

**NEBRASKA COMMUNITY COLLEGE ASSOCIATION
BOARD OF DIRECTORS
Second Quarter Meeting Minutes
May 24, 2010**

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 24, 2010, at Northeast Community College in Norfolk. President Merlyn Gramberg stated that a public meeting notice was published in Norfolk and Lincoln. He also stated that the rules for the Nebraska Public Meeting Laws were available for public viewing. The public meeting notices are attached to these minutes.

2. ATTENDANCE

Directors Present:

President Merlyn Gramberg – Western Nebraska
Vice President Diane Keller – Central
Secretary Roger Wilson – Mid-Plains
Treasurer Don Oelsigle – Northeast
Sandra Borden – Central
Robert Feit – Southeast
Jane Hornung – Mid-Plains
David Newell – Metropolitan
Tom Perkins – Western Nebraska
Larry Poessnecker – Northeast
Tim Potter – Metropolitan
Lynn Schluckebier – Southeast

Staff Present:

Dennis Baack – Executive Director
Melanie Williams – Administrative Assistant

Also present were: Dr. Greg Smith – Central, Randy Schmailzl – Metropolitan, Dr. Michael Chipps, Mid-Plains, Dr. Bill Path – Northeast, Dr. Jack Huck – Southeast, and Dr. Eileen Ely – Western Nebraska.

3. CALL TO ORDER AND QUORUM DETERMINATION

President Gramberg called the meeting to order at 9:01 a.m. and asked for roll call and quorum determination. Present and responding were twelve board members representing their respective area governing boards. It was determined that a quorum was present.

4. APPROVAL OF AGENDA

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

MOTION BY TOM PERKINS AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approves the agenda as presented.

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

A roll call vote was taken.

Voting Aye: Borden, Feit, Gramberg, Hornung, Keller, Newell, Oelsligle, Perkins, Poessnecker, Potter, Schluckebier, Wilson

Voting Nay: None

RESULT: Motion carried twelve (12) ayes and no nays.

5. APPROVAL OF MINUTES

President Gramberg asked for any correction to the March 25, 2010, meeting minutes. Two spelling corrections were pointed out on page one and two of the minutes.

MOTION BY DON OELSLIGLE AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approves the March 25, 2010, meeting minutes as corrected.

President Gramberg asked for any discussion. There were none.

A roll call vote was taken.

Voting Aye: Borden, Feit, Gramberg, Hornung, Keller, Oelsligle, Poessnecker, Schluckebier, Wilson

Voting Nay: None

Abstain: Perkins, Potter

Present and Not Voting: Newell

RESULT: Motion carried nine (9) ayes, no nays, two (2) abstain, and one (1) present and not voting.

6. TEAM 2/BUDGET AND PERSONNEL COMMITTEE

A. Update of Executive Director's Evaluation Process

Oelsligle stated that Team 2 had met via conference call on May 19 and reviewed the Executive Director's evaluation instrument. The committee made no changes to the instrument and recommends that the Metro representatives complete your evaluations based on the time they have been back in the Association.

B. Review and Acceptance of Preliminary 2011 NCCA Budget

Oelsligle stated that Team 2 had also reviewed the preliminary 2011 NCCA budget and asked Baack to go over the budget with the Board.

Baack stated that the budget is the same as last year except for a salary increase for the Administrative Assistant and a projected 7% increase for health insurance. He continued to state that some categories were decreased to try to offset those increases.

President Gramberg asked for any comments. Potter asked what period the budget will run through. Baack replied that the budget is for January 1, 2011, through December 31, 2011. He continued to state that one-half of the dues will be collected at the end of 2010 with the remaining to be billed during 2011 to comply with the restructuring of the NCCA deadline. Baack then recommended the Board hold a board retreat to coincide with the August 9 Board meeting so that discussion may be had regarding the restructuring of the NCCA.

Baack then asked the Board how they would like to handle their refund since Metro had paid its dues. Would the areas prefer a check for their portion or would they prefer a credit for their 2011 dues? Dr. Huck had recommended to Baack that perhaps a check would be more appropriate since the areas were unable to budget for this year's payout to Metro and this would help offset some of that cost.

Newell stated that if the Board is making the assumption that the NCCA will continue after June 30, 2011, he does not believe this is the best way to approve a budget. He stated that a six month budget should be prepared since by law, the NCCA will not be in existence. Baack stated that the Legislature cannot mandate that a 501(c)(4) organization go out of existence. The bill language states that as of June 30, 2011, membership in the Association will be voluntary rather than mandatory.

MOTION BY LYNN SCHLUCKEBIER AND SECOND BY DIANE KELLER that the NCCA Board of Directors give preliminary approval to the 2011 NCCA budget as presented.

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

A roll call vote was taken.

Voting Aye: Borden, Feit, Gramberg, Hornung, Keller, Oelsligle, Perkins, Poessnecker, Schluckebier, Wilson

Voting Nay: None

Abstain: Newell, Potter

RESULT: Motion carried ten (10) ayes, no nays, and two (2) abstain.

C. Review and Approval of 2009 NCCA Financial Audit

Oelsligle reviewed the management letter and audit with the Board and gave an overview of Team 2's discussion and recommendations. Baack stated that he has contacted the auditor but has not yet heard back from him regarding their recommendation that the Executive Director should not sign his own checks. Discussion was had regarding how this could be accomplished with one way being the Treasurer signing the checks or perhaps another Board member.

Potter stated that he feels it would be preferential that the Treasurer signs the Executive Directors checks and not just give authorization for payment as well as signing for checks that are over a certain dollar amount. Feit asked if he could be authorized to do that. Baack replied that he will check with the auditors for their opinion and update the Board at the next meeting. Schluckebier stated that payroll could be done electronically so that no signature would be needed on Baack's payroll check.

Oelsligle went on to review the remaining item in the management letter concerning W-4's and 1099's. Baack stated that the W-4 issue has been resolved and 1099's will be issued for any individual or organization who receives payment from the NCCA for services rendered.

MOTION BY DON OELSLIGLE AND SECOND BY DAVE NEWELL that the NCCA Board of Directors approve the 2009 NCCA financial audit and management letter.

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

A roll call vote was taken.

Voting Aye: Borden, Feit, Gramberg, Hornung, Keller, Newell, Oelsligle, Perkins, Poessnecker, Potter, Schluckebier, Wilson

Voting Nay: None

RESULT: Motion carried twelve (12) ayes and no ayes.

7. COUNCIL OF CHIEF EXECUTIVE OFFICERS

Dr. Smith reviewed the work session calendar and gave a brief overview of the first work session which had just taken place. The primary discussion was had regarding the funding formula and also reviewing past formulas and determining the pro's and con's of each. Discussion was also had regarding difficulties other states are currently having with funding.

8. TREASURER'S REPORT

Oelsligle reviewed the financial statements with the Board and asked for any questions. There were none.

9. EXECUTIVE DIRECTOR'S REPORT

Baack began his report by reminding the Board that the community colleges may not get as much state aid in the next biennium due to the current financial outlook of the state. Baack then informed the Board that a new private, for-profit institution, Herzig University, is trying to open a campus in Nebraska. The community colleges are against the opening of this institution and will make our concerns known to the Coordinating Commission.

Baack then asked the Board for a consensus on holding a board retreat to coincide with the August 9 board meeting. Dr. Huck recommended changing the location from Beatrice to a more central location in Nebraska. Discussion was then had regarding possible locations and it was determined that Grand Island would be an ideal location. The Board agreed that a board retreat would be held on August 8 and 9 at a location in or near Grand Island. Baack stated that information regarding other state association offices would be sent out prior to the retreat so that Board members may be aware of how other organizations are organized and that he would be looking into the possibility of bringing in an outside facilitator.

10. ACCT STATE COORDINATOR REPORT

Oelsligle stated that the deadline for ACCT awards is July 2 and the Leadership Conference is October 20 – 23 in Toronto.

11. COMMENTS AND CONCERNS OF GOVERNING BOARD MEMBERS

President Gramberg asked for any comments or concerns. There were none.

There being no further business, the meeting adjourned at 9:58 a.m.

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Dr. Merlyn Gramberg, President

Roger Wilson, Secretary