

**NEBRASKA COMMUNITY COLLEGE ASSOCIATION
BOARD OF DIRECTORS
First Quarter Meeting Minutes
March 5, 2008**

1. PUBLIC MEETING NOTICE

All NCCA Board of Directors, Area Presidents, and the general public having been duly notified the first quarterly meeting of the NCCA Board of Directors was held March 5, 2008, at the Embassy Suites in Lincoln, Nebraska. President Jane Hornung stated that the public meeting notice was published in the Lincoln Journal Star and the rules for the Nebraska Public Meeting Law are available for public viewing. The public meeting notices is attached to these minutes.

2. ATTENDANCE

Directors Present:

President Jane Hornung – Mid-Plains
Vice President Lynn Schluckebier – Southeast
Secretary Merlyn Gramberg – Western Nebraska
Treasurer William Schneider – Central
Robert Feit – Southeast
Jim Nekuda – Metropolitan
Don Oelsligle – Northeast
Tom Perkins – Western Nebraska
Larry Poessnecker – Northeast
Tim Potter – Metropolitan
Roger Wilson – Mid-Plains

Directors Absent:

Diane Keller – Central

Staff Present:

Dennis Baack – Executive Director
Melanie Williams – Administrative Assistant

Also present were: Dr. LaVern Franzen – Central, Dr. JoAnn McDowell and 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 Hornung called the meeting to order at 1:53 p.m. and asked for roll call and quorum determination. Present and responding were eleven board members representing their respective area governing boards. It was determined that a quorum was present.

4. OPEN FORUM/PUBLIC COMMENT

President Hornung asked if anyone from the public would like to make a comment. There was none.

5. APPROVAL OF AGENDA

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

MOTION BY ROBERT FEIT AND SECOND BY TIM POTTER that the NCCA Board of Directors approves the meeting agenda.

A roll call vote was taken.

Voting Aye: Feit, Gramberg, Hornung, Nekuda, Oelsligle, Perkins, Poessnecker, Potter, Schluckebier, Schneider, Wilson

Voting Nay: None

Absent: Keller

RESULT: Motion carried eleven (11) ayes, no nays, and one (1) absent.

6. APPROVAL OF MINUTES

President Hornung asked for any corrections to the fourth quarter meeting minutes. There were none.

MOTION BY MERLYN GRAMBERG AND SECOND BY LYNN SCHLUCKEBIER that the NCCA Board of Directors approves the November 17, 2007, meeting minutes.

A roll call vote was taken.

Voting Aye: Feit, Gramberg, Hornung, Nekuda, Oelsigle, Perkins, Poessnecker, Potter, Schluckebier, Schneider, Wilson

Voting Nay: None

Absent: Keller

RESULT: Motion carried eleven (11) ayes, no nays, and one (1) absent.

7. BYLAW AND POLICY COMMITTEE

Potter stated that the Bylaw and Policy Committee met March 4, 2008, to discuss the proposed policy changes which came from the board retreat on November 17, 2007.

- a. **Policy #9035** – Potter stated that the proposed change would allow Team 1/Legislative Committee to include all NCCA Board Members. The committee as a whole decided to forward this policy change to the board. (changes are shaded)

9035. TEAM 1/LEGISLATIVE COMMITTEE

This committee will consist of all NCCA Board Members and determines what legislative action on behalf of the community colleges is necessary prior to each legislative session.

Is responsible for particular strategic planning activities particularly relating to legislative issues. (*Revised March 5, 2008*)

- b. **Policy #10000** – Potter stated that this policy refers to the Council of Chief Executive Officers. The revision would state that the council would be comprised of each area president and one NCCA board member ex officio. The committee discussed this revision at length as to whether the NCCA board member is only there as an observer and not an actual member of the council. Potter went on to state that the committee discussed how the burden of an NCCA board member attending the CEO meetings seemed to be falling on the Southeast representatives and how other NCCA board members should be taking on some of that responsibility. This could be accomplished if the CEO council rotated their meetings more. Another item discussed was the thought of having a third party taking the minutes so that a board member need not attend and also relieving the CEO of the task of trying to participate in the discussion and taking minutes at the

same time. Potter then stated that the committee felt more input was needed from the CEO's and more discussion needed to be had amongst the board members.

10000. COUNCIL OF CHIEF EXECUTIVE OFFICERS

To be comprised of each area president and one NCCA board member ex officio and to be responsible directly to the NCCA board of directors. *(Revised March 5, 2008)*

- c. **Policy #7000** – Potter stated that this revision would make the NCCA board members the only recipients of the Executive Directors evaluation instrument. The committee as a whole decided to recommend this change to the board.

7000. EXECUTIVE DIRECTOR

The executive director is employed by the board of directors of the Nebraska Community College Association. The board establishes the initial salary and benefits. *(Revised August 12, 1995)*

The NCCA executive committee was directed by the full board to develop a procedure and a tool for the purpose of evaluating the position of executive director of the NCCA, and that this evaluation be completed on an annual basis by the full board of the NCCA. *(Adopted September 9, 1988)*

1. Team 2/Budget and Personnel Committee will review the evaluation instrument no later than the second quarterly board meeting and determine if any changes need to be made in the instrument.
2. The new instrument will be delivered (mail or email) to all NCCA Board Members and the Council of Chief Executive Officers in early July.
3. The NCCA Treasurer, as chair of Team 2 will collect all responses and tabulate the results prior to the third quarterly board meeting.
4. The results will be distributed to the members of Team 2 at the third quarterly board meeting if at all possible and the Team will schedule a meeting to review the results. Following the Team review, the Team will meet with the executive director to discuss the results of the evaluation and will provide feedback to the executive director.
5. The executive director will then have time to respond to the Team and propose goals and activities, as necessary, to enhance his performance as executive director.
6. The Team will then present the results of the evaluation and their recommendation on the executive director's contract renewal to the full board at the fourth quarterly meeting. *(Revised March 5, 2008)*

The NCCA board of directors authorized the executive director to implement performance-based criteria to determine compensation for staff as deemed appropriate. *(Adopted August 11, 1991)*

- d. **Policy #8005** – Potter stated that this policy revision would allow the annual meeting to be held anytime throughout the association’s fiscal year. The proposed revision stated it would be held in the fourth quarter but the committee did not want to lock the policy with the fourth quarter so it was decided to make it anytime during the year.

8005. ANNUAL MEETING/LEGISLATIVE SEMINAR

The legislative seminar will be held on an annual basis. *(Revised February 8, 1985)*

Bylaws change adopted: The annual meeting of the association will be held ~~in the first fourth quarter of~~ during the association's fiscal year (January 1 - December 31), ~~within the same time frame as the legislative seminar.~~ *(Revised March 5, 2008)*

Each area will support the NCCA annual meeting and legislative seminar with six guaranteed paid reservations. *(Adopted November 9, 1985)*

MOTION BY TIM POTTER AND SECOND BY LARRY POESSNECKER that the NCCA Board of Directors approves the revisions to Policy #9035, Policy #7000, and Policy #8005 as amended.

Perkins stated that he is anticipating that the association would continue to have a meeting in Lincoln during the legislative session each year. Potter replied the committee did discuss this and a board meeting would be held in February so that the NCCA board may have some input on the legislative session. Perkins asked if the committee discussed the possibility of moving the annual meeting to locations throughout the state. Potter replied that was discussed and by eliminating a required quarter it would make that option more flexible. Perkins stated that it is his opinion that if the annual meeting is held anywhere in western Nebraska, it would cut the attendance in half. Baack stated that the committee did also discuss the possibility of moving the location every other year. Gramberg agreed with Perkins and stated that he would prefer that it not be held in western Nebraska. Potter did state that the policy change does not address the location of the annual meeting and that would be something which would need to be determined by the NCCA board.

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President Hornung asked for any further discussion regarding the proposed policy changes. There was none.

A roll call vote was taken.

Voting Aye: Feit, Hornung, Nekuda, Oelsigle, Perkins, Poessnecker, Potter, Schluckebier, Schneider, Wilson

Voting Nay: Gramberg

Absent: Keller

President Hornung asked for discussion regarding Policy #10000. Feit stated that he attended two of the CEO meetings and it is his opinion that after reviewing his notes and the minutes, he can find no discrepancies in what was reported in the minutes. Schluckebier stated that he agreed with Feit and therefore could not justify his time. He also believes that the NCCA board members could better use their time to improve the community college system than attend CEO meetings.

Perkins stated that it concerns him that a number of drafts are distributed before the minutes are correct and that perhaps it would be more beneficial for the meeting to be recorded and the minutes completed as the NCCA board minutes are completed. Baack replied that the council has discussed that option and they are not interested in taking that route. Potter then suggested that an outside party take notes so that the CEO's may participate in the discussion. Perkins stated that he could live with that option. Baack pointed out that if this option is used, the NCCA office would be empty for the day. Feit asked the other board members who received the CEO minutes prior to the board requesting them in November what the difference was between what is received now and what was received in the past. Potter replied that some were shorter than others and they seemed to be lacking uniformity and detail which could be due to the fact that different individuals were taking the minutes. Baack wanted to address the concern regarding the number of drafts which are distributed. The basic content of the meeting is usually not what is changed but the names of individuals who were there or misspellings. Potter stated that the committee felt that more discussion needed to be had regarding this policy and the option of a NCCA representative attending the CEO meeting will continue.

MOTION BY TIM POTTER AND SECOND BY TOM PERKINS that the NCCA Board of Directors postpone the proposed revision of Policy #10000 until the May 5, 2008, board meeting.

A roll call vote was taken.

Voting Aye: Gramberg, Hornung, Nekuda, Oelsligle, Perkins, Poessecker, Potter, Schluckebier, Schneider, Wilson

Voting Nay: Feit

Absent: Keller

8. TEAM 1/LEGISLATIVE COMMITTEE

a. Legislative Agenda

Baack stated that LB 973 is the community college bill which makes adjustments to the new formula. One change is to allow numbers to be based on an accrual accounting basis instead of a cash accounting basis as the Department of Revenue and the Coordinating Commission had requested this year. Another change is to clarify the role of the Coordinating Commission and they are in support of this change. The next change deals with fluctuating enrollments and using a three year average to determine the enrollment number for each community college. An additional change would allow the formula to be figured with REU's instead of FTE's. This would allow more emphasis to be put on technical education.

Baack continued to state that these will be the first year changes but there will be more changes in the years to come with some of those being more complicated. Senator Raikes has some additional items he would like in place to complete the vision he has of the community college funding formula and they are: changing the automatic growth rate from 2% to 3% and changing the amount a board can go over the local effort rate from 15% to 20%.

Potter stated that Metro has some concerns regarding the future years of the funding formula and it will need to be reviewed. Baack replied that this will be a work in progress for a number of years and the CEO council and Business Officers will keep reviewing the formula and recommend changes if needed.

9. TEAM 2/BUDGET AND PERSONNEL COMMITTEE

There was nothing to report.

10. PROACTIVE ISSUES

a. Improvement of Funding for Developmental Education

President Hornung stated that one of the goals from the November 17, 2007, board retreat was the goal to bring before the board an issue that the board can be better informed about. Baack stated that this is a timely subject right now because the topic of how to address developmental education in the funding formula is currently being discussed and how it can be emphasized. The local board and administration needs to get the data available for the claims before the appropriations committee next year which would show the number of students and the amount needed to fund those programs. More discussion was had regarding the role of the community colleges in developmental education. President Hornung stated that she would like this topic to be continued at the next board meeting.

11. COUNCIL OF CHIEF EXECUTIVE OFFICERS

Dr. Path reviewed some of the items the CEO council does during their meetings which could include discussing possible third-party vendors or the numerous committees they participate in to name a couple. He then stated that Senator Raikes and his staff has graciously allowed them to participate in the entire funding formula process and has kept them informed.

12. REVISED COMMITTEE ASSIGNMENTS

President Hornung stated that with the new board member, the conclusion of the annual meeting, and the reorganization of Team 1, the committee roster has been reorganized. The revised committee roster is as follows:

2008 NCCA COMMITTEE ROSTER
Effective March 5, 2008

Team 1 – Legislative Committee

Robert Feit, Chair
Remaining NCCA Board Members

Team 2 – Budget & Personnel Committee

Merlyn Gramberg
Jane Hornung
Don Oelsigle
Tim Potter
Lynn Schluckebier
William Schneider, Chair

Bylaw & Policy Review Committee

Robert Feit
Diane Keller
Jim Nekuda
Tom Perkins
Larry Poessnecker, Chair
Roger Wilson

Education & Seminars

Robert Feit
Lynn Schluckebier
Dr. Jack Huck
Merlyn Gramberg

Nebraska Council of Public Higher Education

Keith Harvey
Jane Hornung

Nebraska Educational Telecommunications Commission

Dennis Miller, Jr.

13. TREASURER'S REPORT

Schneider reviewed the treasurer's report and asked for any questions. There were none.

(Perkins left at 3:18 p.m.)

14. ACCT STATE COORDINATOR REPORT

Feit distributed and reviewed a handout which broke down what each community college area was authorized to spend on board travel and conference expenses and also discussed the upcoming ACCT annual meeting in New York.

15. EXECUTIVE DIRECTOR'S REPORT

Baack distributed a report submitted by Dennis Miller, Jr., the community college NET representative.

16. COMMENTS AND CONCERNS OF GOVERNING BOARD MEMBERS

Hornung asked for new policy manuals be distributed at the next board meeting. Oelsligle also stated that the board chair council had a good turnout at their meeting. Potter asked for clarification on the award selection process.

17. ANNOUNCEMENTS

- A. NCCA Third Quarter Meeting – August 9, 2008 – Grand Island
- B. ACCT Annual Meeting – October 29 – November 1, 2008 – New York, NY
- C. NCCA Fourth Quarter Meeting – November 18, 2008 – Video Conference
- D. National Legislative Seminar – February 9 – 11, 2009 – Washington, D.C.
- E. AACC Annual Convention – April 4 – 7, 2009 – Phoenix, AZ
- F. ACCT Annual Meeting – October 7 – 10, 2009 – San Francisco, CA
- G. National Legislative Seminar – February 8 -10, 2010 – Washington, D.C.
- H. AACC Annual Convention – April 17 – 20, 2010 – Seattle, WA
- I. ACCT Annual Meeting – October 20 – 23, 2010 – TBD

There being no further business, the meeting was adjourned at 3:27 p.m.

Jane Hornung, President

Merlyn Gramberg, Secretary