

## **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 .....	Absent-Excused
Dr. Terry Nelson .....	Present
Dirk Petersen.....	Present
Julie Robinson.....	Present
Carol Sibbel .....	Present
Pat Wojcik.....	Present

### **OTHERS PRESENT**

Dr. Leah A. Barrett, President  
Scott Gray, Vice President, Administrative Services  
Dr. Charlene Widener, Vice President, Educational Services  
Dr. Tracy Kruse, Vice President, Development and External Affairs  
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  
Jerry Guenter, Director, Public Relations  
Jennifer Happold, Executive Assistant, Vice President Administrative Services  
Diane Reikofski, Executive Assistant to the President and Board Recording Secretary  
Jerrett Mills, Athletic Director  
Adam Potter, Men's Soccer Coach  
Wendy Swenson, Secretary, Faculty Association secretary  
Tee Bush, President, Faculty Association  
Brandon Keller, Treasurer, Faculty Association  
Sara Barrett, Accounting instructor  
Lisa Reifenrath, Director, Advising Services  
Lisa Guenther, Early Childhood Education instructor  
Sue Fuchtman, NPPD Board member  
Micha Moore, OnBoard representative

1. The Northeast Community College Board of Governor met for its regular session Board Meeting on Thursday, December 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 Jeff Scherer convened the regular meeting to order at 1:00 p.m.

2. Micha Moore, OnBoard representative, joined the meeting via Zoom to provide high-level OnBoard training.
3. Recognition provided to Northeast's men's soccer coach, Adam Potter, and his team. The Men's Soccer Team won the NJCAA Men's Division II National Championship title. Coach Adam Potter was also recognized for receiving the Region 11 Coach of the Year award.

Coach Potter addressed the Board of Governors and expressed his appreciation for the support from the Board of Governors, administration, and the community.

Steve Anderson arrived at 1:25 p.m.

4. Chairperson Scherer led the assembly in reciting the Pledge of Allegiance.

5. **OPEN MEETINGS ACT**

Chairperson Scherer 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 December 12, 2024 Board of Governors Meeting agenda and all printable supporting documents.

6. **CONSENT AGENDA**

**MOTION** by Pat Wojcik, **SECONDED** by Carol Sibbel to **APPROVE** the Consent Agenda as follows:

- 6.1 Adopt Agenda of the December 12, 2024 meeting.
- 6.2 Approve Minutes of the November 14, 2024 Board of Governors Meeting as presented.

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

**Voting No:** None

**Absent:** Davies

**MOTION CARRIED**

7. **PRESIDENT'S REPORT**

- 7.1 Monitoring Report: E-00, Ends.

Northeast Community College provides a diversity of learning opportunities that support the economic vitality of our region and the opportunity for our learners to achieve social mobility. Evidence of this is demonstrated through adherence to statutory responsibility through clearly articulated mission, vision, and values; post-graduation outcomes; and appropriate systems for effective fiscal management.

Acknowledged that when Dr. Barrett speaks about Northeast Community College, she relies on data to tell the story. The outcomes of our students, e.g., graduation rates, retention rates, etc., would suggest that Northeast is the best community college in the state of Nebraska.

Northeast's areas of focus for 2025 includes:

- Workforce training/development structures and integration and alignment with academic programs.

- College navigators in high schools.
- Support for disconnected learners.
- WCAG 2.1: compliance with web content accessibility guidelines.
- Analysis of the 2024 CCSSE Race & Ethnicity Survey.
- Concern about FAFSA completion.

Dr. Barrett stated that she and others will continue to do continuous quality improvement on E-00, Global Ends.

The Board assessed the monitoring report, E-00, Global Ends, and determined that there is evidence of compliance with a reasonable interpretation.

## 7.2 President's Monthly update

- 2025 legislative priorities include:
  - Nameplate Capacity Excise Tax. Senator DeKay has agreed to sponsor the legislation, and it is anticipated that Senator Dover will also support.
  - Additional funds for dual enrollment. The governor indicated that he will not include this in his budget proposal; however, community colleges will continue to request support. The governor has stated that he will work on private funding for dual enrollment.
  - Funding for NSWERS. Senator Jana Hughes will sponsor this legislation. A follow up meeting with her is scheduled for next week.
- Glen Meyer was elected as Nebraska's senator for District 17. Dr. Barrett has reached out to him to invite him to campus.
- 360-degree feedback summaries have been received. Dr. Barrett extended her appreciation to those who provided constructive and candid feedback. She has had the opportunity to review the summary and has identified areas in which she feels she can become a better leader. The feedback included continued encouragement to connect with employees in different ways. Her unavailability on campus may also be a part of creating trust.

All Cabinet members have received their 360-degree feedback reports and Dr. Barrett has had the opportunity to review them with the respective employee. In January, consultant Linda Krei will meet with the Cabinet members, process the feedback as a team, and work with them to do better and be better leaders for the institution.

- Dr. Barrett has attended or participated in multiple professional engagements over the past month including:
  - Northeast Community College co-hosted the Annual Holiday Norfolk Area chamber Business After Hours function.
  - Meetings or activities with the University of Nebraska system regarding transfer initiatives, providing the LEAD program presentation, and being appointed to the advisory council for the College of Education & Human Services.
  - Dr. Barrett, along with Matt Hastings, presented NSWERS information to SIMPCO in South Sioux City.
  - Continue to address concerns related to the state college's Associate of General Studies degree.

- Highlights for the month include:
  - Steve Anderson and Tracy Kruse have been selected to serve on the ACCT Rural Community College Resource Development National Advisory Council.
  - Northeast's Art instructor, Michael Lynch, has worked this semester as an artist-in-residence for the River Point Creative District.
  - Dr. Lynn Gordon has been hired as the Director of C2A3 and begins on January 6, 2025.
  - Employee celebrations have been held in South Sioux City and Norfolk.
  - Norfolk Community Theatre recently presented 'A Christmas Story.'
  - Northeast received its CAE2Y designation that is related to cyber security.
  - 9<sup>th</sup> Grade Career Day will be hosted tomorrow on the Northeast campus.
  - A thank you note was received from O'Neill's principal for the use of Northeast's facilities following the explosion that occurred in O'Neill earlier this fall.

## 8. COMMITTEE REPORTS

### 8.1 Governance Committee

- The Governance Committee met on November 25, 2024 via Zoom.
- Content review was conducted of EL-06, Asset Protection. Policy content was reviewed and there were no suggestions for revision.

The Governance Committee will review the Monitoring Report Summary document monthly.

- Content review was conducted of GP-10, Board Code of Conduct. No suggestions for revision.
- Board Self-Evaluation of GP-10, Board Code of Conduct. The Governance Committee discussed and completed the Board Self-Evaluation of GP-10. A copy of the previously completed Board Self-Evaluation for each policy will be included as reference during future self-evaluations. The Governance committee will also review the Board Self-Monitoring Action Plan at their monthly meetings and any outstanding action items will be brought to the attention of the Board of Governors.

#### 8.1.1 FIRST READING of REVISIONS to:

- EL-08, Communication and Support to the Board. Revision to this policy was discussed by the Governance Committee during their September 23<sup>rd</sup> meeting and brought forward to the Board of Governors during their October 10<sup>th</sup> meeting; however, it was inadvertently omitted for FIRST READING of REVISIONS consideration during that meeting. The revision includes a correction of a minor typographical error in Item 1.6. In addition, Item 1.1 will be reworded and incorporated into Item 1, as discussed, and recommended following review and discussion by the Governance Committee.
- GP-14, Special Rules of Order was reviewed with suggested revision of Item 15 to accommodate use of online voting capabilities that are included in the new board management software, OnBoard.

A revision is also recommended to Item 1.2.3.1 regarding the length of time individuals can speak during the public comment period. The policy states that five minutes are allowed; however, current practice has been to allow three minutes. It is the recommendation of the Governance Committee to change the policy to align with the current practice of allowing three minutes to speak.

8.1.2 **FIRST READING** for the **DELETION** of:

Deletion of the following three policies was discussed by the Governance Committee during their October 30<sup>th</sup> meeting, and it was discussed with the Board of Governors during their November 14<sup>th</sup> Board of Governors meeting; however, all three policies were inadvertently omitted for FIRST READING for DELETION consideration during the November 14<sup>th</sup> Board of Governors meeting.

- BP-6125, Check Signature Policy. Policy content of BP-6125 was incorporated into a new administrative procedure, AP-6125, Check Signature.
- BP-6130, Building Maintenance Funding Policy. Policy content was incorporated into a new administrative procedure, AP-6130.0, Building Maintenance Funding.
- BP-5210, Statement of Student Responsibility. Policy content was incorporated into the preamble of the Student Code of Conduct.

Deletion of the following seven policies was discussed by the Governance Committee during their November 25<sup>th</sup> meeting and are being considered today for **FIRST READING** for the **DELETION** of:

- BP-7042, Faculty Association Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7042.0, The Faculty Association.
- BP-7502, Eligibility Standard for Employee Insurance and Retirement Benefits Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7502.0, Eligibility Standard for Employee Insurance and Retirement.
- BP-7510, Medical and Dental Insurance Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7510.0, Medical and Dental Insurance.
- BP-7520, Life Insurance Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7520, Life Insurance.
- BP-7530, Disability Insurance Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7530, Disability Insurance.
- BP-7560, Retirement Benefits Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7560.0, Retirement Benefits.
- BP-7610, College Holidays Policy. Policy content has been incorporated into a new Administrative Procedure, AP-7610.0, College Holidays.

- 8.1.3 Brief discussion was held regarding retaining current officers for an additional year as provided for in policy. In addition, the Vice President of Administrative services will serve as the Treasurer, and the Executive Assistant to the President will serve as the Board Recording Secretary for 2025.

## 8.2 NCCA Report

Courtney Wittstruck, NCCA Executive Director, will monitor legislative bills that are introduced in January. On January 31<sup>st</sup>, the NCCA Board of Directors will meet to review the legislative bills and will take a stance on each.

- 8.2.1 2025 NCCA Annual Membership dues were discussed. Pros and cons were discussed regarding membership in the NCCA as opposed to having our own lobbyist or partnering with others for a lobbyist. Having Courtney in Lincoln to hear what is being said and disseminating that information to the community colleges was discussed is important. She also ties up loose ends that the community college presidents do not have time to do. In addition, the level of communication and documentation that currently exists on a week-to-week basis would not exist if Courtney were not in her position. Strength in numbers was also touted as a value.

An inquiry was made about viewing year-end financial statements so that the individual colleges can see how the membership money is spent. Nicole Sedlacek and Pat Wojcik will bring that information back to the Northeast Boards of Governors for review.

NCCA must be notified by July 1<sup>st</sup> if an individual college decides to not remain a member of the Association. Northeast will work to explore options and opportunities to either remain with NCCA or contract with another lobbyist.

## 9. 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.

## 10. BOARD EDUCATION AND INFORMATION

### 10.1 Student Services Report

#### 10.1.1 Guided Pathways update

Northeast is evolving its language to align with progress in its guided pathways journey. Guided pathways language refers to Northeast's seven fields of study, with transfer and career pathways within each field of study:

1. Agriculture, Food, and Natural Resources.
2. Arts and Communication.
3. Business, Marketing, and Management.
4. Health Sciences
5. Human Services and Education.
6. Science, Technology, Engineering, and Mathematics (STEM) & Pre-Professional Health.
7. Skilled and Technical Trades.

When a student enters a field of study, they have the opportunity to explore multiple career options without taking and paying for courses that they do not need. Discussing possible academic and career paths, including those that students might not be aware of, increases the chances that students will choose a direction that is a good fit for them.

Colleges that have implemented fields of student have shown an increase in completion rates compared to the national average, increases in both first-year math and English completion, and increases in special population success.

The new application for admission went live in Fall 2024 for Fall 2025 applicants.

Northeast's website has been updated to inform the public of the guided pathways language. In addition, recruitment materials, marketing materials, etc., have been updated to provide a broader look to our constituents, students, and parents.

#### 10.1.2 Annual Enrollment Trends

Highlights were provided of enrollment change for Northeast's and the other Nebraska community colleges.

### 10.2 Administrative Services Report

#### 10.2.1 Monthly Financial Report and Paid Bills for October 31, 2024

Review was given to the Balance Sheet, Statement of Changes, and corresponding entries, providing a comprehensive review of the monthly financial activities.

Expenditures of significance within the Paid Bills report include payments to Hausmann Construction for work on the Maclay Building, Applied Connective Technology for internet access in the residence halls, cabling, and rerouting some of the conduits as part of the work in Maclay.

### 11. PUBLIC COMMENT on Board Education, Information, and Items for Decision

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

### 12. ITEMS FOR DECISION

12.1 **MOTION** by Pat Wojcik, **SECONDED** by Terry Nelson to **APPROVE** the Monthly Financial Report for November 30, 2024.

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

**Voting No:** None

**Absent:** Davies

**MOTION CARRIED**

12.2 **MOTION** by Nicole Sedlacek, **SECONDED** by Dirk Petersen to **APPROVE** the claims paid in November 2024, with board members abstaining from payment to themselves.

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

**Voting No:** None

**Absent:** Davies

**MOTION CARRIED**

12.3 **MOTION** by Terry Nelson, **SECONDED** by Steve Anderson to **APPROVE** the payment of the NCCA Annual Membership Dues in the amount of \$77,041.44.

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

**Voting No:** Ames

**Absent:** Davies

**MOTION CARRIED**

12.4 **MOTION** by Julie Robinson, **SECONDED** by Carol Sibbel to retain current Board officers and **ELECT** the following officers for 2025.:

Jeff Scherer, Chairperson

Donovan Ellis, Vice-Chairperson

Nicole Sedlacek, Secretary

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

**Voting No:** None

**Absent:** Davies

**MOTION CARRIED**

12.5 **MOTION** by Donovan Ellis, **SECONDED** by Dirk Petersen to **APPOINT** the Vice President of Administrative Services as the 2025 Board Treasurer and the President's Executive Assistant as the Board Recording Secretary for 2025.

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

**Voting No:** None

**Absent:** Davies

**MOTION CARRIED**



13. Sue Fuchtman, Nebraska Public Power District (NPPD) board member, presented a check in the amount of \$15,000 to Northeast Community College. Funds, used for scholarships awarded to students enrolled in the state's community college system, were part of the funds raised during the annual Wells Fargo Open golf tournament, coordinated by NPPD, and held at the Elks Country Club in Columbus in September.

Ms. Fuchtman reported that at a recent conference in Lincoln, students from Northeast's Utility Line Program were also in attendance and did a wonderful job of communicating their hopes of growing the future energy for Nebraska. Northeast should be proud of what they are doing and the community should be proud of what we have in this community.

14. **Oath of Office**

Scott Gray, Vice President, Administrative Services and General Counsel, administered the Oath of Office to Northeast Community College Area Board of Governors members elected in November 2024 as follows:

Donovan Ellis, District I  
Nicole Sedlacek, District II  
Pat Wojcik, District III  
Dirk Petersen, District V  
Jeff Scherer, At-Large

15. **OTHER**

In other business, discussion was held regarding conducting a retreat in January to revise the Ends and to also review and discuss the Board Code of Conduct policy. During the ACCT Leadership Congress, Hawkeye Community College provided information on their Ends. Hawkeye CC has been with the Carver Model for 23 years and following review of their Ends, there may be an opportunity for the Northeast Board of Governors to improve its Ends. Another retreat topic will be to review the Board Code of Conduct policy. No action will occur at the retreat. The retreat will be held on January 9<sup>th</sup>, with no regular board meeting being held during the month.

Also in other business, Jeff Scherer advised that he would like Dirk Petersen to continue as the Governance Committee chairperson and Del Ames to continue as the Ownership Linkage Committee chairperson for 2025.

Jeff Scherer stated that he has served as one of the liaisons for the Foundation Board of Directors for many years and would like to step back from that appointment. Terry Nelson will serve as a liaison, along with Del Ames. Approval of these appointments will occur during the February 2025 meeting.

16. **Board of Governors Meeting Self-Evaluation**

A self-evaluation of today's meeting was conducted and is recorded in the December 12<sup>th</sup> Board of Governors meeting site.

17. **ADJOURNMENT**

At 5:16 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.*

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Jeff Scherer, Chairperson  
Northeast Board of Governors

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Nicole Sedlacek, Secretary  
Northeast Board of Governors