



**NORTHEAST COMMUNITY COLLEGE AREA**

**MINUTES of REGULAR MEETING**

**Wednesday, January 17, 2018**

Prior to convening the meeting, Chairperson Nelson led the assembly in pledging their allegiance to the flag of the United States of America.

12203

The Northeast Community College Board of Governors met for its regular session Board Meeting on Wednesday, January 17, 2018. Notice of the Regular Meeting was published in the Norfolk Daily News on Thursday, January 11, 2018.

Roll call was taken with a quorum present.

**AREA BOARD**

Dirk Petersen, Chairperson .....	Present
Steven Anderson, Vice-Chairperson.....	Present
Arlan Kuehn, Secretary.....	Present
Del Ames .....	Present
Keith Harvey.....	Present
Dr. Terry Nelson .....	Present
Julie Robinson.....	Present
Jeffrey Scherer .....	Present
Shirley Petsche.....	Absent
Carol Sibbel .....	Absent
Gene Willers .....	Present

**OTHERS PRESENT**

Dr. Michael R. Chipps, President  
John Blaylock, Executive Vice President  
Lyle Kathol, Vice President of Educational Services  
Lynne Koski, Vice President of Administrative Services  
Derek Bierman, Vice President of Technology Services  
Amanda Nipp, Vice President of Student Services  
Eric Johnson, Associate Vice President for Center for Enterprise  
Craig Garrett, Associate Vice President of Human Resources  
Jim Curry, Director of Public Relations  
Diane Reikofski, Recording Secretary  
Brenda Sock, Technology Services Executive Assistant

Carissa Kollath, Director of Student Activities  
Amanda Kampschneider, Business and Economics Instructor  
Allan Brenner, Student Leadership Association president  
Lori Vanderheiden, Dean of Enrollment Management  
Brad Ranslem, Director of Admissions

12204

Chairperson Nelson convened the meeting at 3:09 p.m. in Room 1108B of the College Welcome Center.

12205

Gene Willers MOVED and Arlan Kuehn SECONDED the motion to adopt the Agenda of the January 17, 2018 meeting as distributed.

**Voting Yes:** Ames, Anderson, Kuehn, Nelson, Petersen, Robinson, Scherer, and Willers

**Voting No:** None

**Absent:** Harvey, Petsche, and Sibbel

**MOTION CARRIED**

12206

Chairperson Nelson noted that a copy of the Open Meetings Law is posted on the tables at the back of the room. No constituents were in attendance to address the board with a public comment.

12207

Chairperson Nelson reviewed the Board of Governors officers for 2018 as elected during the December 2017 Board of Governors meeting:

Dirk Petersen, Chairperson  
Steve Anderson, Vice-Chairperson  
Arlan Kuehn, Secretary

12208

Dr. Michael Chipps reviewed highlights of the College for 2017 under Dr. Terry Nelson's chairmanship. A plaque was presented to Dr. Nelson in appreciation of his service to Northeast Community College.

12209

Dr. Terry Nelson passed the gavel to Chairperson Dirk Petersen.

12210

Arlan Kuehn MOVED and Del Ames SECONDED the motion to approve the following Board appointments for 2018:

General Counsel:	Brogan & Gray, P.C., L.L.O.
College Architect:	Wilkins Architecture Design Planning, LLC
Primary Depository Bank:	First National Bank, Norfolk
Treasurer:	Lynne D. Koski
Recording Secretary:	Diane M. Reikofski

**Voting Yes:** Anderson, Harvey, Kuehn, Nelson, Petersen, Robinson, Scherer, Willers, and Ames

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12211

Julie Robinson MOVED and Steve Anderson SECONDED the motion to approve the Minutes of the December 14, 2017 meetings as follows:

1. Regular Meeting
2. External Relations Committee Meeting
3. Facilities Committee Meeting with correction
4. Finance Committee Meeting
5. Human Resources Committee Meeting
6. Governance Committee Meeting
7. Student Success Committee Meeting

**Voting Yes:** Kuehn, Nelson, Robinson, Scherer, Willers, Ames, and Anderson

**Voting No:** None

**Abstain:** Harvey and Petersen

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12212

Allan Brenner, Student Leadership Association (SLA) president, reported that SLA conducted their first meeting of the semester on Monday. One member resigned and one new member was recruited. Mr. Brenner reported that SLA has decided to participate in the Youth Philanthropy Project with the intent of designing a competition among the various groups on campus to perform community service. The groups that completes the most community service hours will win a prize.

The Student Leadership Development Series (SLDS) will be held on January 30<sup>th</sup> and their focus will be on diversity and inclusion.

Dr. Michael Chipps and the vice presidents provided verbal reports of campus-wide accomplishments, activities, and events.

12213

The January Student Success Report was provided by Brad Ranslem, Director of Admissions, reporting on student recruitment efforts which include Explore Northeast, career days, and on-campus events focused around program areas. Last year, Northeast’s three recruiters traveled more than 41,000 miles and attended 569 high school visits, fairs, and community events.

12214

Steve Anderson, Nebraska Community College Association (NCCA) Board of Directors representative, reported that the NCCA Board will meet on January 19<sup>th</sup> at which time they will review all legislative bills and formulate a position on each.

The National Legislative Summit will be held February 11-14, 2018 in Washington, D.C.

Legislative Day in Lincoln is scheduled to be held on February 1<sup>st</sup>. This is an opportunity to communicate with area senators regarding issues concerning Northeast.

12215

Jeff Scherer **MOVED** and Keith Harvey **SECONDED** the motion to acknowledge and accept the Monthly Financial Report for December 31, 2017 and the claims paid in December 2017 as follows:

General Fund .....	\$ 4,661,921.46
Auxiliary Fund.....	\$ 6,345,445.74
Grants and Contracts .....	\$ 51,343.42
Scholarships and Financial Aid.....	\$ 1,065.29
Student Loans .....	\$ 0.00
Student Clubs.....	\$ 12,803.80
Other Agencies .....	\$ 33,094.47
Capital Improvement.....	\$ 771,701.04
ADA Hazard.....	\$ 16,055.56
Restricted Plant.....	\$ 3,536.14
Debt Service .....	\$ 27,487.71
Payroll Fund .....	\$ <u>2,630,070.19</u>
TOTAL CLAIMS PAID.....	\$ 14,554,524.82

**Voting Yes:** Kuehn, Nelson, Petersen, Robinson, Scherer, Willers, Ames, Anderson, and Harvey

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12216

Steve Anderson, Chairperson of the Finance Committee, MOVED to appoint Dama F. Cole & Company, LLP as the college auditor for fiscal year end 2018, 2019, 2020, 2021, and 2022 and accept the audit fee proposal as submitted. Terry Nelson SECONDED the motion.

**Voting Yes:** Nelson, Petersen, Robinson, Scherer, Willers, Ames, Anderson, Harvey, and Kuehn

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12217

Dirk Petersen MOVED to approve the Easement to the City of South Sioux City, Nebraska to construct an underground storm sewer pipeline. Gene Willers SECONDED the motion.

**Voting Yes:** Petersen, Robinson, Scherer, Willers, Ames, Anderson, Harvey, Kuehn, and Nelson

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12218

Keith Harvey MOVED to accept the SECOND READING and approve revisions to BP-2120, Board Committees. Julie Robinson SECONDED the motion.

**Voting Yes:** Robinson, Scherer, Willers, Ames, Anderson, Harvey, Kuehn, Nelson, and Petersen

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12219

Keith Harvey MOVED and Terry Nelson SECONDED the motion to accept the SECOND READING and approve revisions to BP-2510, Board Self-Evaluation. Revisions include removal of operational language within the policy.

**Voting Yes:** Scherer, Willers, Ames, Anderson, Harvey, Kuehn, Nelson, Petersen, and Robinson

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12220

Keith Harvey MOVED to accept the SECOND READING and approve revisions to BP-3020, Solicitation on College Premises. Steve Anderson SECONDED the motion. This policy is in place to protect students and the institution from solicitations without receiving proper approval.

**Voting Yes:** Willers, Ames, Anderson, Harvey, Kuehn, Nelson, Petersen, Robinson, and Scherer

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12221

Keith Harvey MOVED to accept the SECOND READING and approve revisions to BP-3237, Alcohol and Controlled Substance Testing for Commercial Drivers License. Terry Nelson SECONDED the motion. Revisions bring the policy in compliance with the Omnibus Transportation Employee Testing Act of 1991 and its Amendments.

**Voting Yes:** Ames, Anderson, Harvey, Kuehn, Nelson, Petersen, Robinson, Scherer, and Willers

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12222

Keith Harvey MOVED to accept the SECOND READING and approve the deletion of BP-5117, Evaluating the Validity of a High School Diploma. Administrative procedure addresses this process so a policy is not required. Arlan Kuehn SECONDED the motion.

**Voting Yes:** Anderson, Harvey, Kuehn, Nelson, Petersen, Robinson, Scherer, Willers, and Ames

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12223

Keith Harvey MOVED to accept the SECOND READING and approve the deletion of BP-7315, Employee Performance Review. Administrative procedures govern this process so a policy is not required. Terry Nelson SECONDED the motion.

**Voting Yes:** Harvey, Kuehn, Nelson, Petersen, Robinson, Scherer, Willers, Ames, and Anderson

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12224

Keith Harvey MOVED to accept the SECOND READING and approve the deletion of BP-7335, Exit Interview Policy. A policy is not needed as administrative procedure governs this process. Gene Willers SECONDED the motion.

**Voting Yes:** Kuehn, Nelson, Petersen, Robinson, Scherer, Willers, Ames, Anderson, and Harvey

**Voting No:** None

**Absent:** Petsche and Sibbel

**MOTION CARRIED**

12225

Keith Harvey advised that the FIRST READING was heard on revisions to BP-3260, Child Abuse or Neglect.

12226

Keith Harvey advised that the FIRST READING was heard on revisions to BP-5021, Missing Student Notification.

12227

Keith Harvey advised that the FIRST READING was heard on revisions to BP-7322, Positive Discipline.

12228

Keith Harvey advised that the FIRST READING was heard on revisions to BP-7325, Employment Probation.

12229

Chairperson Petersen recognized staff member birthdays for the month of January.

12230

At 4:21 p.m., with no further business to discuss, and it was UNANIMOUSLY PASSED BY VOICE VOTE to ADJOURN the meeting.

*Minutes prepared by Diane Reikofski, Recording Secretary.*

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Arlan Kuehn, Secretary  
Northeast Board of Governors

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Dirk Petersen, Chairperson  
Northeast Board of Governors