1. The meeting was convened at 1:34 p.m., in Suite G of the Lifelong Learning Center, by Ken Echtenkamp, Chairperson of the Human Resources Committee.

2. Recommended approval of the Minutes of the October 11, 2007 meeting.

3. Personnel actions that have taken place since the October Board of Governors meeting were presented and reviewed by Dave Ptak, General Counsel and Vice President of Human Resources.

New Hires
a. Darlene Svancara’s position as Education Center Administrative Assistant has been upgraded from part-time to full-time, at a salary of $9.00/hour, effective October 1, 2007.
b. Laura Peitz of Norfolk has accepted the position of Educational Services Support Specialist-Master Scheduler at a salary of $10.50/hour, effective November 7, 2007.
c. Lynda Kassmeier of Norfolk has accepted the position of Lifelong Learning Center Coordinator at a salary of $32,000/annum, effective November 12, 2007.
d. Derek Bierman of Norfolk has accepted the position of Web Development Manager at a salary of $52,000/annum, effective November 12, 2007.
e. Stacie McCarville of Norfolk has accepted the position of Financial Aid Assistant Director-Scholarships and Loans at a salary of $30,000/annum, effective November 25, 2007.
f. Brandi Fuchs of Hoskins has accepted the position of Allied Health Administrative Assistant at a salary of $11.03/hour, effective October 22, 2007.
g. Trisha Kathol of Norfolk has accepted the position of Residence Hall Desk Clerk at a salary of $8.50/hour, effective October 18, 2007.
h. Ashley Koch of Petersburg has accepted the position of Technology Academies Director Administrative Assistant at a salary of $9.50/hour, effective November 8, 2007.

i. Jim Kubik of Norfolk has accepted the position of Testing Specialist at a salary of $10.00/hour, effective November 6, 2007.

Resignations

a. Brandi Fuchs, Custodian, employed since September 11, 2000, has resigned effective October 22, 2007, to take a part-time position at NECC.

b. Dennis Brandt, Director of Institutional Research, employed since September 10, 2001, has resigned effective November 1, 2007.

c. Stacie McCarville has resigned as Institutional Advancement Executive Assistant effective November 24, 2007, to accept a different full-time position at NECC.

4. Discussion regarding the NCCA Governor’s Award was led by Mary Honke. Jack Warrick, as Chairperson of the Nominating Committee, agreed to accept nominations and to forward the nomination to Janelle Gerharter by December 15, 2007.

5. Discussion was held regarding board members’ travel to the Community College National Legislative Summit in Washington, DC in February, 2008 and to the NCCA Annual Meeting in Lincoln, NE, in March, 2008.

A consensus was reached to recommend to the Board of Governors the approval of board members’ travel to the Community College National Legislative Summit in Washington, DC in February, 2008 and to the NCCA Annual Meeting in Lincoln, NE March, 2008.

6. The senior administrators reviewed the major initiatives that are being undertaken to meet the strategic priorities.

7. A reminder was provided that the Nominating Committee, consisting of Jack Warrick, Ken Echtenkamp, Steve Anderson, and Clarence Schmitt, will need to meet to prepare a slate of officers to serve as Chairperson, Vice-Chairperson, and Secretary, as well as two NCCA Representatives for 2006.

8. The annual performance review of the president was conducted.

9. The meeting was adjourned at 2:50 p.m.