

BOARD OF GOVERNORS MEETING

Thursday, June 11, 2020

ORDER OF BUSINESS:

10:00-11:00 a.m.	Student Success Committee Meeting
11:00-11:15 a.m.	BREAK
11:15 a.m.-12:45 p.m.	Finance Committee Meeting
12:45-1:40 p.m.	Lunch
1:40-1:45 p.m.	Facilities Committee Meeting
1:45-2:00 p.m.	External Relations Committee Meeting
2:00-2:45 p.m.	Governance Committee Meeting
2:45-3:00 p.m.	BREAK
3:00 p.m.	Regular Meeting

The Board of Governors hereby reserves the right to go into executive/closed session pursuant to
Neb. Rev. Stat. §84-1410 of the Nebraska Open Meetings Act.

PLEDGE of ALLEGIANCE

AGENDA
(Regular Meeting)

ACTION

- | | |
|---|-------------|
| A. <u>ROLL CALL</u> | Chairperson |
| B. <u>CALL REGULAR MEETING TO ORDER</u> | Chairperson |

Mission
Northeast Community College is dedicated to the success of students and the region it serves.

C. ADOPT AGENDA for June 11, 2020 Regular Meeting. Official Notice of the Regular Meeting is posted on the Northeast Community College website and was published in the *Norfolk Daily News* on Friday, June 5, 2020. **MOTION**

D. PUBLIC COMMENT **Info**

Pursuant to Nebraska Statute Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is located on the table at the back of the room. Also available on that same table is a current copy of the Nebraska Open Meetings Act which is accessible to members of the public. Any member of the public wishing to address the Board of Governors may sign in and comment to the Board at this time.

E. APPROVE MINUTES of the May 14, 2020 meetings as follows: **MOTION**

1. Regular Meeting – (attached pgs. 4-9)
2. Finance Committee Meeting – (attached pgs. 10-11)
3. Facilities Committee Meeting – (attached pg. 12-13)
4. External Relations Committee Meeting – (attached pg. 14)
5. Governance Committee Meeting – (attached pgs. 15-16)
6. Student Success Committee Meeting – (attached pg. 17-19)

F. REPORTS **Info**

1. President

G. NEBRASKA COMMUNITY COLLEGE ASSOCIATION (NCCA) REPORT **Info**

- Steve Anderson and Gene Willers, NCCA Board of Directors representatives

H. ADMINISTRATIVE REPORTS

1. ACKNOWLEDGE AND ACCEPT MONTHLY FINANCIAL REPORTS **MOTION**
and CLAIMS PAID as follows:

- Reports from Coleen Bressler, Interim Vice President of Administrative Services:
 - a. Monthly Financial Report for May 31, 2020
 - b. Claims Paid in May 2020

I. STUDENT SUCCESS COMMITTEE MEETING

- Carol Sibbel, Chairperson

1. Approve the continuation of the Academic Transfer program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education (CCPE) – (refer to committee material) **MOTION**

2. Approve the continuation of the Community Health Workers certificate program Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education (CCPE) – (refer to committee material) **MOTION**

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J. FINANCE COMMITTEE MEETING

- Gene Willers

1. Authorize the use of cash on hand to continue the operations of the College pending final approval of the 2019-2020 budgets in September 2020 - (refer to committee materials)

MOTION

2. Approve refinancing of the 2014-2015-2015A series bonds

MOTION

K. OTHER

Info

L. ADJOURNMENT

MOTION

Please Note: *It is the intention of the Board of Governors to take up the items on the agenda in sequential order. However, the Board reserves the right to take up matters in a different order to accommodate the schedules of members or presenters or for other reasons.*

ANNOUNCEMENTS:

2020

August 13 - REGULAR BOARD MEETING – Lifelong Learning Center, Suites C & D
September 10 - REGULAR BOARD MEETING – Lifelong Learning Center, Suites C & D
October 8 - REGULAR BOARD MEETING – Lifelong Learning Center, Suites C & D
November 12 - REGULAR BOARD MEETING – Lifelong Learning Center, Suites C & D
December 10 - REGULAR BOARD MEETING – Lifelong Learning Center, Suites C & D

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NORTHEAST COMMUNITY COLLEGE AREA

MINUTES OF REGULAR MEETING

Thursday, May 14, 2020

Prior to convening the meeting, on behalf of the Board of Governors, Chairperson Anderson thanked Dr. Barrett and her staff for the decisions that are being made to keep students, faculty, and staff safe through the pandemic. He and the Board of Governors appreciate all that she is Northeast College faculty, staff, and administration is doing to educate the students.

Chairperson Anderson reflected on the service of former long-time board members Ken Echtenkamp and Keith Harvey, both of whom recently passed away. He also acknowledged the passing of Gene Willers brother, Gary Willers. A moment of silence was taken in their memory.

12653

Roll call was taken with a quorum present.

Pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts, the May 14th Northeast Community College Board of Governors meeting was conducted via Zoom virtual meeting. Copies of today's agenda are located and available to members of the public in Room 116B of the Maclay Building, located on the campus of Northeast Community College, and on the Northeast Community College website.

AREA BOARD

Steve Anderson, Chairperson.....	Present
Arlan Kuehn, Vice-Chairperson	Present
Julie Robinson, Secretary.....	Present
Del Ames	Present
Donovan Ellis.....	Present
Dr. Terry Nelson	Present
Dirk Petersen.....	Present
Jeffrey Scherer	Present
Nicole Sedlacek	Present
Carol Sibbel	Present
Gene Willers	Absent

OTHERS PRESENT

Dr. Leah A. Barrett, President
John Blaylock, Executive Vice President
Dr. Michele Gill, Interim Vice President of Educational Services

Coleen Bressler, Interim Vice President of Administrative Services
Amanda Nipp, Vice President of Student Services
Dr. Tracy Kruse, Associate Vice President of Development and External Affairs
Jim Curry, Director of Public Relations
Diane Reikofski, Executive Assistant to the President
Drew Smith, Student Leadership Association president
Lauren Wagner, *Norfolk Daily News*
Cody Ronnfeldt, WJAG

12654

Chairperson Anderson convened the regular meeting to order at 3:07 p.m.

12655

Jeff Scherer MOVED to adopt the Agenda of the May 14, 2020 Regular Meeting as distributed.
Dirk Petersen SECONDED the motion

Voting Yes: Ames, Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer,
Sedlacek, and Sibbel

Voting No: None

Absent: Willers

MOTION CARRIED

12656

A copy of the Open Meetings Law is posted on the tables at the back of the room. No constituents were in attendance to address the board with a public comment.

12657

Julie Robinson MOVED, and Carol Sibbel SECONDED the motion to approve the Minutes of the April 9, 2020 meetings as follows:

1. Regular Meeting
2. External Relations Committee Meeting
3. Facilities Committee Meeting
4. Finance Committee Meeting
5. Governance Committee Meeting
6. Student Success Committee Meeting

Voting Yes: Anderson, Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek,
Sibbel, and Ames

Voting No: None

Absent: Willers**MOTION CARRIED**

12658

Dr. Leah Barrett reported the following:

- Congress approved the \$2.2 billion Coronavirus Aid, Relief, and Economic Security (CARES) Act, which includes \$14.2 billion in assistance to support colleges and universities through the Higher Education Emergency Relief Fund. Northeast Community College is able to access \$1.7 million through the act, with a minimum of \$864,000 to be awarded in the form of emergency aid to students that will assist them with extra costs as a result of the campus closure and moving to remote learning due to the Coronavirus pandemic.
- The 47th annual Commencement Ceremony at Northeast Community College is going to look much different this year due to the COVID-19 pandemic. The ceremony will still be held on Saturday, May 16, but will be broadcast virtually. The ceremony, which will recognize at least 899 graduates from summer and fall 2019 and spring 2020, will air at 10 a.m., on Northeast's television channel KHWK – cable channel 20, livestreamed at <https://team1sports.com/northeastcc/> and be broadcast on NewsChannel Nebraska. After that date, the ceremony will be available on demand on the Northeast YouTube Channel.
- Members of the Student Leadership Association (SLA) at Northeast regularly keep in contact with their peers, but with no students on the Norfolk campus for the remainder of the spring semester due to the COVID-19 pandemic, they did the next best thing - they hosted forums through the Zoom video conferencing portal. Approximately 30-40 people participated in each of the three open forums with a variety of questions asked. Many came from student submissions that SLA leaders have been fielding through email and social media posts as well as direct questions from students who have reached out. Faculty, staff, and administrators were in attendance to answer questions that arose from students.
- The Student Leadership Association has taken on several initiatives one of which includes the creation of a social media video to encourage students to complete their civic duties: register to vote, request an absentee ballot, and complete their census.
- The Student Activities Council (SAC) has conducted multiple virtual events to keep students engaged and entertained during the spring semester. Some examples are: TikTok challenges, Pause with Paws, Message Challenges, Weekly newsletters, social media BINGO games, and sponsored a virtual BRAVE-FEST concert on Twitch featuring Dawson Hollow (who was supposed to perform at Northeast last week).
- The Career Services Office partnered with Business instructors, Cara Hoehne and Sara Barritt, to schedule mock interviews with students. Approximately 30 students took advantage of working with Career Services to practice conducting an interview via Zoom from April 27 through May 5.
- The Northeast Community College Athletic Department has canceled the Northeast Nebraska All-Star Volleyball and Basketball Games scheduled for June 13 and June 19 at the Cox Activities Center in Norfolk due to COVID-19. In addition, all athletic camps scheduled for the summer have been canceled.
- Northeast Community College women's basketball star Kyla Moore (Norfolk, Neb.) was named an NJCAA All-American Honorable Mention. Moore becomes the 16th All-American in the history of Northeast women's basketball and the sixth consecutive selection since 2015. Throughout her career as a Hawk, she averaged 12.5 points per game, while hitting 47

percent of her shots from the field. Kyla signed to continue to play basketball at William Penn University, an NAIA school in Oskaloosa, Iowa.

- Michele Gill will continue to serve as Interim Vice President of Educational Services and will conduct an internal search for an Interim Dean of Health and Wellness.

Drew Smith, SLA president, reported that 35-40 students and faculty participated in Zoom forums that SLA hosted. He extended his appreciation to those who participated. The questions from the forums are posted on the Northeast SAC YouTube page. The student mural project continued despite the coronavirus pandemic. Two mural entries were submitted, and both were approved.

12659

Steve Anderson, NCCA Board of Directors representative, reported that the May NCCA Board of Directors quarterly meeting was postponed until August. The Nebraska Legislature is out of session, so Greg Adams has not had a great deal of activity. The Legislature may reconvene in June to take up business. Approval of the state budget needs to be completed by June 30th. The NCCA Annual Meeting is scheduled to be held this fall in Scottsbluff. President Barrett will address this topic with the CEOs during their next meeting.

At the national level, ACCT has been providing updates on national issues and how they are involved in the preparations of the stimulus packages and how funds are being distributed.

12660

Nicole Sedlacek MOVED and Arlan Kuehn SECONDED the motion to acknowledge and accept the Monthly Financial Report for April 30, 2020 and claims paid in April 2020 as follows:

February 29, 2020

General Fund	\$ 1,497,541.02
Auxiliary Fund.....	\$ 147,704.21
Grants and Contracts	\$ 73,444.15
Scholarships and Financial Aid	\$ 1,000.00
Student Loans	\$ 0.00
Student Clubs.....	\$ 791.69
Other Agencies	\$ 13,347.16
Capital Improvement	\$ 67,384.78
Restricted Plant.....	\$ 664,031.70
Debt Service	\$ 0.00
Payroll Fund	\$ <u>2,795,006.36</u>
TOTAL CLAIMS PAID.....	\$ 5,260,251.07

Voting Yes: Ellis, Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Ames, and Anderson

Voting No: None

Absent: Willers

MOTION CARRIED

12661

MOTION was made by Carol Sibbel, Chairperson of the Student Success Committee, to approve the continuation of the Physical Therapist Assistant program at Northeast Community College for submission to the Nebraska Coordinating Commission for Postsecondary Education. Donovan Ellis SECONDED the motion.

Voting Yes: Kuehn, Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Ames, Anderson, and Ellis

Voting No: None

Absent: Willers

MOTION CARRIED

12662

Donovan Ellis, member of the Finance Committee, MOVED to:

- a. Approve a transfer of \$1,195,000 from the College Auxiliary Fund to the Dormitory Debt Service Fund to establish an internal loan with the loan funds being used to retire the 2012 series bonds; and
- b. Approve the Resolution authorizing the Limited Tax and Dormitory Revenue Refunding Bonds, Series 2012, be called for redemption on June 19, 2020, and authorize the College President to sign said Resolution and any related documents.

Dirk Petersen SECONDED the motion.

Voting Yes: Nelson, Petersen, Robinson, Scherer, Sedlacek, Sibbel, Ames, Anderson, Ellis, and Kuehn

Voting No: None

Absent: Willers

MOTION CARRIED

12663

In other business, Chairperson Anderson acknowledge board and staff member birthdays for the month of May.

Terry Nelson asked that consideration be given to conducting in-person board meetings as soon as people feel safe. Members who prefer could still join the meeting via Zoom. This will be a first step in learning to operate in the new normal.

12664

At 3:38 p.m., with no further business to discuss, it was UNANIMOUSLY PASSED BY VOICE VOTE to ADJOURN the meeting.

Minutes prepared by Diane Reikofski, Recording Secretary.

Steve Anderson, Chairperson
Northeast Board of Governors

Julie Robinson, Secretary
Northeast Board of Governors

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

FINANCE COMMITTEE

Thursday, May 14, 2020

FINANCE COMMITTEE

Gene Willers, Chairperson	ABSENT
Donovan Ellis	PRESENT
Arlan Kuehn	ABSENT
Carol Sibbel	PRESENT
Steve Anderson, ex-officio	PRESENT

OTHER BOARD MEMBERS

Del Ames	PRESENT
Terry Nelson	ABSENT
Dirk Petersen	PRESENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Nicole Sedlacek	PRESENT

STAFF

Dr. Leah Barrett
John Blaylock
Coleen Bressler
Jim Curry
Diane Reikofski
Dr. Michele Gill
Dr. Karen Severson
Dr. Tracy Kruse

MINUTES

1. Donovan Ellis, member of the Finance Committee, convened the meeting at 11:21 a.m. via Zoom video conferencing, pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts.
2. Recommended approval of the Minutes of the April 9, 2020 meeting as presented.
3. Coleen Bressler, Interim Vice President of Administrative Services, reviewed paid bills for the month of April 2020, and highlighting expenses in excess of \$5,000.
4. With interest rates dropping, staff analyzed opportunities for refinancing bonds for the resident life and cafeteria. The bonds were callable on or after June 14, 2017, at the principal amount of the bonds, currently, 1,195,000. Calling the bonds at this time will eliminate the remaining four-year debt requirement for the bonds and save the College approximately \$60,000.

Following discussion, a consensus was reached by the Finance Committee to recommend to the Board of Governors that:

- a. The Board of Governors approve a transfer of \$1,195,000 from the College Auxiliary Fund to the Dormitory Debt Service Fund to establish an internal loan with the loan funds being used to retire the 2012 series bonds; and
- b. The Board of Governors approves the Resolution authorizing the Limited Tax and Dormitory Revenue Refunding Bonds, Series 2012, be called for redemption on June 19,

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2020, and authorize the College President to sign said Resolution and any related documents.

5. With no further business to discuss, the meeting was adjourned at 11:28 a.m.

DRAFT

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

FACILITIES COMMITTEE

Thursday, May 14, 2020

FACILITIES COMMITTEE

Jeff Scherer, Chairperson	PRESENT
Del Ames	PRESENT
Arlan Kuehn	PRESENT
Dirk Petersen	PRESENT
Steve Anderson, ex-officio	PRESENT

STAFF

Dr. Leah Barrett
Jim Curry
Diane Reikofski

OTHER BOARD MEMBER

Donovan Ellis	PRESENT
Terry Nelson	PRESENT
Julie Robinson	PRESENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT
Gene Willers	ABSENT

MINUTES

1. The meeting was convened at 11:29 a.m. via Zoom video conferencing by Jeff Scherer, Chairperson of the Facilities Committee. The meeting was held via Zoom video conferencing pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts.
2. Recommended approval of the Minutes of the April 9, 2020 meeting as distributed.
3. President Barrett provided the following construction progress report:
 - Path Hall/Hawks Point – A sanitary sewer drain problem has been experienced in Hawks Point since the building opened. After several months of investigation and research the problem was identified to be the drainpipes in the kitchen that did not have the required elevations to allow for proper drainage of those lines. Engineers, general contractor, mechanical subcontractor, and the College agreed to a corrective action that required all of those drain lines to be uncovered and rebuilt to allow for proper draining and to meet building codes. This project required the kitchen area to be closed, however, because the College is closed due to Covid-19, the project began sooner than anticipated which will allow for the work to be completed prior to classes starting this fall.
 - Hawks Village – Work continues on the punch list items that were identified last fall. The work is expected to be completed in the next 30-60 days.
 - Student Center Renovation and Addition – Drywall installation is finishing in the renovation portion of the building and has begun in the new addition of the building. Electrical rough-ins, light fixtures, power, data, and fire sprinkler piping installations are

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continuing. Masonry brick veneer is nearing completion on the south and east elevations. Painting has begun in the renovation area. Site work has begun which includes grading, sidewalks, light pole conduits, communications groundwork pipe and vaults, and irrigation sleeves. The project is expected to be completed by November 1, 2020.

- Ag and Water – Trees have been removed from the site. Topsoil has been stripped from the Vet Tech site and mass grading has begun. A temporary road has been built from the borrow pit site on the north side of the farm to the construction site. The borrow pit provides the necessary soil to bring the construction site to the proper elevations. Building pad site for the Vet Tech building should be ready for the footings in the next 30 days. The entire project is expected to be completed by July 2021.

4. With no further business to discuss, the meeting was adjourned at 11:39 a.m.

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

EXTERNAL RELATIONS COMMITTEE

Thursday, May 14, 2020

EXTERNAL RELATIONS COMMITTEE

Del Ames, Chairperson	PRESENT
Dirk Petersen	PRESENT
Julie Robinson	PRESENT
Nicole Sedlacek	PRESENT
Steve Anderson, ex-officio	PRESENT

STAFF

Dr. Leah Barrett
Dr. Michele Gill
Dr. Tracy Kruse
Jim Curry
Diane Reikofski

OTHER BOARD MEMBERS

Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT
Terry Nelson	ABSENT
Jeff Scherer	PRESENT
Carol Sibbel	PRESENT
Gene Willers	ABSENT

MINUTES

1. Dirk Petersen, member of the External Relations Committee, convened the meeting at 11:40 a.m. via Zoom video conferencing, pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts.
2. Recommended approval of the Minutes of the April 9, 2020 meeting as distributed.
3. President Barrett provided an update on presidential activities that occurring to keep her engaged with elected officials. Letters are being sent to senators to update them on what is happening at Northeast Community College, how CARES Act funding is being utilized, and to remind them of the community college role after the pandemic.

Conversations have been held with leaders of other Nebraska institutions of higher education to prepare our institutions and partner after things return to normal. President Barrett visited with Mike Flood last week to brainstorm and partner with the local initiative, Growing Together.

President Barrett also reported that the Nebraska Information Technology Commission (NITC) will also be involved with discussions to expand rural broadband.

4. With no further business to discuss, the meeting was adjourned 12:04 p.m.

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**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

GOVERNANCE COMMITTEE

Thursday, May 14, 2020

GOVERNANCE COMMITTEE

Terry Nelson, Chairperson	PRESENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Gene Willers	ABSENT
Steve Anderson, ex-officio	PRESENT

STAFF

Dr. Leah Barrett
Jim Curry
Diane Reikofski

OTHER BOARD MEMBERS

Del Ames	PRESENT
Donovan Ellis	PRESENT
Arlan Kuehn	PRESENT
Dirk Petersen	PRESENT
Nicole Sedlacek	PRESENT
Carol Sibbel	PRESENT

MINUTES

1. Terry Nelson, Chairperson of the Governance Committee, convened the meeting at 12:05 p.m. via Zoom video conferencing. The meeting was held via Zoom video conferencing pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts.
2. Recommended approval of the Minutes of the April 9, 2020 as presented.
3. Due to the Covid-19 pandemic, Leah Barrett provided budget planning scenarios related to residential life and the general fund. To prepare for post-pandemic, President Barrett discussed some strategic moves being made to assure that the budget aligns with our strategic priorities including:
 - Guided Pathways culture
 - Embed the Center for Enterprise staff into the Educational Services division
 - Review grant opportunities, e.g., Economic Development Administration, U.S. Department of Education, Kiewit, etc.
 - Focused recruitment
4. In other business, Julie Robinson inquired about the status of the interviews. President Barrett reported that candidates were on campus to participate in interviews for the Vice President of Administrative Services and Vice President of Technology Services positions. Reference checks are currently being conducted. The search firm and President Barrett are reviewing the data received from the open forums. She stressed that these are important

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positions and she wants would like or needs? to be sure to hire the right person to help move the institution forward.

Discussion was held on how Dr. Barrett will keep the Board of Governors informed and updated about the vice president candidates and activities related to the pandemic. Suggestions included an hour long meeting every other week via Zoom or for her to send a five to ten-minute video with what is happening, changes, etc. Terry Nelson stated that these additional meetings would not be intended to go on forever, just during these unprecedented times.

So that the board members are not caught off-guard or unprepared, Julie Robinson requested that the Board of Governors be made aware of changes at the same time that faculty and staff are informed.

Steve Anderson stated that while he would like the entire Board of Governors to be fully aware and comfortable with any changes, he cautioned that the additional meetings would need to be public meetings if a majority of the Board participated.

President Barrett asked to postpone this conversation for one hour until they had received an update during the Student Success Committee meeting regarding a phased approach to return to normal operations.

5. With no further business to discuss, the meeting was adjourned at 1:12 p.m.

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

STUDENT SUCCESS COMMITTEE

Thursday, May 14, 2020

STUDENT SUCCESS COMMITTEE

Carol Sibbel, Chairperson	PRESENT
Donovan Ellis	PRESENT
Terry Nelson	PRESENT
Nicole Sedlacek	PRESENT
Steve Anderson, ex-officio	PRESENT

OTHER BOARD MEMBERS

Del Ames	PRESENT
Arlan Kuehn	PRESENT
Dirk Petersen	PRESENT
Julie Robinson	PRESENT
Jeff Scherer	PRESENT
Gene Willers	ABSENT

STAFF

Dr. Leah Barrett
John Blaylock
Coleen Bressler
Dr. Michele Gill
Amanda Nipp
Jim Curry
Dr. Karen Severson
Dr. Tracy Kruse
Diane Reikofski
Laura Schwanebeck

MINUTES

1. Carol Sibbel, Chairperson of the Student Success Committee, convened the meeting at 1:22 p.m. via Zoom video conferencing. The meeting was held via Zoom video conferencing pursuant to the Executive Order issued on March 17, 2020 by Nebraska Governor, Pete Ricketts.
2. Recommended approval of the Minutes of the April 9, 2020 meeting as distributed.
3. Dr. Michele Gill, Interim Vice President of Educational Services, introduced Laura Schwanebeck, Director of the Physical Therapist Assistant program, who presented the Physical Therapist Assistant program review.

Northeast's Physical Therapist Assistant (PTA) program will celebrate its 25th year this fall. The program completed its 10-year reaccreditation process in Fall 2019 and currently awaits the Commission on Accreditation in Physical Therapy Education's (CAPTE) decision from the April 2020 meeting.

Northeast's PTA program prepares students to work as valuable health care providers who are employable in any physical therapy setting. Faculty and staff have worked diligently to make this program into the top PTA program in the State of Nebraska, and one of the top programs in the country. The program prides itself on the quality of instructors and the solid history of consistently high pass-rates on the National Physical Therapy Examination (NPTE).

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The PTA program annually produces top graduates that serve as a vital link for the physical therapy clinics in Northeast's 20-county service area. Nationally, the need for Physical Therapy Assistants is projected to grow 26%.

Following discussion, a consensus was reached by the Student Success Committee that the PTA program exceeds the Nebraska Coordinating Commission for Postsecondary Education thresholds for Student Credit Hour (SCH)/Faculty Full-Time Equivalency (FTE) of 275 per hour as well as the number of degrees awarded per academic year. The Student Success Committee will recommend to the Board of Governors to approve the continuation of the Physical Therapist Assistant program at Northeast Community College and to forward the proposal for consideration by the Nebraska CCPE.

4. Northeast's Enrollment Report statistics reveal the following:

- Fall 2019 total enrollment was the third largest and reflects a 5% headcount increase over Fall 2018
- Residence Life was at 105% occupancy to start the year
- Fall 2019 Early College enrollment and credit hours was the largest ever and reflects a 2.2% credit hour increase over Fall 2018
- Graduation and retention rates increased

Due to the coronavirus pandemic, summer enrollments are not as promising as last year at this time. Staff believe that students are waiting to see how the pandemic plays out and late decisions will be made to enroll for classes. During the Spring 2020 semester, students had to abruptly shift gears and receive their instruction through online learning. As we prepare for the Fall 2020 semester, staff are working to identify how each class will be set up so that students are aware if they are registering for in-person or online instruction.

While Fall 2020 enrollment numbers are currently low, new student registration will take place the first week of June and numbers will likely increase at that time. Additional registration sessions occur throughout the summer and can impact enrollment numbers.

Efforts to increase summer and fall enrollment numbers include:

- CARES ACT funding is available to assist students with extra expenses due to their education moving remotely.
- Financial Aid Office is recalculating FAFSAs for students experiencing income adjustments due to COVID-19. Recalculation may provide students with additional grant funds for summer and fall terms.
- Geofencing current students that aren't graduating and pushing messages to encourage registration for summer and fall.
- Developing a communication plan with all newly registered students to decrease summer melt.
- Increasing TV ads to reach those that are streaming.
- Updating radio messaging to target those that are unemployed or underemployed.
- Targeting stop-outs/drop-outs within the last two years with messaging of coming back to Northeast to finish a degree.

- Geofencing home addresses of high school seniors as well as four-year college freshman and sophomore to encourage summer classes and reminder of staying close to home. Start with Northeast and save money and transfer your credits.
5. To keep the Board of Governors informed, President Barrett provided an overview of a phased approach return to work plan that she will be sending College-wide.
- Phase I includes preparing facilities for our next normal to ensure that everyone feels safe working in the environment
 - Phase II will bring a limited number of employees back to our campuses. This will be a staggered or staged approach incorporating a combination of work from home and work in College offices. Directors and supervisors will work with their vice presidents to determine rotating schedules to ensure safety and accommodate health concerns and childcare challenges. Phase II will include public access to a limited number of facilities. Instruction of the summer will mainly occur in a remote format, with some students on campus in hand-on classes with social distancing in place. For the fall semester, most of the applied technology/hand-on courses will be scheduled on campus with most of our general education requirements being offered in multiple remote formats.
 - To move to Phase III, operations will be based on the presence of COVID-19. We hope that treatments and vaccines will be widespread, and we will have implemented what we have learned from this crisis. We will operate under Phase II for as long as necessary until we know the situation becomes safe enough to allow for a return of all employees and students to our campuses with all buildings open.
 - Training opportunities are being created to assist employees in moving forward from Phase I to Phase II. The Recovery Team will develop standards of operation to provide guidance that will assist in the various areas of campus.
 - Dr. Barrett is working with legal counsel to assure that we have a strong work at home policy and procedure in place.
 - Staff are working to have guidelines in place by June 1st regarding the number of students that can reside in residence halls this fall so that information can be shared with students. Also, by June 1st, we want to have a plan in place so students know if the classes they are registering for will be in a synchronous, fully online, or on-campus in a lab environment.

Steve Anderson stated that it would be beneficial for the Board of Governors if Dr. Barrett would send a written communication to them on June 1st once the various decisions have been made. President Barrett confirmed that she will have an update to the Board of Governors the week of May 25th.

6. Funds from the CARES Act are to be used for direct assistance to students. To date, 485 requests have been received through an online request for assistance form. As of today, 230 students have received a total of \$346,879 of the CARES Act funds. Staff continue to review requests and award funds daily. Amanda Nipp reported that each institution is required to report back to the U.S. Department of Education on how the funds are being awarded. Until those reporting guidelines are developed and received, institutions are posting this information on their respective websites.
7. With no further business to discuss, the meeting was adjourned at 2:55 p.m.