reported that the NCCA Board of Directors will hold their third quarter meeting/strategic planning session in Lincoln on August 12th. A power mapping exercise will be completed to understand the relationships that exist between people who oppose and those who support community colleges. This exercise will aid in providing a better understanding of our network and reach in the state of Nebraska.

6.2.2 Monthly Presidential Update

Professional engagements that President Leah Barrett has been involved in during the past month include participation in the Civic Nebraska discussion, work with the Norfolk Area Childcare Collaborative, and participating in the Nebraska Math Readiness Project and the Annual Buffett Research meeting. She was also able to meet recently with UNO Chancellor, Joanne Li, and Dr. Marysz Rames, president of Wayne State College.

Beginning this fall, the AgCeptional Women’s Conference will present the AgCeptional Spotlight Award.

Northeast’s Athletics’ program has more than 100 academic all-region student athletes; 114 in the Fall semester and 99 in the Spring semester. The Athletic Director and coaches understand that they need to be concerned about and will focus on the mental health of our student-athletes.

Shelley Lammers, Northeast’s former Dean of Student Success, was diagnosed with leukemia shortly after her retirement in January 2024. A fundraising benefit will be held for Shelley on June 15, 2024.

Enrollment snapshot as of June 10, 2024, reveals that Northeast is up 9% in headcount (283 students) and up 1.7% in credit hours. Early Entry students are up dramatically; 1,280 students as compared to 926 students at this time last year. New student registration sessions will continue to be held throughout the summer.

Dirk Petersen has been nominated for the Association of Community College Trustees (ACCT) Western Region Trustee Leadership Award and Lisa Guenther has been nominated for the ACCT Western Region Faculty Member Award. If either win during the October Leadership Congress event in Seattle, WA, they will move on to be considered for the national award.

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

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

8. **COMMITTEE REPORTS**

8.1 Governance Committee

- The Governance Committee met on May 30, 2024 via Zoom.
- Content review was conducted of EL-01, Treatment of Student, with no revisions being recommended.

- The Governance Committee reviewed multiple policies for deletion and ensured that deleted policies are covered by another policy or in administrative procedure. These policies are included in today's decision portion of the agenda.
- Links will be provided to board members to access the online self-guided courses that are related to monitoring reports and provided by the Governance Coach.

8.2 Ownership Linkage Committee

- The Ownership Linkage Committee meeting was conducted via Zoom on May 23, 2024.
- Discussed the session with constituents that was held in West Point following the April board meeting.
- Prepared for the Ownership Linkage session that was held in South Sioux City today.
- Prepared for the power mapping exercise that will be discussed during the August 12th NCCA Board of Directors meeting and strategic planning session.
- Initial planning discussed for the August 1st meeting that will be held in Ainsworth. The Ownership Linkage meeting will be held in conjunction with a meeting that Northeast staff will have with constituents related to attracting students as Northeast continues to plan to offer a nursing course in Ainsworth.

9. MONITORING REPORT

9.1 EL-03, Treatment of Employees

Survey results from both the 2023 Engagement Survey that was administered by McLean and Company and the 2024 Title IX Climate Survey are indicators of the employees' perception of their working environment. A collaborative work environment was identified as a significant area of focus and McLean & Company continues to work with the Engagement Team to review priorities and develop action plans to improve the culture and environment.

A Governance Taskforce was developed in the Spring of 2022 to review the current shared governance structure and suggest changes to move toward a more collaborative structure. In May 2024, revisions to the existing structure were approved and will be launched in August 2024. This new structure has reduced the number of standing committees and created more opportunities for staff and faculty to be involved in the shared governance process.

It is noted that AP-7710.0, Employee Grievance Procedures is overdue for review and needs to move through the shared governance process.

The Director of Risk Assessment was recently hired, and we are proud of the significant amount of work that she has been able to complete in the past eight months. Her work addresses the feedback received related to safety concerns on campus.

9.2 EL-09, Organizational Integrity

In-depth discussion was held on the importance of monitoring reports for both the Board of Governors and faculty and staff. Monitoring reports have two functions: 1.) To prove compliance with policy, and 2.) To use as a basis for evaluation of the president.

Board members stated their desire to dedicate more time to reviewing the monitoring reports each month; to have thoughtful and frank discussions on ends and remain informed about what is going on. This is also the time for board members to decide if the right content is being provided to provide compliance with policy or recommend change.

Part of what the college community is asking for is accountability and transparency. Northeast’s culture of doing things today is much different than it was five years ago. The monitoring reports provide accountability and transparency, and faculty and staff owe it to themselves to review the information. Dr. Barrett will lean on the President’s Cabinet for assistance in providing information to employees to help them understand what the Board is doing and how the Board is engaged with what they should be engaged in. There are operational things that the Board of Governors is not aware of because it is not their responsibility.

10. 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.

11. CONSENT AGENDA

MOTION by Terry Nelson, **SECONDED** by Diane Davies to **APPROVE** the Consent Agenda as follows:

- 11.1 Minutes of the May 9, 2024 Regular Meeting as presented.
- 11.2 Monthly Financial Report for May 31, 2024.
- 11.3 Claims paid in May 2024, with the exception of payments to themselves.
- 11.4 **SECOND READING** and **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.

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

Voting No: None

Absent: Ames, Robinson, and Sibbel **MOTION CARRIED**

12. 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.

Nicole Sedlacek departed the meeting at 3:52 p.m.

13. COLLEGE REPORTS

13.1 President’s Report
 A complete copy of the President’s Report may be found within today’s Team’s site and is also available on the Northeast website.

14. ITEMS FOR DECISION

14.1 **MOTION** by Dirk Petersen, **SECONDED** by Donovan Ellis to authorize the use of cash on hand to continue the operations of the College pending final approval of the 2024-2025 budgets in September 2024.

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

Voting No: None

Absent: Ames, Robinson, Sedlacek, and Sibbel **MOTION CARRIED**

14.2 **FIRST READING** for the **DELETION** of BP-1030, Freedom of Speech. Policy content was incorporated into administrative procedure AP-1030, Freedom of Speech, which provides sufficient coverage and references.

14.3 Donovan Ellis **MOVED**, **SECONDED** by Dirk Petersen to approve a five-year contract for Dr. Leah A. Barrett, effective July 1, 2024.

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

Voting No: None

Absent: Ames, Robinson, Sedlacek, and Sibbel **MOTION CARRIED**

15. In other business, Chairperson Scherer acknowledged staff members observing birthdays during the month of June.

Chairperson Scherer extended his appreciation to administration and staff for their preparations for and participation in today's meeting of the Board of Governors.

16. ADJOURNMENT

At 4:19 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