

**NEBRASKA COMMUNITY COLLEGE ASSOCIATION  
BOARD OF DIRECTORS  
Second Quarterly Meeting Minutes  
May 4, 2009**

**1. PUBLIC MEETING NOTICE**

All NCCA Board of Directors, Area Presidents and the general public having been duly notified a meeting of the NCCA Board of Directors was held May 4, 2009, at Southeast Community College – Continuing Education Center. President Lynn Schluckebier stated that public meeting notice was published in the Lincoln Journal Star and the rules for the Nebraska Public Meeting Laws are available for public viewing. The public meeting notice is attached to these minutes.

**2. ATTENDANCE**

Directors Present:

President Lynn Schluckebier – Southeast  
Vice President Merlyn Gramberg – Western Nebraska  
Secretary Diane Keller – Central  
Treasurer Roger Wilson – Mid-Plains  
Robert Feit – Southeast  
Jane Hornung – Mid-Plains  
Don Oelsigle – Northeast  
M. Thomas Perkins – Western Nebraska  
Larry Poessnecker – Northeast

Directors Absent:

Linda Aerni – Central

Staff Present:

Dennis Baack – Executive Director  
Melanie Williams – Administrative Assistant

Also Present: Dr. Greg Smith – Central and Dr. Jack Huck – Southeast.

**3. CALL TO ORDER AND QUORUM DETERMINATION**

President Schluckebier called the meeting to order at 9:02 a.m. and asked for roll call and quorum determination. Present and responding were nine board members representing their respective area governing boards. It was determined that a quorum was present.

**4. APPROVAL OF AGENDA**

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

**MOTION BY TOM PERKINS AND SECOND BY DON OELSLIGLE that the NCCA Board of Directors approve the agenda.**

President Schluckebier asked for any objections or discussion. There were none.

A roll call vote was taken.

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

**Voting Nay:** None

**Absent:** Aerni

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

**5. APPROVAL OF MINUTES**

President Schluckebier asked for any corrections to the February 23, 2009, meeting minutes. There were none.

**MOTION BY LARRY POESSNECKER AND SECOND BY MERLYN GRAMBERG that the NCCA Board of Directors approve the February 23, 2009, meeting minutes.**

President Schluckebier asked for any discussion. There was none.

A roll call vote was taken.

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

**Voting Nay:** None

**Absent:** Aerni

**RESULT: Motion carried by nine (9) ayes, no nays, and one (1) absent.**

**6. TEAM 2 / BUDGET AND PERSONNEL COMMITTEE**

Wilson stated that Team 2 met via conference call on April 21, 2009, to discuss the items listed below.

A. Update on Executive Director's Evaluation Process

Wilson stated that Team 2 reviewed the evaluation instrument and determined that no changes needed to be made at this time.

B. Review and Acceptance of Preliminary 2010 NCCA Budget

Wilson stated that Team 2 reviewed the proposed 2010 NCCA budget and determined that no changes needed to be made at this time. Baack stated that cuts were made in areas where they could be made and was open for comments from the Board regarding those cuts and possible additional cuts.

Baack stated that no cash reserves were going to be used in the 2010 budget and then broached the subject of how low the Board would like the cash reserves to go before the area's will be asked to infuse some additional money into the Association which would not occur until August or September. Baack then asked the Board what their comfort level would be in regards to how low the cash reserves should go. Perkins stated that he would not like to see it go lower than three months worth of expenses. Baack stated that three months worth of expenses would run approximately \$60,000.

Dr. Huck stated that he and Dr. Smith were just discussing the timeline and they would like to see a special assessment occur this budget year because they are already having to budget additional money for their 2010 NCCA dues which will be paid in the middle of their budget cycle. It would just be easier to manage out of this years budget than next years. Dr. Huck is not speaking for the other three remaining areas but in regards to Central and Southeast, it would be better to have it done before June 30. Keller then stated that the area could have the option of paying it before June 30 or after July 1 depending on which budget cycle they would like it to show up in. Baack stated that the bill can get sent out early and have it due by September 1 so that the colleges can basically choose their due date.

Baack then stated that if the areas would like a bill before June 30, the Board would need to decide how much they would feel comfortable infusing. Perkins asked how that could be accomplished. Baack replied that the Board could state that they do not want the cash reserves to get below \$60,000 and try to do a projection as to how much will be needed to keep it above \$60,000. Baack then asked if the Board would like to be billed based on the regular dues formula. Perkins stated that it should be done as it has always been done so that there will be no confusion on how the amounts were determined.

Feit stated that the Board could pass something today that would specify that the special assessment is not to exceed a certain amount. Baack stated that he believes \$50,000 would be enough to keep the cash reserves above \$60,000.

Gramberg asked if Metro does come back to the Association and is required to pay their 2009 dues as well as any future dues, will the special assessment cost come

back the areas. Baack replied in the affirmative that it will either come back as a credit or refund, whichever the area would prefer.

Wilson then brought the discussion back to the 2010 NCCA budget. Team 2 did also discuss the option of terminating the legislative consultant fee for Tom Vickers as a way to save additional money. Wilson stated that Vickers is a great supporter of community colleges and asked for comments from the Board on the subject. Perkins stated that he suggests no changes be made next year. Perkins went on to state that next year's legislative session may get heated and the Association will need someone with Vickers' experience and knowledge.

**MOTION BY TOM PERKINS AND SECOND BY ROBERT FEIT for the NCCA Board of Directors to give preliminary approval to the 2010 NCCA budget as presented.**

President Schluckebier asked for any further discussion. Discussion was had regarding the possible need to amend the motion to include a decision regarding the special assessment. It was determined that it should be a separate motion due to that it is listed under an action item on the agenda.

A roll call vote was taken.

**Voting Aye:** Feit, Gramberg, Hornung, Keller, Oelsligle, Perkins, Poesnecker, Schluckebier, Wilson,

**Voting Nay:** None

**Absent:** Aerni

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

C. Review and Approval of 2008 NCCA Financial Audit

Baack stated that Feit and himself will be meeting with the accountant on May 5 to discuss the three recommendations located on the management letter and how we may be able to remove those items from further management letters. Feit stated that he will come back to the Board in August to recommend what action was or could be taken to address the issues.

Wilson asked the Board for any comments or questions. There were none.

**MOTION BY ROGER WILSON AND SECOND BY LARRY POESSNECKER that the NCCA Board of Directors approve the 2008 NCCA Financial Audit.**

President Schluckebier asked for any discussion. There was none.

A roll call vote was taken.

**Voting Aye:** Feit, Gramberg, Hornung, Keller, Oelsligle, Perkins, Poesnecker, Schluckebier, Wilson

**Voting Nay:** None

**Absent:** Aerni

**RESULT: Motion carried nine (9) ayes, no nays, and one (1) absent.**

D. NCCA Cash Reserves

President Schluckebier asked for a motion regarding the cash reserves of the Association.

**MOTION BY DON OELSLIGLE AND SECOND BY TOM PERKINS that the NCCA Board of Directors authorize the Association office to maintain a cash reserve balance of \$60,000 and to authorize a special assessment not to exceed \$50,000.**

Poesnecker asked if the flexibility of the timeframe should be included in the motion. Feit responded that he does not believe it needs to go in the motion. Baack replied that the invoices would go out in June but the due date would not be until September 1 so that the colleges would have that flexibility. Dr. Huck stated that he believes the timeframe should be included in the motion as well as the methodology of the special assessment. Dr. Smith suggested that the motion include a timeframe which states that the colleges will be billed by June 1 and must be paid by September 1.

Poesnecker amended his motion to include the following: the colleges will be billed by June 1 and must be paid by September 1 and the method in determining the special assessment amount due from each college will be based on the dues formula the Association currently uses. Perkins seconded the amendment.

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

A roll call vote was taken.

**Voting Aye:** Feit, Gramberg, Hornung, Keller, Oelsligle, Perkins, Poesnecker, Schluckebier, Wilson

**Voting Nay:** None

**Absent:** Aerni

**RESULT: Motion and amendment passed nine (9) ayes, no nays, and one (1) absent.**

## **7. TEAM 1 / LEGISLATIVE COMMITTEE**

Baack asked if anyone had any questions regarding the spreadsheet which was included in the board packet. Feit asked what the term 'monitor' means. Baack replied that monitor means the bill does not directly affect the community colleges but is something that he needs to be aware of.

Baack stated that the budget will be going before the Legislature the following day for its first debate. The Appropriations Committee is recommending a 1.5% increase for each fiscal year in the biennium budget for the community colleges which is the same for all of higher education. Perkins asked Baack how that translates into actual dollars for the community colleges. Baack responded that it translates into approximately a \$1.3 million dollars increase the first year and approximately \$1.4 million dollars the second year.

Baack then stated that he is currently trying to find a bill to attach LB 103 to which deals with capital construction and the threshold which triggers a review by the Coordinating Commission. The current trigger is \$500,000 and the new trigger would be \$2 million dollars. Senator Council currently has a bill on final reading dealing with the Davis/Chambers scholarship and Baack is trying to get it amended to that bill.

Baack then briefly discussed other minor legislation dealing with the community colleges.

Baack stated that the Coordinating Commission is currently working on a timeline for LB 340. The first meeting they will be having will be a public hearing possibly June 18 or 24, Baack is not for sure on the date yet but will be shortly. Baack will also forward the timeline to the Board as soon as he receives it. It was encouraged that board members from across the state attend the public hearing to show support for the community college system. Oelsligle asked if those who want to testify must have an in-depth understanding of the formula. Baack replied that this study has nothing to do with the formula but rather course-weighting, the role of the Association, and the role and mission of the system. Perkins asked when the deadline is for the study. Baack replied it is December 15.

Keller suggested that anyone who will be testifying should coordinate through Baack so that everything will be covered. Baack stated that everyone could send a short summary of what their testimony will be to him and he will in turn forward it to the entire Board so that everyone knows what topics may still need to be covered. Oelsligle stated that someone from each area should testify. Wilson stated that the boards should identify those individuals soon. Keller asked if written testimony could be submitted. Baack replied that he believes it can.

## **8. BYLAW AND POLICY COMMITTEE**

Poessnecker stated that the committee met on April 6 to review the bylaws and policy manual. Attorney Neal Stenberg reviewed the document and made numerous changes to update them. A copy of the document was distributed with the proposed changes and the rationale behind some of those changes. Poessnecker then stated that the committee met briefly before the start of this meeting and made one additional change which is located on page 5, part c of section 2. The words 'in writing' should be added in line 5 after the word 'chair'. He then stated that the Board should review the document before the August meeting so that any additional changes can be made before it is sent to the entire system for a vote at the Annual Meeting in November.

Baack reviewed some of the proposed changes with the Board. The majority of changes were to bring the Association into compliance with laws concerning non-profits as well as keeping the Association a viable corporation in the event that not all community college areas are members. Baack commended Stenberg for all the work he did on the bylaws and manual.

Perkins stated that he is having some reservations regarding the proposed change which states that a motion cannot be seconded by a board member from the same community college area. He wonders if this would not allow fair representation of each community college area. Baack stated that everyone can review this proposal prior to the August meeting and more discussion can be had at that time.

## **9. COUNCIL OF CHIEF EXECUTIVE OFFICERS**

Baack stated that the CEO's met on April 22 and briefly discussed the following items: legislation, presentation from Future Force, tobacco free college issues, NCCA budget, dual enrollment, career academies, and the Higher Learning Commission.

## **10. PROACTIVE ISSUES**

President Schluckebier stated that discussion needs to be had regarding the next proactive issue the Board would like to address. One possible issue could be the results of LB 340 and the action the Association may need to take to address those results.

## **11. TREASURER'S REPORT**

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

## **12. EXECUTIVE DIRECTOR'S REPORT**

Baack stated that he had nothing additional to report. A copy of the state-wide economic impact study results was distributed to the Board.

### **13. ACCT STATE COORDINATOR REPORT**

Feit distributed a written report and reviewed it with the Board. Everyone who will be attending the ACCT conference in October is encouraged to lobby and vote for Feit for ACCT Board.

### **14. COMMENTS AND CONCERNS OF GOVERNING BOARD MEMBERS**

Wilson asked the Board what their policy is regarding board members attending conferences. Numerous board members shared what their board policy is regarding that subject.

President Schluckebier asked for any further comments or concerns. There were none.

There being no further business, the meeting adjourned at 10:42 a.m.

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Lynn Schluckebier, President

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Diane Keller, Secretary