

**NEBRASKA COMMUNITY COLLEGE ASSOCIATION  
BOARD OF DIRECTORS  
Second Quarter Meeting Minutes  
May 19, 2014**

**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 May 19, 2014, at Northeast Community College in Norfolk. President Miller stated the public meeting notice was published in the Lincoln Journal Star on May 9, 2014. 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 Kent Miller – Mid-Plains  
Vice President Tom Perkins – Western Nebraska  
Treasurer Steve Anderson – Northeast  
Robert Feit – Southeast  
Merlyn Gramberg – Western Nebraska  
Diane Keller – Central  
Ernie Mehl – Mid-Plains  
Shirley Petsche – Northeast  
Reverend Edward Price for Lynn Schluckebier – Southeast

Directors Absent:

Secretary Sandra Borden – Central

Staff Present:

Dennis Baack – Executive Director  
Melanie Williams – Administrative Assistant

Also present: Dr. Greg Smith – Central, Ryan Purdy – Mid-Plains, Dr. Michael Chipps and John Davies – Northeast, Dr. Jack Huck – Southeast, and Dr. Todd Holcomb – Western Nebraska.

**3. CALL TO ORDER AND QUORUM DETERMINATION**

President Miller called the meeting to order at 10:05 a.m. and asked for roll call and quorum determination. Present and responding were nine board members representing their respective area governing boards. It was determined that a quorum was present.

**4. APPROVAL OF AGENDA**

President Miller asked for any additions or changes to the agenda. There were none.

**MOTION BY ROBERT FEIT AND SECOND BY STEVE ANDERSON that the NCCA Board of Directors approve the meeting agenda as presented.**

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

A roll call vote was taken.

**Voting Aye:** Anderson, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Price

**Voting Nay:** None

**Absent:** Borden

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

## **5. APPROVAL OF MINUTES**

President Miller asked for any corrections or changes to the January 24, 2014, meeting minutes. There were none.

**MOTION BY ERNIE MEHL AND SECOND BY MERLYN GRAMBERG that the NCCA Board of Directors approve the January 24, 2014, meeting minutes as presented.**

President Miller asked for any discussion. There was none.

A roll call vote was taken.

**Voting Aye:** Anderson, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Price

**Voting Nay:** None

**Absent:** Borden

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

## **6. TEAM 2 / BUDGET & PERSONNEL COMMITTEE**

### **a. Preliminary Approval of 2015 NCCA Budget**

Anderson stated that Team 2 had met via conference call prior to the Board meeting and discussed the proposed 2015 NCCA budget. The committee reviewed the proposal and recommended preliminary approval by the Board.

**MOTION BY TOM PERKINS AND SECOND BY DIANE KELLER that the NCCA Board of Directors give preliminary approval to the NCCA 2015 budget.**

It was then stated that Board members are to take this proposed budget back to their individual area boards for discussion.

**Voting Aye:** Anderson, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Price

**Voting Nay:** None

**Absent:** Borden

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

b. Approval of 2013 NCCA Financial Audit

Anderson stated the committee also reviewed the 2013 financial audit. A suggestion made by the auditor for the Association to put in place a signed conflict of interest statement will be forwarded to the Bylaw and Policy committee.

**MOTION BY STEVE ANDERSON AND SECOND BY ROBERT FEIT for the NCCA Board of Directors to approve the 2013 NCCA financial audit.**

**Voting Aye:** Anderson, Feit, Gramberg, Keller, Mehl, Miller, Perkins, Petsche, Price

**Voting Nay:** None

**Absent:** Borden

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

c. Update on Executive Director's Evaluation Instrument

President Miller informed the Board that the instrument will be distributed in July for completion by the third quarter board meeting.

d. Update on Board Evaluation Instrument

A revised instrument was distributed to the Board and reviewed with Perkins. Some suggested changes referred to evaluating an individual board member instead of as an entire board. It was stated that Northeast's board evaluation has two columns, one referring to the individual and another referring to the board. Perkins stated that he would like a copy of their instrument for reflection. Feit made the suggestion of waiting another year before significant changes are made since the evaluation was just enacted

a year ago. President Miller stated that adding an additional column would not be difficult and could be added for this year's evaluation. After discussion was had regarding section 6 – Encouraging Partnerships, Perkins stated that he would like to think about this section further. Baack stated that he will compile a list out-lining the boards he is currently on and the function of each board. In reference to section 7 – Metrics, Perkins stated that he would like cumulative metrics to be reviewed by the Board so that an understanding could be had as where the system stands. Discussion was had regarding IPED's and how the decision would be made to determine what metrics would be cumulated. Dr. Smith stated that part of the \$10,000 grant which was received is actually looking at this to decide as a group what set of metrics and performance indications should be used in the near-term and where they believe we need to be in the future. Dr. Chipps stated that some questions may be addressed at the NCCA annual meeting. Perkins stated that he will let this one rest until after November with the discussion to pick up again in January.

## **7. BYLAW & POLICY COMMITTEE**

Keller stated that the committee had met just prior to the meeting to review and discuss some changes proposed by the Executive Team. Those items included a code of conduct policy, adding some description of duties for the Executive Team, the addition of the immediate past chair of the Board to the Executive Team, the preparation of an annual agenda by the Board at the first quarter board meeting, the addition of the conflict of interest statement to be signed by each board member annually, a draft agenda for the next quarterly board meeting will be available at each quarterly meeting, and the inclusion of telecommunications to be used for board meetings. Keller stated that this will be voted on at the third quarter board meeting.

## **8. STUDENT SUCCESS**

Perkins stated that a report will be made at the third quarter board meeting. He also mentioned that a presentation will most likely be made at the ACCT Leadership Congress in October as well as the annual meeting in November.

## **9. CREDIT TRANSFERABILITY**

President Miller stated that this was identified as an ongoing agenda item for the calendar year and a copy of the Nebraska Transfer Initiative was included in the board packet. He then asked for any comments and concerns. Baack stated that there will always be some problems with transferability, primarily due to other institutions allowing their individual departments the authority to make those decisions.

## **10. AREA BOARDS SPENDING**

A news article was included in the board packet which Feit had seen and wanted to share with the Board. He reiterated that each area board needs to ensure that their college has the same reimbursement policy as its employees do.

## **11. SAFETY & SECURITY OF STUDENTS**

A report was distributed which came from the White House Task force to protect students from sexual assault. The report is asking colleges and universities to review their services for sexual assault and identify their strengths and weaknesses of policies in terms of response to victims of assault. In 2015, schools may voluntarily participate in a survey to identify the scope of the problem and in 2016, schools may be required to conduct evidence based on the survey. The CEO's were then asked to submit a report at the third quarter board meeting and any possible recommendations that they might have at that time.

## **12. MEETINGS**

President Miller stated that the Executive Team had asked the CEO's to meet prior to each NCCA Board meeting so that they have the opportunity to see the board agenda and better react with comments or suggestions during the board meeting. After some discussion, it was determined that the Board would meet at 9 a.m. on meeting dates unless the CEO's were unable to meet prior to the meeting and would need to meet the same morning.

President Miller then asked for the Board's thoughts on the August 4 meeting as to whether it should be a video conference or a face to face meeting. After some discussion, it was decided to hold the third quarter board meeting in Lincoln at Southeast's Continuing Education Center beginning at 9 a.m.

## **13. COUNCIL OF CHIEF EXECUTIVE OFFICERS REPORT**

Dr. Holcomb stated that the Council will begin thinking about legislation for the 2015 legislative session and if any board member has any legislation, they should contact their President. The NCCA Annual Meeting, Statewide Education Plan, uniformity of certificates and diplomas, and an upcoming meeting with the Interim President of the University were all topics discussed at their meeting this morning.

## **14. EXECUTIVE DIRECTOR'S REPORT**

Baack updated the Board on their sponsorship of the Veteran's Event. More information should be available by the August meeting and Baack will give a more detailed report at that time. He then reviewed the legislation that had passed during the recent legislative session.

Lunch was then had followed by the viewing of the Bill Gates video.

#### **15. BILL GATES VIDEO**

Each Board member gave their opinion on the video which was followed by discussion. President Miller stated that he would like the Association to come up with a hybrid or pilot program that would focus on learning differently, timeframe, picking intervention, and delivery funded perhaps by the Gates Foundation. Feit stated that this should be something decided upon by the CEO's and not the Board. President Miller replied that he hopes the discussion had by the Board will build enthusiasm from the CEO's so that they may want to act on it. Keller stated that hybrid classes are already being offered and utilized. President Miller asked the CEO's to give the Board their comments and feedback on this at the August 4 meeting.

#### **16. TREASURER'S REPORT**

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

#### **17. ACCT REPORT**

Davies stated that the Annual Congress will be held in October in Chicago and asked that anyone making a presentation to please inform him. He also asked for the names and years served of any active or inactive board members who have passed away so that it may be included in a memorial at the conference.

Feit recommended that everyone sign up for the Capitol Report which may be done on ACCT's website. He also stated that the Nebraska representative on ACCT's nominating committee will be term limited out this year and asked that anyone interested in the position to contact him.

#### **18. AREA BOARD REPORT**

Feit informed the Board that Southeast has broken ground on the Career Center being shared with Lincoln Public Schools.

Anderson asked for input from other boards regarding the CIR and distributed a handout put together by Northeast's attorney. He would like to take back to his board after the August meeting some perspective as to the other area's salary negotiation process. Baack stated attorney Neil Stenberg will be invited to the meeting to give the Board background on the CIR.

The NCCA Board then thanked Dr. Huck for his years of service and commitment to the Association and presented him with a plaque. Dr. Huck thanked the Board and

informed them that he will be working with Southeast's foundation on a part-time basis. He continued to state that he has spoken with his replacement about the importance of the Association and the need for it to continue.

There being no further business, the meeting adjourned at 1:54 p.m.

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Kent Miller, President

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Sandra Borden, Secretary