

Attendance

Present:

Members: Del Ames, Dirk Petersen, Steve Anderson, Leah Barrett, David Cone, Donovan Ellis, Scott Gray, Jerry Guenther, Jennifer Happold, Tracy Kruse, Terry F. Nelson, Amanda Nipp, Diane Reikofski, Julie Robinson, Jeffrey Scherer, Nicole Sedlacek, Carol A. Sibbel, Lindsay Spiegel, Mike Walkowiak, Charlene Widener, Pat Wojcik

Guests: Adam Potter, Men's Soccer Coach, Jerrett Mills, Athletic Director, Sara Barritt, Accounting Instructor, Brandon Keller, Agriculture Instructor, Dr. Trentee Bush, Agriculture Instructor, Wendy Swenson, Spanish Instructor, Lisa Guenther, Early Childhood Education Instructor, Sue Fuchtman, NPPD Board member, Lisa Reifenrath, Director, Advising Services

Absent:

Members: Diane Davies

1. CONVENE REGULAR MEETING

The Northeast Community College Board of Governors met for its regular session Board Meeting on Thursday, December 12, 2024, in Suite O197 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. OnBoard Training (via Zoom) (Presenters: Micha Moore)

Micha Moore, OnBoard representative, joined the meeting via Zoom to provide high-level OnBoard training.

3. RECOGNITION of the Men's Soccer Team and Coaches (Presenters: Leah Barrett)

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. PLEDGE OF ALLEGIANCE

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

5. OPEN MEETINGS ACT

Pursuant to Nebraska Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible printed material which will be discussed at today's meeting is located in Suite O197 of the Lifelong Learning Center and on the Northeast Community College website. Also available in Suite O197 is a current copy of the Nebraska Open Meetings Act which is accessible to members of the public.

6. CONSENT AGENDA

[CONSENT AGENDA](#)

Motion:

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.

Motion moved by Pat Wojcik and motion seconded by Carol A. Sibbel. MOTION CARRIED.


6.1. Adopt Agenda

Adopt Agenda of the December 12, 2024 meeting. Official Notice of the meeting is posted on the Northeast Community College website and published in the Norfolk Daily News on Saturday, December 7, 2024.

6.2. Approve Minutes

APPROVE the Minutes of the November 14, 2024, Board of Governors Meeting.

 [Board of Governors meeting minutes-11.14.2024.pdf](#)

 [Board of Governors Minutes-November 14, 2024/Jeff Scherer and Donovan Ellis](#)

7. PRESIDENT'S REPORT

7.1. Monitoring Report (Presenters: Leah Barrett)

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 work on continuous quality improvement regarding 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 (Presenters: Leah Barrett)

- 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 win 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.

- 9th 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 (Presenters: Dirk Petersen)

- 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 23rd meeting and brought forward to the Board of Governors during their October 10th 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.

 [EL-08, Communication and Support to the Board-Draft-sag Edits 09.24.24.pdf](#)

 [GP-14 Special Rules of Order w.edits.pdf](#)

8.1.2. FIRST READING for the DELETION of:

Deletion of the following three policies was discussed by the Governance Committee during their October 30th meeting, and it was discussed with the Board of Governors during their November 14th Board of Governors meeting; however, all three policies were inadvertently omitted for FIRST READING for DELETION consideration during the November 14th 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 25th 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.

 [BP-6125, Check Signature Policy.pdf](#)

 [BP-6130, Building Maintenance Funding Policy.pdf](#)

 [BP-5210, Statement of Student Responsibility.pdf](#)

 [BP-7042, The Faculty Association Policy.pdf](#)

 [BP-7502, Eligibility Standard for Employee Insurance and Retirement Benefits.pdf](#)

 [BP-7510, Medical and Dental Insurance Policy.pdf](#)

 [BP-7520, Life Insurance Policy.pdf](#)

 [BP-7530, Disability Insurance Policy.pdf](#)

 [BP-7560, Retirement Benefits Policy.pdf](#)

 [BP-7610, College Holidays Policy.pdf](#)

8.1.3. Board of Governors officers for 2025, Treasurer, and Recording Secretary

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.

 [GP-14 Special Rules of Order.pdf](#)

8.2. NCCA Report (Presenters: Nicole Sedlacek, Pat Wojcik)

Courtney Wittstruck, NCCA Executive Director, will monitor legislative bills that are introduced in January. On January 31st, 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

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 1st 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.

 [NCCA 2025 Dues Invoice.pdf](#)

9. PUBLIC COMMENT of Monitoring or Committee Reports

Individuals commenting on Committee or Monitoring Reports are allowed three minutes each. Any member of the public wishing to address the Board of Governors may sign in and comment to the Board at this time.

10. BOARD EDUCATION AND INFORMATION

10.1. Student Services Report

10.1.1. Guided Pathways update (Presenters: Amanda Nipp, Guests: Sara Barritt, Lisa Reifenrath)

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 (revisited from November meeting)
(Presenters: Amanda Nipp)

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 November 30, 2024
(Presenters: Scott Gray)

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. Monthly Financial Report for November 30, 2024.

☑ [Monthly Financial Report](#)

Motion:

APPROVE the Monthly Financial Report for November 30, 2024.

Motion moved by Pat Wojcik and motion seconded by Terry F. Nelson. MOTION CARRIED.

12.2. Paid bills in November 2024.

☑ [PAID Bills](#)

Motion:

APPROVE the claims paid in November 2024, with board members abstaining from payment to themselves.

Motion moved by Nicole Sedlacek and motion seconded by Dirk Petersen.
MOTION CARRIED.

12.3. 2025 NCCA Annual Membership Dues

📎 [NCCA Annual Membership Dues](#)

Motion:

APPROVE the payment of the NCCA Annual Membership Dues in the amount of \$77,041.44.

Motion moved by Terry F. Nelson and motion seconded by Steve Anderson.
MOTION CARRIED.

12.4. Election of Officers for 2025

📎 [Special Rules of Order.pdf](#)

📎 [Board of Governors Officers](#)

Motion:

Retain current officers and **ELECT** the following officers for 2025:

Jeff Scherer, Chairperson

Donovan Ellis, Vice-Chairperson

Nicole Sedlacek, Secretary

Motion moved by Julie Robinson and motion seconded by Carol A. Sibbel.
MOTION CARRIED

12.5. APPOINT the 2025 Treasurer and Recording Secretary

📎 [Special Rules of Order.pdf](#)

📎 [Treasurer and Recording Secretary](#)

Motion:

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.

Motion moved by Donovan Ellis and motion seconded by Dirk Petersen. MOTION CARRIED

13. COLLEGE REPORTS

13.1. Presentation of the Nebraska Open Golf Tournament scholarship check
(Presenters: Leah Barrett, Guests: Sue Fuchtman, NPPD Board member)

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 9th, 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 and discussion

A self-evaluation of today's meeting was conducted and is recorded in the December 12th Board of Governors meeting materials.

 [Board Meeting Self-Evaluation-December 12, 2024.docx](#)

17. ADJOURNMENT

 [ADJOURNMENT](#)

Motion:

At 5:16 p.m., there being no further business to discuss, it was **UNANIMOUSLY PASSED BY VOICE VOTE** to **ADJOURN** the meeting.

MOTION CARRIED

18. Board of Governors Holiday Gathering in the Lifelong Learning Center, Suites E & H

19. NOTE:

It is the intention of the Board of Governors to take up the items on the agenda in sequential order; however, the Board reserves the right to take up matters in a different order to accommodate the schedules of members or presenters or for other reasons.