

Northeast Community College

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

BOARD OF GOVERNORS MEETING

Thursday, August 12, 2004

ORDER OF BUSINESS:

NOTE: All August Committee Meetings will be held in Suite C of the Lifelong Learning Center

3:45 – 4:30 p.m.	Tour of student housing (Please meet in front of the student housing in new parking lot -- south side of building, facing Benjamin Avenue)
4:30 - 4:40 p.m.	Break
4:40 – 5:00 p.m.	Educational Services Meeting
5:00 – 6:00 p.m.	Human Resources Committee Meeting
6:00 – 6:50 p.m.	Dinner, Lifelong Learning Center, Suite E (Board members, president, vice presidents)
7:00 p.m.	Regular Meeting – Lifelong Learning Center, Suites C & D

AGENDA

(Regular Meeting)

ACTION

- A. **CALL REGULAR MEETING TO ORDER** Chairperson
- B. **ADOPT AGENDA** for the August 12, 2004 Regular Meeting. Official Notice of the Regular Meeting was published in the *Norfolk Daily News* on Friday, August 6, 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 July 8, 2004 meetings as follows: **MOTION**
1. Regular Meeting – (attached pp. 5-26)
 2. Policies and Procedures Committee Meeting – (attached pp. 27-28)
 3. Educational Services Committee Meeting – (attached p. 29)
 4. Finance Committee Meeting – (attached pp. 30-31)
 5. Human Resources Committee Meeting – (attached p. 32)

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 motorcycle rider training program - Lyle Kathol
- F. NCCA REPORT – J. Paul McIntosh and Keith Harvey Info
 1. NETV report – J. Paul McIntosh
- G. ADMINISTRATIVE REPORTS:
1. ACKNOWLEDGE AND ACCEPT MONTHLY FINANCIAL REPORTS AND CLAIMS PAID as follows: **MOTION**
 %sReports from Steve Schram, Vice President of Administrative Services:
 a. Monthly Financial Report for July 31, 2004 -(mailed with Agenda)
 b. Claims Paid in July 2004 -(mailed with Agenda)
- H. ACCEPT the FTE/REU Enrollment Audit Report for FY 2003-2004 **MOTION**
 - (mailed with Agenda) – Steve Schram
- I. RATIFY/APPROVE THE FOLLOWING PERSONNEL ACTIONS AND ACCEPT REPORTS: - Margy Ehrenfried, Director of Human Resources **MOTION**
(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 August 12, 2004; – (attached pp. 33-38)
 2. Ratify the report of New Part-Time Employees for the Month of July 2004; - (attached pp. 39-40)
 3. Ratify the employment of Jessica B. Bryan as Student Resident Community Advisor, effective August 1, 2004, at a salary of \$20,000 per annum plus a one-bedroom apartment in student housing with utilities, local telephone, basic cable television, wireless internet access, and minimum meal plan for the remainder of the 2004-2005 fiscal year; (attached pp. 41-42)
 4. Ratify the employment of Michelle L. Jones as Custodian, effective August 2, 2004, at a salary of \$8.00 per hour for the remainder of the 2004-2005 fiscal year; (attached pp. 43-44)
 5. Ratify the employment of Todd K. Schmidt as Custodian, effective August 2, 2004, at a salary of \$8.00 per hour for the remainder of the 2004-2005 fiscal year; (attached pp. 45-46)

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6. Ratify the employment of Melodie Funk as Residence Life Support Specialist, effective August 16, 2004, at a salary of \$8.80 per hour for the remainder of the 2004-2005 fiscal year; (attached pp. 47-48)
7. Accept the resignation of Charlotte Goode; (attached pp. 49-50)
8. Accept the resignation of Susan Dowling; (attached pp. 51-52)
9. Approve the administration's request to appoint a Programmer/Analyst as soon as the selection process is complete with ratification to follow at the next meeting of the Board of Governors; (attached p. 53)
10. Approve the administration's request to appoint a Bookstore/Student Activities Specialist as soon as the selection process is complete with ratification to follow at the next meeting of the Board of Governors; (attached p. 54)
11. Approve the administration's request to appoint a Facilities Coordinator/Continuing Education/Distance Learning Executive Assistant as soon as the selection process is complete with ratification to follow at the next meeting of the Board of Governors; (attached p. 55)
12. Other personnel items that may require Board action (resignations, new employments, contract extensions, retirements, contract adjustments, salary adjustments, etc.).

J. EDUCATIONAL SERVICES COMMITTEE -
 -John Winkleblack, Chairperson

MOTION

1. Approve tuition waivers
 - (see committee material)
2. Other

K. OTHER

Info

L. 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.*

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ANNOUNCEMENTS:

2004

September 9 – REGULAR BOARD MEETING – 7:00 p.m., LLC Ste. G
September 30 – Board Advance, South Sioux City
October 1 – Board Advance, South Sioux City
October 14 – REGULAR BOARD MEETING – 7:00 p.m., LLC Ste. C & D
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. C & D

STATUS OF POSITION OPENINGS AS OF 08/12/04

Open

Part-time:

Residence Hall Desk Clerk
Tech-Prep Administrative Assistant
Director of New Beginnings

Full-time:

Programmer/Analyst
Biological and Physical Science Instructor
Bookstore/Student Activities Specialist

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