

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

GOVERNANCE COMMITTEE

Thursday, February 11, 2021

GOVERNANCE COMMITTEE

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

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

OTHER BOARD MEMBERS

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	ABSENT
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 8:32 a.m. via Zoom video conferencing.
2. Recommended approval of the Minutes of the January 14, 2021 meeting as presented.
3. Rose Mercier, senior consultant from The Governance Coach, joined the Governance Committee to listen to discussion and answer any questions that may arise regarding the policy governance process. Board members Del Ames, Donovan Ellis, Dirk Petersen, Carol Sibbel, and Gene Willers participated in the Policy Governance Workgroup which involved creating executive limitations related to finances.

President Barrett stated that she was nervous about where to start with creating the executive limitations but was pleased to read the first draft that was provided by Rose. As the president, it provided her with direction. She previously had history about what she was doing and would use that history and call Steve Anderson for clarification of what were the expectations. When reading these executive limitations, it provided her confirming phrases that told her she was doing the right thing and to provide to the board what they need in order to do their job.

Del Ames stated that he learned a great deal from hearing the different perspectives and past experiences from Donovan Ellis and Gene Willers, as well as Scott Gray. This helped to bring things together with how it relates to what the board is trying to attempt to do. The dialogue back and forth and coming to consensus was valuable. Dirk Petersen stated that he appreciated the executive limitations template which provided a baseline and was likely based on background and knowledge over a number of years. He appreciated the Workgroup that was

Mission

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

involved; it has been a worthwhile process. This will also set the stage for the future so that there is more consistency moving forward, when new members join the Board of Governors, etc.

Steve Anderson encouraged board members to review ACCT's *Trustee Quarterly* as this summarizes the direction that the board is trying to go with the process; it pulls it all together.

Mr. Anderson reported that he recently ordered and received a publication, *Trusteeship in Community Colleges: A Guide for Effective Governance*. The book references the Carver model of governance and reiterates what is being talked about today, including the ability to establish a high performing board and a high performing college. These are the types of policies and processes that sets the board apart.

Nicole Sedlacek stated that as someone who has worked with different Board of Directors for quite some time, she likes the process and the direction the board is headed with it. This process will do nothing but help set up the institution for success, both for Dr. Barrett and the Board of Governors.

Donovan Ellis stated that he appreciated the process. The policies that are developed will be a guide to the president and to the Board of Governors so that everyone knows where they stand and what is expected from each entity.

Carol Sibbel stated that this process was valuable for her to go through. This process provides guidance for President Barrett to know what her role is and how the board fits into that process. The board is not set up to micromanage the College and the process has helped to clarify the reports that the Board needs to monitor the institution.

President Leah Barrett expressed her intent and Steve Anderson supported her desire to meet with all employees involved in the shared governance process to provide them with an update on policy governance work so that they understand that we are not changing the procedures we use to operate the college but are better defining and delineating the difference between the role of the board and the role of the administrative units of the college. We want to assure that we have appropriate procedures as the board creates the executive limitations that help the president understand and articulate what is required by the board.

Procedures for the College continue to go through the shared governance process which includes all divisions on campus as well as student representatives. The evolution is that the role of the Board of Governors is articulated through the executive limitations. The executive limitations provide direction to President Barrett and the Cabinet to assure that administrative procedures are developed to fulfill the expectations of the Board of Governors.

Steve Anderson stated that the two main points he takes away from policy governance is that the Board passes its values onto the college community and the Board has the ability to increase its monitoring ability through monitoring reports.

Mr. Petersen stated that the draft executive limitations that were provided by Rose were tweaked through the discussion and recommendation of the board members involved in the process. Gene Willers indicated that the process provided the Board of Governors the

opportunity to look at how deeply they wanted to delve into the process. He looks forward to moving forward with the executive limitations. President Barrett now has a better understanding of what the Board of Governors feels is important and the reports that they desire to review.

A schedule for reviewing the content of the policies will be developed. Rose Mercier suggested that all policies be reviewed once during the first year and then a grid should be developed where some policies may be reviewed once every two years and some will be reviewed once every three years.

Ms. Mercier suggested that the next step in the process will be to look at what committees the Board of Governors should have to help the board do its work. A committee on strategic planning and a committee on ownership linkage are typical board committees. The board does not need to have a committee to do the work that has been delegated to the president.

4. A consensus was reached by the Governance Committee to recommend to the Board of Governors to approve the SECOND READING and approve deletion of the following three policies:
 - a. BP-5140, Student Privacy and Release of Information,
 - b. BP-5711, Vaccination Policy,
 - c. BP-5810, Resident Housing Regulations Policy.

Administrative procedures exist for each of the above-mentioned policies, however, the policy added nothing to the procedure. Deletion of the policy addresses a duplication of language.

Amanda Nipp provided clarification that vaccination requirements for on-campus students remain in place and are outlined in administrative procedures.

5. Dr. Karen Severson presented BP-7030, Emeritus Classification for deletion, reporting that this will now be included in the Employee Recognition policy, BP-3060. BP-7565, Post Retirement Benefits is also recommended for deletion. Dr. Severson explained that COBRA benefits are available but not exclusively to the post-retirement age group.

Following discussion, a consensus was reached by the Governance Committee to recommend to the Board of Governors to accept the FIRST READING for the deletion of BP-7030, Emeritus Classification and BP-7565, Post Retirement Benefits.

6. At 9:25 a.m., Jeff Scherer MOVED to enter into Closed Session for the purpose of review of the presidential evaluation and to reconvene to the Governance Committee after business is discussed. Dirk Petersen SECONDED the motion.

Voting Yes: Petersen, Scherer, Anderson

Voting No: None

Absent: Nelson and Robinson

7. The Governance Committee was reconvened at 10:38 a.m.

8. During the January 14th meeting, results of the climate survey were reviewed with the Board of Governors by President Leah Barrett. At that time, she mentioned that there would be next steps. Dr. Karen Severson advised that members of the President's Cabinet took ownership of the next steps because they felt it was important for them to mend some of the climate issues. Employee engagement sessions, limited to 20 individuals per session, have been scheduled and will be co-hosted by two members of the Cabinet team. Employees will be encouraged to share their climate concerns. The employee engagement sessions are not meant to be a rehash of climate issues but to focus on being the solution to the climate issues. A PowerPoint presentation provided during the employee engagement sessions encourages faculty and staff to stay proactive, ask questions, be flexible, be positive, and be part of the solution. Notes are being taken during each of the sessions and will be reviewed to identify themes for solutions to the climate issues and to move forward.

A Climate Subcommittee should commence work in early March and continue through May. With faculty gone during the summer, the group will take a break and reconvene when faculty return in the fall. Individuals that have volunteered to be a part of the Climate Subcommittee are not those that always volunteer. Cabinet members are happy to engage new people in this work and gain new perspectives. Board members commended President Barrett and members of the President's Cabinet for their hard work to address the climate issues.

9. President Barrett reported that feedback on the Strategic Direction has been wonderful and provided a review of the summary of comments. Next steps include an assessment of the feedback from President's Council and President's Cabinet members. Work will be done over the next few weeks to create a version three. This version will be distributed widely as we continue to work toward a final document. In addition, teams will begin to work on the detail, including measures of success, dashboards, and department specific work in meeting our priorities. The goal is to roll the new Strategic Direction document out in early May.
10. Board members have been added to the distribution list for the Employee Newsletter. This weekly publication provides detail of what is occurring across campus as well as new employees, retirees, employees who have received promotions, etc.

Board members expressed understanding of not communicating all employees who depart campus, particularly when it was not the employee's choice. Scott Gray stated that when an employee departs employment, a general communication is sent to the specific division that the employee was in.

11. In other business, President Barrett reported that she has personally delivered boxes of well wishes and cards to retirees. Due to COVID, an on-campus event was not scheduled to celebrate the retirees and their years of service to the institution. When a larger retirement event is scheduled on campus, these individuals will be invited to be a part of the occasion.
12. With no further business to discuss, the meeting was adjourned at 11:14 a.m.