A meeting of the Board of Governors of the Metropolitan Community College Area was called to order at 6:31 p.m., in Building #21, the Mule Barn, Fort Omaha Campus, 32nd Street and Sorensen Parkway, Omaha, Douglas County, Nebraska.

MEMBERS PRESENT
Erin Feichtinger
Steve Grabowski, Chair
Phillip Klein
Linda McDermitt, Treasurer
Maureen Monahan
Dave Pantos, Secretary
Fred Uhe
Joy Schulz, Ex Officio Faculty

MEMBERS ABSENT
Roger Garcia
Ron Hug
Angela Monegain
Michael Young
Tonya Glathar, Ex Officio Student

Also Present:  Randy Schmailzl, College President.

Agenda Item 1d—Announcement of Posted Location of Open Meetings Act

Following the Pledge of Allegiance, the Chair reported that a copy of the Nebraska Open Meetings Act had been posted in the rear of the room. A copy was made available for public inspection.

Agenda Item 1e—Approval of Notice of Public Meeting

The Chair then reported on the Notice of Public Meeting and presented the following:

1. Proof of Publication, pursuant to Policy 10503 of the Board of Governors, in the form of an affidavit of an employee of the Omaha World-Herald, to the effect that notice of this meeting was published in that newspaper on November 8, 2019; and

2. Affidavit of College employee Rita Eyerly, to the effect that a copy of the published Notice of Meeting was transmitted to each member of the Board of Governors in a manner specified by Policy 10503 of the Board of Governors.
The notice of the meeting stated that an agenda for this meeting, kept continually current, was available for public inspection at the principal office of the Board of Governors, Building No. 30, 30th and Fort Streets, Omaha, Nebraska, during normal business hours. Without objection, the Chair of the Board ordered that the affidavits be attached to the minutes of the meeting and made a part of the official proceedings of the Board of Governors.

**MOTION**: Klein moved to excuse the absence of Garcia, Hug, Monegain, and Young; McDermitt seconded the motion.

Grabowski, yes  
Klein, yes  
McDermitt, yes  
Monahan, yes  
Pantos, yes  
Uhe, yes  
Feichtinger, yes

Motion carried.

**Agenda Item 2—Public Comments**

There were no public comments.

**Agenda Item 3—Report Agenda**

**Agenda Item 3a—Ex Officio Board Members’ Reports**

- **Student Ex Officio Report**

  Glatthar was absent from the meeting.

- **Faculty Ex Officio Report**

  Schulz introduced Chris Beaty, Lead Faculty for Welding Program. Beaty noted welding classes remain full and are being held at the Fort Omaha Campus (FOC) during the construction at the South Omaha Campus (SOC). Welding classes have expanded to two sections of evening classes at Westside High School, utilizing their recently updated welding lab, which builds on 20 years of dual enrollment at Westside. Classes in Fremont include day classes, evening, and Saturday classes. Elkhorn Public Schools has requested help with classes in their welding lab in the new high school. Blair has asked MCC faculty for assistance in redesigning trades programs and an expanded welding lab.

  When the Center for Advanced Manufacturing is completed at SOC, Beaty said he hopes to add an additional full-time instructor. Students who complete the program are often hired at a beginning rate of $18 to $22 per hour, usually with overtime.
available. Some employers offer profit sharing, moving expenses, and advanced opportunities. Employers within a 100-mile radius look to MCC for welders.

**Agenda Item 3b—Chair of the Board’s Report**

- **Recognition of Out-going Student Ex Officio Member**

  Grabowski thanked Glatthar for serving as Student Ex Officio representative from September to November 2019. He read the inscription on the plaque she will receive.

- **Legal Counsel to the Board Review**

  Grabowski referenced Board Policy 10209, *Legal Counsel to the Board*, stating the policy requires a review of legal counsel every three years. He noted Board members would receive a copy of a questionnaire, previously designed and used in the review process. The survey uses a four-point scale with opportunity for written responses to each question. Completed surveys are to be returned to the Recording Secretary of the Board, by December 4, 2019. Results will be compiled, and written comments will be typed, verbatim, to maintain confidentiality, and will be provided to Board members in aggregate format. Board members will discuss the results of the survey at the December 17, 2019 Board meeting. Surveys may be returned anonymously.

  Grabowski noted this process was used three years ago and worked well at that time. It was determined that the questionnaires would be sent via USPS mail with return envelopes.

**Agenda Item 3c—Board Members’ Reports**

McDermitt noted her attendance at the Congressional Record presentation honoring Mr. Steve Tamayo, Adjunct Instructor and intercultural advisor for MCC, in recognition of Native American Heritage Month.

Uhe commented on his attendance at the MCC Veteran’s Day celebration and noted his appreciation for the speaker and impressive new Veteran’s Center. He specifically noted the quiet spaces and attention to detail that can assist veterans as they transition into civilian life and learning.

**Agenda Item 3d—President’s Report**

Schmailzl asked the new Student Ex Officio representative, Gloria Chavez, to introduce herself. She will begin her one-year term at the December 17 Board meeting.
• **Legislative Update**

Schmailzl referenced the report in the Board materials that previews the upcoming 2020 Legislative session, specifically noting the testimony provided at a hearing held on campus, on the topic of re-entry services, where Diane Good-Collins, Director of the 180 Re-entry Assistance Program, testified. He stated that the new Veterans Center models the Re-entry Program in terms of quiet, safe spaces that can meet specific needs for students.

• **MCC Equity & Inclusion Workplace Certificate Series**

Schmailzl called Dr. Cynthia Gooch-Grayson, Associate Vice President for Equity and Inclusion, to provide a brief overview of the Diversity and Inclusion workshop series designed for MCC faculty and staff. Gooch-Grayson shared statistics and positive feedback, and noted that attendance has increased considerably with the second lunch and learn series, due in part to focused outreach to staff.

Feichtinger asked what attendees felt was most beneficial. Bill Owen, Vice President for Strategic Initiatives, stated he has an increased awareness about obstacles students may encounter and feels he has better language and sensibility, after completing the first workshop series. Gooch-Grayson elaborated that the goal is to provide a safe, positive, warm, and welcoming learning environment for attendees.

Brief discussion ensued about hosting the series in other locations.

• **T-TEN Program Certificate**

Schmailzl announced the success of the MCC certification review of the Toyota T-TEN Program. He stated that Toyota leadership concluded that MCC is in the top 5% of all such programs in terms of curriculum and program preparation, which is a tribute to the staff, faculty, and students. He is hopeful this model will pave the way for similar programs.

• **e-Pantry Update**

Schmailzl called on Kay Friesen, Associate Vice President for Organizational and Grants Development, to share the success of the soft launch of the e-pantry food distribution system. The MCC e-pantry is a partnership with the Food Bank for the Heartland, which has creatively assisted in determining needed supplies, workflow, record keeping, and tracking. The online ordering system had 49 requests in the first week of operation. Currently, each box has the same canned and dry items such as canned fruits and vegetables, macaroni and cheese, and rice, intended to be supplemental food for students. Friesen shared photos of the first assembly line as boxes were prepped and filled at the MCC Central Stores facility. Once filled, the boxes are taken to Student Services locations at Fort Omaha, South Omaha, and
Elkhorn Campuses. Staff have been trained to discreetly hand off the boxes to students who present their order.

The Re-entry Program at FOC is also a recipient of the food items, which are stored on shelves at the Re-entry building.

Students are able to request boxes online with required basic information, including some contact information. Logistics and usage will be monitored during the winter quarter. Eventually, there will be volunteer sign-up to fill boxes. Regular reports will be made to the Board.

Feichtinger cautioned the need could increase during the upcoming holiday season. In response to another question, Friesen noted that the intent was to provide one box per week to a student, but if more than one was requested, the student would not be denied.

Friesen stated that a joint press release with the Food Bank of the Heartland is being prepared, which should lead to an article in the *Omaha World-Herald*. That article could also influence the number of requests to the MCC e-pantry.

Pantos congratulated the implementation team. Schulz asked how faculty could assist in spreading the information. Schmailzl stated MCC has a history of starting a process with caution and care, so growth will be successful.

Pantos asked if Board members could volunteer to pack boxes in the future.

SNAP outreach is being developed and will be handled through the Student Advocacy and Accountability department. Friesen noted that each box of food includes a list of resources students may access.

**Agenda Item 3e—Regular Reports – Randy Schmailzl**

There were no questions regarding the regular reports.

**Agenda Item 3f—Report on Nebraska Community Colleges Insurance Trust – Dave Koebel, Vice President for Administrative Services**

Schmailzl noted the College was a founding member of the Nebraska Community College Insurance Trust (NCCIT), which was set up in 1995 and now includes all six Nebraska community colleges.

Koebel has been the NCCIT president for many years. He referenced the annual report of the NCCIT in the Board materials and reminded the Board that in 2018 the Board approved a resolution to continue participation in the NCCIT through June 30, 2022.

NCCIT uses Nebraska Risk Management Association (NRMA) for claim management, accounting, and trust insurance administration.
MCC’s cost for insurance is about $1 million per year, which is reasonable for all the insurance covers. The College usually receives approximately $75,000 back in the form of a rebate, based on dollars placed in the self-insured retention fund. What is not used is returned to the community colleges.

As needed, insurance coverage is updated. For example, cyber liability insurance was added a few years ago as part of the insurance package.

Pantos asked about the length of service of Arthur J. Gallagher Risk Management Services, Inc. Koebel responded that the NCCIT went out for bids approximately 10 years ago. Currently, the amount charged and service level of Gallagher is very good. There has been discussion about going out for bids for a broker. He noted that moving the claims management to NRMA has been highly successful.

McDermitt noted that based on her experience in the insurance industry, she agreed that a good broker is to be highly valued.

Koebel concluded by noting that in the early 1990s, before the establishment of the Trust, the College was paying about $400,000 per year for insurance. So, considering the growth of MCC in students, employees, and buildings, etc. the $1 million per year with a rebate brings good value to the College.

**Agenda Item 4—Consent Agenda Items**

Items remaining on the consent agenda are 6a, 6b, 6c, 6d, 6e, and 6f.

**Agenda Item 5—Items Removed from Consent Agenda (If Any)**

No items were removed from the Consent Agenda.

**Agenda Item 6a—Consideration of Approval of Minutes of October 22, 2019 Board of Governors’ Meeting, Board Doc. 7603**

**Agenda Item 6b—Consideration of Resolution Approving Personnel Appointments and Separation, Board Doc. 7604**

*WHEREAS*, Per board policy (60205) the Board of Governors shall have final approval of all full-time contracts for administrative, support and faculty personnel.

*NOW THEREFORE BE IT RESOLVED* that the following appointments and employment contracts be approved and by the Board of Governors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contract Period</th>
<th>Contract Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheena Hendrix</td>
<td>Academic Advisor</td>
<td>11/25/19-06/30/20</td>
<td>$28,952.37</td>
</tr>
<tr>
<td>Julie Novak</td>
<td>Academic Advisor</td>
<td>12/09/19-06/30/20</td>
<td>$26,887.77</td>
</tr>
<tr>
<td>Andrew Queen</td>
<td>Plumbing Instructor</td>
<td>12/02/19-05/22/20</td>
<td>$37,738.40</td>
</tr>
<tr>
<td>Kimberly Chatham</td>
<td>Workforce Instructional Designer</td>
<td>11/25/19-06/30/20</td>
<td>$42,113.68</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED that the following separation be acknowledged and accepted by the Board of Governors:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Welty</td>
<td>Academic Advisor</td>
<td>12/13/2019</td>
</tr>
</tbody>
</table>

Agenda Item 6c—Consideration of Resolution Appointing the Metropolitan Community College Area Representatives to the Omaha Public Library-Metropolitan Community College South Omaha Library Entity Board, Board Doc. 7605

WHEREAS, Metropolitan Community College Area and the City of Omaha and the Omaha Public Library entered an Interlocal Cooperation Agreement (“Agreement”) for a Joint Library Project dated March 4, 2004, for the purpose of constructing and administering a joint library project; and

WHEREAS, the Agreement creates an Entity Board to oversee the day-to-day administration of the joint library project; and

WHEREAS, the College desires to re-appoint three members to serve on the entity board beginning January 2, 2020;

WHEREAS, pursuant to Article 3.C. of the Agreement, authorizes and obligates the College to name three out of the six members of an Entity Board.

NOW, THEREFORE, BE IT RESOLVED, that the following are hereby appointed by the College as its representatives, beginning January 2, 2020, on the Entity Board:

Kyran Connor, Executive Director of South Omaha Campus
Tracy McTavish-Mlady, Director of Institutional Effectiveness
Neena Nizar, Learning & Tutor Center Supervisor

BE IT FURTHER RESOLVED, that the individuals named in the foregoing resolution are authorized and directed to attend the meetings of the Entity Board and cast such votes and take such other action as is necessary or appropriate to oversee the Omaha Public Library – Metropolitan Community College Library in accordance with the terms of the Agreement approved by the College’s Board of Governors at its January 22, 2004, meeting.

Agenda Item 6d—Consideration of Resolution Approving 2018-2021 Collective Bargaining Agreement with the Maintenance Supervisors Bargaining Unit, International Brotherhood of Electrical Workers Local #763, AFL-CIO, Board Doc. 7606

WHEREAS, the most recent Collective Bargaining Agreement (CBA) between the College and the Maintenance Supervisors Bargaining Unit, represented by the International Brotherhood of Electrical Workers Local #763, AFL-CIO, expired on June 30, 2018; and,

WHEREAS, the College and the Union have agreed to terms and conditions of a renewal of said CBA to run from July 1, 2018, through June 30, 2021; and,
WHEREAS, the College administration believes that approval of the CBA is in the best interest of the College and recommends that this Board approve renewal of said Agreement.

NOW, THEREFORE, BE IT RESOLVED that this Board hereby approves the proposed Collective Bargaining Agreement, Board Document No. 7606a, and authorizes the President to execute said Agreement, with such modifications, changes, and amendments as the President, in consultation with College legal counsel, may deem appropriate and in the best interests of the College.

Agenda Item 6e—Consideration of Resolution Approving Academic Advisor and Faculty Promotions, Board Doc. 7607

BE IT RESOLVED that the Board of Governors of the Metropolitan Community College Area approves the promotions of the following academic advisor and faculty members to be effective retroactive to the first day of his or her 2019-20 contract:

<table>
<thead>
<tr>
<th>ACADEMIC ADVISOR</th>
<th>CURRENT GROUP &amp; LEVEL</th>
<th>PROMOTED TO LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Carrico</td>
<td>Group III Level I</td>
<td>Level II-A</td>
</tr>
<tr>
<td>Matthew Gonzalez</td>
<td>Group III Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>Tanya Lawrence</td>
<td>Group III Level I</td>
<td>Level II-C</td>
</tr>
<tr>
<td>Patti Mixayvanh</td>
<td>Group III Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>Sawsan Sa’eed</td>
<td>Group III Level I</td>
<td>Level II-C</td>
</tr>
<tr>
<td>Jason Wesselmann</td>
<td>Group III Level I</td>
<td>Level II-C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>CURRENT GROUP &amp; LEVEL</th>
<th>PROMOTED TO LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Banark</td>
<td>Group III Level III-D</td>
<td>Level IV-D</td>
</tr>
<tr>
<td>Robert Boyer</td>
<td>Group III Level II-B</td>
<td>Level III-A</td>
</tr>
<tr>
<td>Nicholas Braun</td>
<td>Group III Level I</td>
<td>Level II-D</td>
</tr>
<tr>
<td>Larry Buland</td>
<td>Group I Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>Karina Clarke</td>
<td>Group I Level II-A</td>
<td>Level IV-B</td>
</tr>
<tr>
<td>Dave Donham</td>
<td>Group III Level III-D</td>
<td>Level IV-D</td>
</tr>
<tr>
<td>Robert Gentleman</td>
<td>Group III Level I</td>
<td>Level II-D</td>
</tr>
<tr>
<td>Willis Kennedy</td>
<td>Group III Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>BonnieJean Kurle</td>
<td>Group I Level II-A</td>
<td>Level III-A</td>
</tr>
<tr>
<td>Stephanie Ling</td>
<td>Group II Level I</td>
<td>Level II-A</td>
</tr>
<tr>
<td>Naomi Mardock Uman</td>
<td>Group I Level III-C</td>
<td>Level IV-B</td>
</tr>
<tr>
<td>Patrick McKibbin</td>
<td>Group III Level II-C</td>
<td>Level III-D</td>
</tr>
<tr>
<td>Robert Nirenberg</td>
<td>Group III Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>Amanda Olson</td>
<td>Group I Level I</td>
<td>Level II-C</td>
</tr>
<tr>
<td>Darin Owens</td>
<td>Group III Level III-D</td>
<td>Level IV-D</td>
</tr>
<tr>
<td>Joshua Steele</td>
<td>Group III Level I</td>
<td>Level II-B</td>
</tr>
<tr>
<td>Jeff Strawn</td>
<td>Group II Level I</td>
<td>Level II-C</td>
</tr>
<tr>
<td>Alan Wasmoen</td>
<td>Group I Level III-C</td>
<td>Level IV-B</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the Board of Governors commends these individuals for their continued professional development while employed at the College.

Agenda Item 6f—Consideration of Resolution Approving Appointment of the College’s Representative Directors of the LaVista/Metropolitan Community College Condominium Owners Association, Inc., Board Doc. 7608

WHEREAS, the Declaration and Master Deed of La Vista Metropolitan Community College Condominium Property Regime, dated December 29, 1997 ("Declaration"), mandated the creation of the La Vista/Metropolitan Community College Condominium Owners Association, Inc. ("Association") for the purpose of administering the Condominium Property Regime, and maintaining the common areas under the Declaration; and,
WHEREAS, the Association is governed by a Board of Directors selected pursuant to Article VII, § 7.3(b) of the Declaration, as amended, which provides that the Owner of each unit is entitled to elect three Directors to serve on the Association Board of Directors; and,

WHEREAS, the College desires to exercise its right to elect three Directors to represent it on the Association Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of the Metropolitan Community College Area hereby elects the following as Directors of the Association:

Rich Hanneman, Director of Administrative Management
Yolanda Robinson, Manager of the Sarpy Center
Bernie Sedlacek, Director of Facilities Management, Planning and Construction

BE IT FURTHER RESOLVED that the individuals named in the foregoing resolution are authorized and directed to attend the annual meeting of the Association and cast such votes and take such other action as is necessary or appropriate to elect said individuals as directors of the Association on behalf of the College.

MOTION: Klein moved to approve the Consent Agenda; Pantos seconded the motion.

Klein, yes
McDermitt, yes
Monahan, yes
Pantos, yes
Uhe, yes
Feichtinger, yes
Grabowski, yes

Motion carried.

Agenda Item 7—Adjournment

MOTION: McDermitt moved to adjourn the meeting; Uhe seconded the motion.

McDermitt, yes
Monahan, yes
Pantos, yes
Uhe, yes
Feichtinger, yes
Grabowski, yes
Klein, yes

Motion carried. The meeting was adjourned at 7: 24 p.m.
AFFIDAVIT OF TRANSMISSION OF NOTICE OF MEETING OF BOARD OF GOVERNORS OF METROPOLITAN COMMUNITY COLLEGE AREA

STATE OF NEBRASKA )
COUNTY OF DOUGLAS )

Pauline Laughlin, being first duly sworn upon oath deposes and states as follows:

1. That pursuant to direction received from the Chair of the Board of Governors of the Metropolitan Community College Area, I caused the following Notice to wit:

NOTICE OF MEETING

Notice is hereby given that the Board of Governors of the Metropolitan Community College Area will meet on Tuesday, November 19, 2019, commencing at 6:30 o’clock P.M. at the Fort Omaha Campus, 32nd & Sorensen Parkway, in the Mule Barn, Building #21, Board Room #112, Omaha, Douglas County, Nebraska, which meeting will be open to the public. An agenda for such meeting, kept continually current, is available for public inspection at the principal office of said Board of Governors, 30th & Fort Streets, Building #30, Omaha, Nebraska, during normal business hours.

Steve Grabowski
Chair, Board of Governors

to be published in Omaha World-Herald on November 8, 2019; and that the order to said newspaper was made by electronic transmission on November 6, 2019.

1. That on November 6, a copy of such Notice was addressed and sent by e-mail or, if so requested, by personal delivery to each member of the Board of Governors.

Further affiant sayeth not.

SUBSCRIBED AND SWORN TO before me this 19th day of November, 2019

[Signature]

Notary Public

PAULINE R. LAUGHLIN
State of Nebraska-General Notary
My Commission Expires
October 22, 2022
NOTICE OF MEETING

Notice is hereby given that the Board of Governors of the Metropolitan Community College Area will meet on Tuesday, November 19, 2019, at 1:00 PM, and adjourn as needed, at 300 E. 60th St., Omaha, Nebraska. The meeting will be open to the public and interested persons are invited to attend. The agenda will be kept continually current, is available for public inspection at the principal office of said Board of Governors, 300 E. 60th St., Fort Street, Omaha, Nebraska, during normal business hours.

Steve Grabowski
Chair, Board of Governors

Publisher of the World Herald

I, (the undersigned) an authorized representative of the World Herald, a daily newspaper published in Omaha, Douglas County, Nebraska; do certify that the annexed notice NOTICE OF MEETING Notice was published in said newspapers on the following dates:

11/08/2019

The First insertion being given ...

11/08/2019

Newspaper reference: 0000093576

Billing Representative

Sworn to and subscribed before me this Friday, November 8, 2019

Notary Public

Kimberly E. Harris
Commonwealth of Virginia
Commission Expires January 31, 2021

THIS IS NOT A BILL. PLEASE PAY FROM INVOICE. THANK YOU