

**NEBRASKA COMMUNITY COLLEGE ASSOCIATION
BOARD OF DIRECTORS
Second Quarter Meeting Minutes
June 6, 2013**

1. PUBLIC MEETING NOTICE

All NCCA Board of Directors, Area Presidents, and the general public having been duly notified the second quarter meeting of the NCCA Board of Directors was held June 6, 2013, at Hampton Inn Hotel in Sidney, Nebraska. President Feit stated the public meeting notice was published in the Lincoln Journal Star on May 28, 2013. He also stated that the rules for the Nebraska Public Meeting Laws were available for public viewing. The public meeting notice is attached to these minutes.

2. ATTENDANCE

Directors Present:

President Robert Feit – Southeast
Vice President Kent Miller – Mid-Plains
Secretary Tom Perkins – Western Nebraska
Treasurer Sandra Borden – Central
John Davies for Steve Anderson – Northeast
Merlyn Gramberg – Western Nebraska
Diane Keller – Central
Ernie Mehl – Mid-Plains
Shirley Petsche – Northeast
Lynn Schluckebier – Southeast

Staff Present:

Dennis Baack – Executive Director
Melanie Williams – Administrative Assistant

Also present: Jee Hang Lee - ACCT

3. CALL TO ORDER AND QUORUM DETERMINATION

President Feit called the meeting to order at 6:55 p.m. and asked for roll call and quorum determination. Present and responding were ten board members representing their respective area governing boards. It was determined that a quorum was present.

4. APPROVAL OF AGENDA

President Feit asked for any additions or changes to the agenda. Perkins asked that the discussion on the Board Evaluation Instrument be moved to the end of the agenda. President Feit asked for any further changes. There were none.

MOTION BY ERNIE MEHL AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approve the meeting agenda as amended.

President Feit asked for any objections or discussion. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

5. APPROVAL OF MINUTES

President Feit asked for any corrections or changes to the January 25, 2013, meeting minutes. There were none.

MOTION BY TOM PERKINS AND SECOND BY DIANE KELLER that the NCCA Board of Directors approve the January 25, 2013, meeting minutes as presented.

President Feit asked for any discussion. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

6. TEAM 2/BUDGET & PERSONNEL COMMITTEE

a) Preliminary Approval of 2014 NCCA Budget

Miller stated that Team 2 had met via conference call and reviewed the proposed 2014 budget. They recommended that the NCCA Board give preliminary approval to the budget. Baack then reviewed the budget with Board and answered any questions the Board had concerning the proposed budget. President Feit then stated that discussion will need to be had by the Board regarding the possible need to build the cash reserve up to six months' worth of expenses or leave it at the current three months' worth. A six month reserve would help alleviate the need to ask for additional money from the areas if a member college were to leave the Association. Baack asked that each member take the proposed budget back to their area board for review and

discussion prior to the third quarter board meeting where approval will be given by the NCCA Board.

MOTION BY KENT MILLER AND SECOND BY MERLYN GRAMBERG that the NCCA Board of Directors give preliminary approval to the 2014 NCCA budget.

President Feit asked for any further discussion. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

b) Approval of 2012 NCCA Financial Audit

President Feit stated that the committee did not have any questions with the audit but did have some questions regarding the management letter. Baack stated that he spoke to the auditor regarding the documentation of a system of internal control that prevents, detects and deters fraud. This recommendation has appeared on the audit since 2007 and the only way this statement would be removed from the management letter is if an outside individual reviews the Association policies every year and presents a letter to the Board stating that fraud policies are in place. Baack continued to state that many small organizations choose not to have an individual come in due to the additional cost.

MOTION BY KENT MILLER AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approve the 2012 NCCA Financial Audit as presented.

President Feit asked for any further discussion or comment. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

Result: Motion carried ten (10) ayes and no nays.

c) Executive Director's Evaluation Instrument

Miller gave a brief explanation and review of the evaluation instrument. The new instrument will be sent out in the beginning of July for completion by the Board. Miller stated that he will take over the process of the Executive Director's evaluation for the next two years to work out any problems which may occur in that time. Keller stated that generally a salary increase comes after an evaluation is completed but in this instance, that does not occur. Baack replied that the evaluation will have been filled out by the board members before the third quarter meeting and an opportunity will still be had to change his salary if the Board chooses to.

MOTION BY ERNIE MEHL AND SECOND BY SANDRA BORDEN that the NCCA Board of Directors approve the Executive Director's Evaluation Instrument.

President Feit asked for any further discussion or comment. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

7. REVIEW AND APPROVAL OF UPDATED STRATEGIC PLAN

President Feit stated that he and Baack had reviewed the document and made changes which were distributed to the Board for review prior to the meeting. Discussion was had regarding clarification on some goals and objectives. It was decided to include on each agenda under information items 'Area Board Report' so that if any board member has attended any conference, they are given the opportunity to report those activities to the entire board.

MOTION BY DIANE KELLER AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approve the updated Strategic Plan as presented.

President Feit asked for any further discussion or comment. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

8. APPROVAL OF POLICY 5005

Keller stated that with the Association being voluntary now, the policy did not need the due process it currently includes and can be removed. President Feit stated that the word 'member's' in section 3, third sentence of the policy should be removed. The Board agreed with this correction.

MOTION BY DIANE KELLER AND SECOND BY SANDRA BORDEN that the NCCA Board of Directors approve the revision of Policy 5005.

President Feit asked for further discussion or comment. There was none.

A roll call vote was taken.

Voting Aye: Borden, Davies, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Schluckebier

Voting Nay: None

RESULT: Motion carried ten (10) ayes and no nays.

Baack then stated that the by-laws will need to be changed due to this year's legislative session. This will be brought to the Board at the third quarter meeting and then presented to every board for their approval.

9. TEAM 1/LEGISLATIVE COMMITTEE

Baack distributed and reviewed a spreadsheet informing the Board of the outcomes of the legislative bills the Association was interested in during the legislative session.

10. COUNCIL OF CHIEF EXECUTIVE OFFICERS REPORT

Baack reported that the last meeting was held via video conference and he was unable to participate due to technical difficulties. The next meeting will be June 26.

11. TREASURER'S REPORT

Borden reviewed the financial statements with the Board and asked for any questions or comments. There were none.

12. ACCT STATE COORDINATOR REPORT

Davies reported that Nebraska may have up to eight presentations at the conference in Seattle, award nominations are due in a few weeks, Miller is up for election and everyone was encouraged to attend and help him campaign.

13. EXECUTIVE DIRECTOR'S REPORT

Baack stated that he will be attending area board meeting this fall.

A break was had from 8:16 p.m. to 8:25 p.m.

14. BOARD EVALUATION INSTRUMENT

Perkins gave a presentation regarding the proposed board evaluation instrument which the board members had received. He then stated that this will not go into practice until a serious review by the Association to either make revisions or make the determination not to use the instrument. The Board will vote on this at third quarter meeting for possible use in September. President Feit asked for everyone to review the document and forward any suggestions or comments to the NCCA office, Perkins, or President Feit.

15. COMMENTS & CONCERNS OF GOVERNING BOARD MEMBERS

There being no further business, the meeting adjourned at 9:07 p.m.

Robert Feit, President

Dr. M. Thomas Perkins, Secretary