

# Northeast Community College

801 East Benjamin Avenue, P.O. Box 469  
Norfolk, Nebraska 68702-0469

## **BOARD OF GOVERNORS MEETING**

Thursday, July 8, 2004

### ORDER OF BUSINESS:

*NOTE: All July Committee Meetings will be held in Room 100B of the Maclay Building*

2:30 – 3:00 p.m.	Tour of administrative offices (Please meet in MC 100B)
3:00 – 3:40 p.m.	Policies and Procedures Committee Meeting
3:40 – 4:00 p.m.	Educational Services Committee Meeting
4:00 – 5:00 p.m.	Finance Committee Meeting
5:00 – 6:00 p.m.	Human Resources Committee Meeting
6:00 – 6:50 p.m.	Dinner, Student Center Private Dining Room, SC 112A (Board members, president, vice presidents)
7:00 p.m.	Regular Meeting – Maclay Building, Room 100B

### **AGENDA**

(Regular Meeting)

### **ACTION**

- A. **CALL REGULAR MEETING TO ORDER** Chairperson
- B. **ADOPT AGENDA** for the July 8, 2004 Regular Meeting. Official Notice of the Regular Meeting was published in the *Norfolk Daily News* on Friday, July 2, 2004. **MOTION**
- If any member of the staff or guests at the meeting wishes to comment on any item being discussed, you will be recognized by getting the attention of the Chairperson.*
- C. **APPROVE MINUTES** of the June 10, 2004 meetings as follows: **MOTION**
1. Regular Meeting – (attached pp. 5-14)
  2. Policies and Procedures Committee Meeting – (attached pp. 15-16)
  3. Facilities Committee Meeting – (attached pp. 17-18)
  4. Human Resources Committee Meeting – (attached p. 19)

### **Mission**

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- D. PRESIDENT’S REPORT – Dr. Bill Path Info  
 1. Introduction of guests  
 2. Reports from the Vice Presidents, and the Executive Director of Institutional Advancement
- E. EDUCATION REPORT –Dr. Bill Giddings, Vice President of Educational Services Info  
 - Overview of the ESLX credit program – Donna Niemeyer and Susan Allyn
- F. NCCA REPORT – J. Paul McIntosh and Keith Harvey Info  
 1. NETV report – J. Paul McIntosh
- G. ADMINISTRATIVE REPORTS:  
 1. ACKNOWLEDGE AND ACCEPT CLAIMS PAID as follows: **MOTION**  
     <sup>s</sup>Reports from Steve Schram, Vice President of Administrative Services:  
     a. Claims Paid in June 2004 -(mailed with Agenda)
- H. RATIFY/APPROVE THE FOLLOWING PERSONNEL ACTIONS **MOTION**  
AND ACCEPT REPORTS: - Margy Ehrenfried, Director of Human Resources  
*(Any Board member may request that an item be considered separately.)*  
 1. Ratify the report of Full-Time Faculty Overload and Adjunct Faculty Assignments for July 8, 2004; – (attached pp. 20-28)  
 2. Ratify the report of New Part-Time Employees for the Month of June 2004;  
     - (attached pp. 29-30)  
 3. Other personnel items that may require Board action (resignations, new employments, contract extensions, retirements, contract adjustments, salary adjustments, etc.).
- I. POLICIES AND PROCEDURES COMMITTEE -  
 -Nanci Lingenfelter, Chairperson  
 1. SECOND READING and recommendation for approval of revisions to Code 4045, Employee Performance Review and Code 4045.a, Employee Performance Review Procedures - (see committee material) **MOTION**  
 2. SECOND READING and recommendation for approval of revisions to Code 2110, Use of College Facilities and Code 2110.a, Use of College Facilities Procedures  
     – (see committee material) **MOTION**  
 3. SECOND READING and recommendation for approval of revisions to Code 6020, Project Challenge and Code 6020.a, Project Challenge Procedures  
     – (see committee material) **MOTION**

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4. **SECOND READING** and recommendation for approval of Code 5042, Curricular and Co-Curricular Travel and Code 5042.a, Curricular and Co-Curricular Travel Procedures - (see committee material) **MOTION**

5. Other

J. **FINANCE COMMITTEE** - **MOTION**  
-Larry Poessnecker, Chairperson

1. Approve the 2004-2005 tentative college budgets: General Operating Budget, Capital Improvement Budget, ADA/Hazardous Material Budget, and Other Funds Budget, and authority to pay college expenses pending final budget approval in September - (see committee material)

2. Other

K. **EDUCATIONAL SERVICES COMMITTEE** - **MOTION**  
-John Winkleblack, Chairperson

1. Approve updates to the 2004-2009 Strategic Plan – (see committee material)

2. Other

L. **OTHER** Info

M. **ADJOURNMENT** **MOTION**

*\*Model for approvals by Board:*

- (1) Personnel actions would all be presented and discussed as they currently are; however, they all would be voted on as a package, unless a member of the Board requests a recommendation to be considered separately.*
- (2) Consolidate approval of report and claims paid all in one motion.*
- (3) Committee Minutes approval with Regular Board Meeting Minutes.*
- (4) Educational Services Committee, Facilities Committee, and Finance Committee items would each be voted on as one package unless members of the Board request a recommendation to be considered separately.*

**ANNOUNCEMENTS:**

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**2004**

August 10 – NCCA Board of Directors Quarterly Meeting – Metropolitan Community College, Omaha  
August 12 – REGULAR BOARD MEETING – 7:00 p.m., LLC Stes. C & D  
September 9 – REGULAR BOARD MEETING – 7:00 p.m., LLC Ste. G  
October 14 – REGULAR BOARD MEETING – 7:00 p.m., LLC Ste. G  
November 9 – NCCA Board of Directors Quarterly Meeting - Video Conference  
November 11 – REGULAR BOARD MEETING – 3:00 p.m., LLC Ste. G  
December 9 – REGULAR BOARD MEMBER – 3:00 p.m., LLC Ste. G

**STATUS OF POSITION OPENINGS AS OF 07/08/04**

Open

**Biological and Physical Science Instructor**  
**Student Resident Community Advisor**  
**Custodian**

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