



Board of Governors
Northeast Community College Area
Minutes of Regular Meeting
Thursday, September 12, 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.....	Present
Carol Sibbel	Present
Pat Wojcik.....	Absent-Excused

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
- Diane Reikofski, Executive Assistant to the President and Board Recording Secretary
- Jen Greve, Executive Director, Marketing and Recruitment
- Wendy Swenson, Secretary, Faculty Association secretary
- Tee Bush, President, Faculty Association
- Allison Lambert, College Engagement Coordinator
- Parker Clausen, Student Leadership Association
- Jordan Mosel, Student Leadership Association
- Kyler Mosel, Student Leadership Association

1. The Northeast Community College Board of Governors met for its official Budget Hearing regarding the 2024-2025 College budgets on Thursday, September 12, 2024. Notice of the Budget Hearing was published in the *Norfolk Daily News* on Saturday, September 7, 2024. Purpose of the Budget Hearing on the 2024-2025 budgets is for the purpose of hearing support, opposition, criticism, suggestions, or observations from taxpayers. Chairperson Jeff Scherer declared the budget hearing convened at 1:00 p.m., in Suite 197 of the Lifelong Learning Center, located on the campus of Northeast Community College.

2. BUDGET HEARING

Scott Gray, Vice President, Administrative Services, reviewed levy and budget lid information, along with factors affecting operational funding and expenditures, and presented information regarding the General Operating Budget, Building Improvement Fund Budget, and the Self-Supporting Funds Budget for the Fiscal Year 2024-2025.

3. PUBLIC COMMENT

Chairperson Scherer advised that individuals commenting on the Budget Hearing are allowed three minutes each. No constituents were in attendance to address the Board of Governors.

4. At 1:34 p.m., there being no further discussion on the proposed budgets, Chairperson Scherer declared the Budget Hearing adjourned.

5. The Property Tax Request Hearing was convened at 1:34 p.m. Notice of the Special Hearing to set Final Tax Request was published in the *Norfolk Daily News* on Saturday, September 7, 2024. Purpose of the Special Hearing to set Final Tax Request is for the purpose of hearing support, opposition, criticism, suggestions, or observations from taxpayers.

6. PROPERTY TAX REQUEST HEARING

Information on the setting of the Final Property Tax Request for 2024-2025 was presented by Scott Gray.

Board members noted that the amount of the Operating Budget reflected on the Notice of Special Hearing to Set Final Tax Request differs from the amount presented by Scott. Scott will verify the correct number with his staff and the Notice will be republished if necessary.

7. At 1:41 p.m., there being no further discussion, Chairperson Scherer declared the Property Tax Request Hearing adjourned.

8. PUBLIC COMMENT

Chairperson Scherer advised that individuals commenting on the Property Tax Request Hearing are allowed three minutes each. No constituents were in attendance to address the Board of Governors.

9. The Northeast Community College Board of Governor met for its regular session Board Meeting on Thursday, September 12, 2024, in Suite 197 of the Lifelong Learning Center, located on the campus of Northeast Community College, 801 East Benjamin Avenue, Norfolk, NE. Chairperson Scherer convened the regular meeting to order at 1:41 p.m.

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

11. CONSENT AGENDA

MOTION by Del Ames, **SECONDED** by Nicole Sedlacek to **APPROVE** the Consent Agenda as follows:

11.1 Adopt Agenda of the September 12, 2024 meeting.
 11.2 Approve Minutes of the August 6, 2024 Board of Governors Meeting.

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

Voting No: None

Absent: Wojcik **MOTION CARRIED**

12. OPEN MEETINGS ACT

Advised that a copy of the Nebraska Open Meetings Act is posted on the table in the meeting room, along with a copy of the September 12, 2024 Board of Governors Meeting agenda and all printable supporting documents.

13. ITEMS FOR DECISION

13.1 **MOTION** by Julie Robinson, **SECONDED** by Dirk Petersen to **APPROVE** the 2024-2025 budgets as follows:

2024-2025 General Operating Budget	\$ 61,263,645
2024-2025 Building Improvement Budget	\$ 17,210,279
2024-2025 Self-Supporting Funds Budget	<u>\$ 44,399,061</u>
Total Budgets	\$122,872,985

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

Voting No: None

Absent: Wojcik **MOTION CARRIED**

13.2 **MOTION** by Del Ames, **SECONDED** by Donovan Ellis to **APPROVE** the 2024 Property Tax Request as follows:

2024 Property Tax Request	\$8,563,024.42
2024 Tax Rate	0.020000

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

Voting No: None

Absent: Wojcik **MOTION CARRIED**

14. PRESIDENT'S REPORT

14.1 Monitoring Report

EL-08, Communication and Support to the Board

Dr. Barrett extended her appreciation to all eleven board members who participated in small focus groups via Zoom to garner feedback regarding communication and support to the board. The most robust part of the focus group discussions focused around using the monitoring reports to recognize the work that needs to be done. Part of the discussion included how the Board of Governors changed their governance process, yet we never changed the order of the agenda. Scott Gray found a Board Agenda Worksheet document that was provided by the Governance Coach consultant, as well as a Worksheet that was created by Northeast's Board of Governors, noting a great deal of similarities between the two. The Governance Coach Board Agenda Worksheet and the Northeast Worksheet will be provided to all board members. The Governance Committee will also review the two documents and provide additional feedback to the Board as a whole.

Overall, the board members conveyed that Microsoft Teams is not a satisfactory tool for accessing board materials and meetings. The board recording secretary and governance committee recording secretary, with support from Renee Peters, have assessed multiple software options and are in the beginning stages of implementing a new board management software.

Dr. Barrett provided a reminder that she will alternate annually between conducting a survey of the board and holding the small group listening sessions as she prepares to complete the EL-08 monitoring report.

Discussion was held and views were provided regarding Section 1.1 of EL-08. Direction was given for the Governance Committee to further review this section to determine if it should be deleted or if should be moved to EL-06, Asset Protection.

The Board assessed the monitoring report and determined that there is evidence of compliance with a reasonable interpretation.

14.2 President's Monthly update

A complete copy of the President's Monthly update can be found within today's Team's site and is also available on the Northeast website. Highlights included a visit to Apple Park, an opportunity provided through Dr. Barrett's membership with the Association of Community College Trustees (ACCT) President's Advisory Council. Professional engagements included Northeast's Fall In-Service and student welcome back activities, participating in President Gold's investiture, and attending Husker Harvest Days, and the State Chamber Economic Development Conference.

Dr. Barrett inquired if members of the Board found value in the monthly President's Report that was provided toward the end of the monthly meeting. The report is a recap of many of the news release stories over the past month. Board members indicated that they also receive the news release information and feel that the President's Report is unneeded additional work. Dr. Barrett stated that she will use the President's Monthly Update to share information that might be of value to the media.

15. COMMITTEE REPORTS

15.1 Governance Committee

- The Governance Committee met on August 28, 2024 via Zoom.
- Content review was conducted of EL-04, Planning, with no revisions being recommended. The Governance Committee reviewed and discussed Section 7.2 of the President's monitoring report. Clarification was made that the Board Chairperson is aware of the President's succession plan, rather than the Board. Until the Board can take their own action, the plan put in place by the President's Cabinet will be followed. The Governance Committee did not feel the need to change the policy.

15.1.1 **FIRST READING** of **REVISIONS** to GP-08.3, Search Committee Charter.

During the Governance Committee's July meeting, they conducted a content review of GP-08.3, Search Committee Charter, with minor revisions being recommended. It was noted that there has been a lapse in following Item 1.2 under the Committee Composition and Tenure section. When a Search Committee is appointed in the future, the motion should include approving the Search Committee membership and appointing the committee chairperson.

15.1.2 **FIRST READING** for the **DELETION** of BP-7210, Employee Group Classification. Content has been incorporated into a new administrative procedure, AP-7210.0, Employee Group Classification.

15.2 NCCA report

The NCCA Board of Directors third quarter meeting and Strategic Planning Session was held on August 12, 2024. The Board identified short term priorities, in part, seeking short term funding to replace ARPA funds, NSWERS, and working to get community colleges removed from the pink post cards. Long term priorities include, in part, increasing the capital levy, discussing and working with the university to strengthen articulation agreements.

16. PUBLIC COMMENT on Monitoring or Committee Reports

Chairperson Scherer advised that individuals commenting on Monitoring or Committee Reports are allowed three minutes each. No constituents were in attendance to address the board with a public comment.

17. BOARD EDUCATION AND INFORMATION

17.1 Administrative Services Report

17.1.1 Monthly Financial Report for August 31, 2024

Review was given to the Monthly Financial Report for the period ending August 31, 2024, with detail provided regarding the changes in fund balances.

MOTION by Nicole Sedlacek, **SECONDED** by Del Ames to **APPROVE** the Monthly Financial Report for August 31, 2024.

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

Voting No: None

Absent: Davies and Wojcik **MOTION CARRIED**

17.1.2 Claims paid in August 2024
 Review was given to items of significance within the August paid bills report including a payment to Hausmann Construction, Inc for work on the Maclay Building, and HCI Construction for work at the South Sioux City campus.

MOTION by Steve Anderson, **SECONDED** by Terry Nelson to **APPROVE** the claims paid in August 2024, abstaining from payment to themselves.

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

Voting No: None

Absent: Davies and Wojcik **MOTION CARRIED**

17.1.3 iHub Agreement and Mortgage
 Northeast Community College applied, received, and accepted a grant from the United States Department of Commerce, Economic Development Administration (EDA) for acquiring and making improvements to the real property that will be utilized for the iHub. As part of the agreement, Northeast is not permitted to sell, lease, or transfer said property for 15 years.

MOTION by Julie Robinson, **SECONDED** by Donovan Ellis to **APPROVE** the Agreement and Mortgage related to the iHub, property description is included as Exhibit A and attached to said document.

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

Voting No: None

Absent: Wojcik **MOTION CARRIED**

Mrs. Sibbel exited the meeting at 3:32 p.m.

17.2 Student Services Report

17.2.1 Tenth Day Enrollment Report

Northeast's Tenth Day Enrollment Report reveals 5,601 students enrolled on the 10th day of Fall 2024, up 98 students (2%). Credit hours reveal a slight decline of 192 credit hours or -4%. Tenth Day Enrollment for Early College Students reveals 2,107 enrolled Early College students, up 128 students (7%) compared to Fall 2023.

First-time Freshman Enrollment for Fall 2024 reflects a decrease of -7% in headcount and -5.6% in credit hours. Challenges with the FAFSA process may have affected first generation enrollment.

A complete copy of the Tenth Day Enrollment Report is available for review in today's Teams site.

17.2.2 Brief review was given to the Statements of Reimbursable Full-Time Equivalent (FTE) Student Enrollment, Reimbursable Educational Units (REU), and Dual Enrollment FTE, June 30, 2024 and 2023.**18. PUBLIC COMMENT on Board Education, Information, and additional items for decision**

Chairperson Scherer advised that individuals commenting on Board Education, Information, or additional items for decision are allowed three minutes each. No constituents were in attendance to address the board with a public comment.

19. A self-evaluation of today's meeting was conducted and is recorded in the September 12th Board of Governors Teams site.**20. ADJOURNMENT**

At 4:01 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