



## BOARD OF GOVERNORS

### GOVERNANCE COMMITTEE

Thursday, February 11, 2021  
8:30-10:15 a.m.  
Zoom

#### GOVERNANCE COMMITTEE

Dirk Petersen, Chairperson  
Terry Nelson  
Julie Robinson  
Jeff Scherer  
Steve Anderson, ex-officio

#### OTHER BOARD MEMBERS

Del Ames  
Donovan Ellis  
Arlan Kuehn  
Nicole Sedlacek  
Carol Sibbel  
Gene Willers

#### STAFF

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Michele Gill  
Dr. Karen Severson  
Dr. Tracy Kruse  
Jim Curry  
Diane Reikofski

#### OTHERS

Rose Mercier

THE GOVERNANCE COMMITTEE CAN ONLY RECOMMEND ACTION FOR THE BOARD TO CONSIDER DURING PUBLIC MEETINGS OF THE BOARD OF GOVERNORS.

The Committee hereby reserves the right to go into executive/closed session pursuant to Neb. Rev. Stat. §84-1410 of the Nebraska Open Meetings Act.

### AGENDA

1. Convene meeting
2. Consider approval of Minutes of meeting of January 14, 2021 – (attached pgs. 3-6)
3. Policy governance update – (information only) – Leah Barrett and Workgroup
  - a. Work with Governance Coach
4. Consider the SECOND READING and recommendation for APPROVAL for the deletion of the following – Amanda Nipp
  - a. BP-5140, Student Privacy and Release of Information – (attached pg. 7)
  - b. BP-5711, Vaccination Policy – (attached pgs. 8-9)
  - c. BP-5810, Resident Housing Regulations Policy – (attached pg. 10)
5. Consider the FIRST READING for deletion of the following: - Dr. Karen Severson
  - a. BP-7030, Emeritus Classification – (pgs. 11)
  - b. BP-7565, Post Retirement Benefits – (pg. 12)

#### **Mission**

Northeast is dedicated to the success of students and the region it serves.

6. Closed session for the purpose of review of the presidential evaluation – Dirk Petersen
7. Climate survey next steps – Karen Severson, Paul Feilmeier, and Michele Gill
8. Strategic Plan next steps – Leah Barrett
9. Employee Newsletter – (information only) – Leah Barrett
10. Other - (information only)
11. Adjourn

**Mission**

Northeast is dedicated to the success of students and the region it serves.

**NORTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**GOVERNANCE COMMITTEE**

Thursday, January 14, 2021

**GOVERNANCE COMMITTEE**

Dirk Petersen, Chairperson	PRESENT
Terry Nelson	PRESENT @ 9:54 a.m.
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Steve Anderson, ex-officio	PRESENT

**STAFF**

Dr. Leah Barrett  
Scott Gray  
Paul Feilmeier  
Amanda Nipp  
Dr. Karen Severson  
Dr. Tracy Kruse  
Jim Curry  
Diane Reikofski

**OTHER BOARD MEMBERS**

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT @ 9:52 a.m.
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT
Gene Willers	PRESENT

**MINUTES**

1. The Governance Committee meeting was convened by Dirk Petersen, Chairperson of the Governance Committee, at 9:31 a.m. via Zoom video conferencing.
2. Recommended approval of the Minutes of the December 10, 2020 meeting as presented.
3. Annual Conflict of Interest forms should be completed, signed, and returned to Diane Reikofski.
4. Amanda Nipp reported that during the annual review of policies and procedures, we have realized that we have a procedure, but the policy adds nothing to them. In an effort to address these duplications, the following three policies are being recommended for deletion.
  - a. BP-5140, Student Privacy and Release of Information,
  - b. BP-5711, Vaccination Policy,
  - c. BP-5810, Resident Housing Regulations Policy.

A consensus was reached by the Governance Committee to recommend to the Board of Governors to approve the FIRST READING of the aforementioned policies.

5. Steve Anderson advised that on Monday, he and President Leah Barrett had a phone conference with Rose Mercier with the Governance Coach regarding the president's evaluation. With all that has occurred throughout this past year, goals or parameters have never been set to provide guidance on what the Board of Governors wanted her to work on. During Monday's discussion with Rose, President Barrett offered to create a draft document of what she felt the board wanted her to work on and was of high importance.

**Mission**

Northeast Community College is dedicated to the success of students and the region it serves.

President Barrett shared the draft document that identified five areas that she believes are the direction or priority. Mr. Anderson requested that board members review the document and provide feedback to him so that this document can be used to effectively evaluate the president.

Dirk Petersen indicated that he felt the format of the draft document was good and deals with setting up executive limitations for the president. By using information that has been accumulated through the years, the board has the opportunity to tailor the document to what they want it to represent.

Further review and discussion regarding the evaluation instrument will occur at the February Governance Committee Meeting.

6. On February 1<sup>st</sup>, the Aspen Institute will be accepting applications for the Aspen New President's Fellowship. Both the Board of Governors and Dr. Barrett desired for her to participate in this fellowship last year, but her application was not accepted. A nomination letter is being prepared on behalf of the Board of Governors to nominate Dr. Barrett this year. President Barrett reported that Gretchen Schmidt, National Center for Inquiry and Improvement, will be submitting a nomination of Dr. Barrett in addition to the Board of Governors nomination. If Dr. Barrett is accepted to the New President's Fellowship, the Peter Kiewit Foundation has agreed to underwrite the cost of the Fellowship to help defray costs.
7. President Barrett reviewed a draft of the Northeast Community College Strategic Direction. Contents are based on the environmental scan that she has been working on over the past year. This is the culmination of the 15-17 meetings that she conducted. President Barrett stated that she provided parameters and specific questions and sought thoughts and feedback from members of the President's Council and President's Cabinet.

President Barrett indicated that a few weeks ago when discussion was being held about the strategic plan, Del Ames provided feedback which included rich content; data-informed decision making, how you use assessment data, and making changes based on the data. She stated she hopes to build a culture of continuous quality improvement which will help our institution be strong, nimble, and flexible.

If an effort to provide transparency, an internal SharePoint site has been developed and includes all of the raw feedback from all of the focus groups that Dr. Barrett conducted.

President Barrett requested feedback from board members regarding what the measures of success are at the board level and what conditions would be evident.

- There is no benefit if data is collected but never used.
- Need to assure that we are collecting the right data on the right person at the right time.
- How is the data used?
- When collecting data, staff and administration need to be given time to achieve goals. Many of the goals are long-term goals. As a board member, we will want to know how staff and administration is doing on the goals.
- Need to be nimble enough to realize if something isn't working and make changes.
- Data is important. The board needs data to review in order to be forward thinking/planning.

- Nebraska statistics reveal that the top three jobs are 1) truck driver, 2) nurse, 3) elementary education teacher. These jobs are not being filled. Is there a way to measure this?
- Need to/how do we measure access? As we build access, it will take time for outcomes to improve.
- Remove barriers that exist for low-income students, immigrants, under-resourced environments, etc. Create systems to help those that are faced with barriers.

Dr. Barrett encouraged board members to continue to provide her with feedback regarding the strategic direction.

8. President Barrett reported that this is the second time that Northeast Community College has utilized the National Initiative for Leadership and Institutional Effectiveness (NILIE) to conduct a campus climate survey. The PACE Climate Survey for Community Colleges is an evidence-based survey designed to assess employee perceptions and satisfaction with various aspects of the campus climate. Data gathered from the PACE Climate Survey enables institutions to gauge their progress toward improving climate, highlight areas for growth, identify areas needing change or improvement, and set the stage for data-informed decision-making and strategic planning.

The 2018 Climate Survey Results identified a significant need for recovery. Under the leadership of the Interim Presidents a Climate Task Force was created and developed recommendations, reviewed the steps taken and the work done to address concern for the 2018 Climate Survey. Task Force recommendations became the priority for 2020 and included shared/collaborative governance, broader decision-making, professional development, transparency, and communication.

2020 Climate Survey Results were reviewed by President Barrett, including overall climate scores, areas of excellence, points of pride, favorable themes, and top priorities for change.

These results are important for a new leader to have a baseline for the institution. President Barrett wants to have an inspiring, motivating, and rewarding climate. Everyone has a responsibility on what they say and do, how it impacts the campus climate, and how we move forward. Trust, relationships, and transparent, honest, and sincere communications are important to her.

Results of the 2020 Climate Survey were shared with members of the President's Cabinet on Tuesday. President Barrett will be sharing results of the 2020 Climate Survey Results during In-Service next week. The College community will also be able to access all of the qualitative comments on the SharePoint site.

In February, in an effort to grow, improve, and find ways to create a positive work environment, discussions will be held with the employee groups and will be led by Human Resources and members of the President's Cabinet team. A Climate Survey Subcommittee will also be created to review previous recommendations and develop additional action items.

Board members expressed the need to follow up on theme-based areas within the survey. President Barrett hopes the Board of Governors will have a robust discussion in February

regarding the survey results. Hard copies of the results should be received by the board members today or tomorrow, allowing time for members to delve into the details of the survey results prior to February.

NILIE typically administers the Climate Survey every two to three years. President Barrett and Dr. Karen Severson will gather some feedback from NILIE to determine the frequency of administering the survey at Northeast Community College.

9. With no further business to discuss, the meeting was adjourned at 11:43 a.m.

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 5– STUDENT SERVICES SUBSECTION 51 – ADMISSIONS, REGISTRATION & STUDENT RECORDS

POLICY NUMBER: ~~BP—5140~~

### ~~STUDENT PRIVACY AND RELEASE OF INFORMATION~~

#### 1. POLICY REASON/PURPOSE/INTENT

~~—To establish a policy on student privacy and release of information.~~

#### 2. DEFINITIONS

N/A

#### 3. POLICY

~~3.1 Northeast Community College complies with all federal, state, and local laws, which relate to student records including the Family Educational Rights and Privacy Act (FERPA) of 1974. Student privacy related to the release of information shall be in accordance with college procedures.~~

#### 4. APPLICABILITY

N/A

EFFECTIVE DATE: 04/09/2014

ORIGINAL ADOPTION DATE: 04/10/1975 (item #0888)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 06/11/1981  
(item #2977); 09/12/1996 (item #7739); 03/09/2006 (item #9853); 04/09/2014 (item #11419)

PRIOR POLICY/PROCEDURE NUMBER: 5030

SCHEDULE FOR REVIEW: 2016

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-5140.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: student privacy; release of information; FERPA



# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 5– STUDENT SERVICES SUBSECTION 57 – HEALTH AND RECREATION

POLICY NUMBER: BP – 5711

### VACCINATION POLICY

#### 1. POLICY REASON/PURPOSE/INTENT

~~To establish a policy on student vaccinations.~~

#### 2. DEFINITIONS

~~—N/A~~

#### 3. POLICY

~~3.1—Northeast Community College (NECC) supports the most recent pre-college immunization recommendations of the Center for Disease Control (CDC) and the American College Health Association (ACHA).~~

~~3.2—Northeast Community College students are not required to provide proof of immunizations for enrollment. Select programs, however, require proof of immunizations upon selection into the program.~~

~~3.3—Northeast Community College suggests that all students residing on campus comply with the NECC Residence Life immunization recommendations and in accordance with college procedures.~~

#### 4. APPLICABILITY

~~—N/A~~

EFFECTIVE DATE: 04/09/2014

ORIGINAL ADOPTION DATE: 09/09/2010 (item #10700)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 04/09/2014  
(item #11419)

PRIOR POLICY/PROCEDURE NUMBER: 5105

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none



**PROCEDURE(S) FOR POLICY:** AP-5711.0

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** vaccination

# NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

## SECTION 5– STUDENT SERVICES SUBSECTION 58 – HOUSING AND RESIDENCE LIFE

POLICY NUMBER: BP – 5810

### RESIDENT HOUSING REGULATIONS

#### 1. POLICY REASON/PURPOSE/INTENT

~~To establish a policy on resident housing regulations.~~

#### 2. DEFINITIONS

~~—N/A~~

#### 3. POLICY

~~3.1—Students who reside in college-operated housing facilities and their guests are subject to the jurisdiction of the College during the student's period of residency. The College reserves the right to take disciplinary action (including the use of fines, community service hours, educational programs or assignments, probation, suspension and/or eviction) against those students who violate established resident housing regulations.~~

#### 4. APPLICABILITY

~~—N/A~~

EFFECTIVE DATE: 04/09/2014

ORIGINAL ADOPTION DATE: 10/10/1996 (item #7783)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 04/10/2003  
(item #9283); 12/08/2011 (item #10962); 04/09/2014 (item #11419)

PRIOR POLICY/PROCEDURE NUMBER: 5035

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Student Services

SPONSORING DIVISION/DEPARTMENT: Student Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: AP-5810.0

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: resident housing; dormitory; housing

# **~~NORTHEAST COMMUNITY COLLEGE POLICY MANUAL~~**

## **~~SECTION 7—HUMAN RESOURCES~~** **~~SUBSECTION 70—GENERAL~~**

**~~POLICY NUMBER: BP—7030~~**

### **~~EMERITUS CLASSIFICATION~~**

#### **~~1. POLICY REASON/PURPOSE/INTENT~~**

~~—To establish a policy on the emeritus classification.~~

#### **~~2. DEFINITIONS~~**

~~—N/A~~

#### **~~3. POLICY~~**

~~3.1 The rank of emeritus may be conferred on a retired faculty or staff member who has rendered meritorious service to the College. The rank may be conferred upon the recommendation of the appropriate vice president or associate vice president and subject to approval by the President and the Board of Governors in accordance with college procedures.~~

#### **~~4. APPLICABILITY~~**

~~—N/A~~

**EFFECTIVE DATE:** 1/12/2017

**ORIGINAL ADOPTION DATE:** 11/14/1974 (item #0722—Code 4119.02)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 05/12/1994  
(item # 6840); 04/11/1996 (item #7551); 03/13/1997 (item #7957); 06/10/1999 (item #8527);  
06/10/2014 (item #11444); 1/12/2017 (item #11981)

**PRIOR POLICY/PROCEDURE NUMBER:** 4122

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** AP 7030.0

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** emeritus

# **~~NORTHEAST COMMUNITY COLLEGE POLICY MANUAL~~**

## **~~SECTION 7— HUMAN RESOURCES~~** **~~SUBSECTION 75— EMPLOYEE BENEFITS— INSURANCE & RETIREMENT~~**

**~~POLICY NUMBER: BP— 7565~~**

### **~~POST RETIREMENT BENEFITS~~**

#### **~~1. POLICY REASON/PURPOSE/INTENT~~**

~~—To establish a policy on employee post retirement benefits.~~

#### **~~2. DEFINITIONS~~**

~~—N/A~~

#### **~~3. POLICY~~**

~~3.1 Any retired College employee who, on or after the effective date of this policy, has reached fifty five years of age or becomes disabled shall be afforded the opportunity to continue health insurance coverage through the provisions of COBRA. Employees electing this option shall be responsible for the entire premium cost.~~

#### **~~4. APPLICABILITY~~**

~~—N/A~~

**~~EFFECTIVE DATE: 11/13/2014~~**

**~~ORIGINAL ADOPTION DATE: 12/08/1994 (item #7053)~~**

**~~REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 02/18/1999~~**  
**~~(item #8457); 11/13/2014 (item #11538)~~**

**~~PRIOR POLICY/PROCEDURE NUMBER: 4121~~**

**~~SCHEDULE FOR REVIEW: 2019~~**

**~~DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources~~**

**~~SPONSORING DIVISION/DEPARTMENT: Human Resources~~**

**~~RESCINDED DATE: none~~**

**~~LEGAL REFERENCE: none~~**

**~~CROSS REFERENCE: none~~**

**~~PROCEDURE(S) FOR POLICY: none~~**

**~~RELATED POLICIES/REFERENCES: none~~**

**~~POLICY KEY WORDS: post retirement benefits, COBRA~~**