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**WORK SESSION MINUTES**  
(Amended)

**COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION**  
**April 25, 2018**  
**Northeast Community College**  
**Lifelong Learning Center, Suite B**  
**Norfolk, Nebraska**

*Public notice of work session*

Public notice of this work session was given by posting notice on the Commission's website; posting notice on the State of Nebraska's online public meeting calendar; e-mailing news media; and keeping a current copy of the agenda in the Coordinating Commission for Postsecondary Education's office, listing the date, time, and location of the work session.

**NOTICE OF MEETING**

NOTICE IS HEREBY GIVEN THAT THE COORDINATING COMMISSION FOR POSTSECONDARY EDUCATION WILL HOLD A WORK SESSION ON APRIL 25, 2018. THE WORK SESSION WILL BEGIN AT 7:00 P.M. AND ADJOURN AT APPROXIMATELY 8:30 P.M.

AN AGENDA IS MAINTAINED IN THE COMMISSION OFFICE, 140 N. 8<sup>TH</sup> STREET, SUITE 300, LINCOLN, NEBRASKA.

W. SCOTT WILSON, CHAIR

*The work session was called to order at 7:00 p.m.*

**CALL TO ORDER AND INTRODUCTIONS**

Chair W. Scott Wilson called the work session to order at 7:00 p.m. and welcomed Commissioners, staff, and guest Linda Von Behren.

**Commissioners Present**

Dr. John Bernthal  
Dr. Ron Hunter  
Mary Lauritzen

Dr. Joyce Simmons  
Dr. Paul Von Behren  
W. Scott Wilson

**Commissioners Absent**

Colleen Adam  
Gwenn Aspen

Dr. Deborah Frison  
Dwayne Probyn

**Commission Staff Present**

Dr. Michael Baumgartner  
Dr. Kathleen Fimple  
J. Ritchie Morrow

Helen Pope  
Gary Timm  
Mike Wemhoff

**OPENING REMARKS**

*Chair Wilson comments*

Chair Wilson reviewed what the work session was intended to accomplish, and encouraged interaction from those present. He asked the Commission's

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Executive Director, Dr. Michael Baumgartner, to present the lone agenda item: discussion of Commission responsibilities, duties and upcoming meetings.

*Dr. Baumgartner gave an overview of calendar of reports and action items*

### **CALENDAR OF REPORTS AND RECURRING ACTION ITEMS**

Dr. Baumgartner first offered an overview of the calendar of reports and recurring action items for each month the Commission meets, and noted the committee responsible for those reports and action items.

### **STAFF RESPONSIBILITIES**

*CCPE staff report on responsibilities and yearly activities*

Dr. Baumgartner asked officers of the CCPE to talk about their responsibilities and yearly activities. Ritchie Morrow, Financial Aid Officer; Gary Timm, Chief Finance and Administrative Officer; Kathleen Fimple, Academics Officer; and Mike Wemhoff, Facilities Officer; each listed their duties, statutory responsibilities, and deadlines they are required to meet. Dr. Baumgartner presented a brief report on the three major reports and other data products that Jill Heese, Research Coordinator, produces yearly.

### **2018 WORK PLAN**

*Dr. Baumgartner reviewed 2018 Work Plan*

Dr. Baumgartner spoke on the staff's top priorities and activities of focus for 2018. Those areas include completing regulatory requirements, growing financial aid programs, and making connections between the Comprehensive Statewide Plan, Progress Report and Comprehensive Plan metrics. A list of "good ideas" has been developed to be ready as opportunities to address identified state shortcomings and priorities arise. Lastly, the Commission intends to develop and maintain good relationships with higher education leaders, legislators, foundation leaders, and agency heads. Dr. Baumgartner gave a brief overview of several activities that remain high priority for the Commission.

### **PARLIAMENTARY PROCEDURE: ORDER OF PRECEDENCE OF MOTIONS**

Commissioners and staff were given a handout regarding the precedence of motions that may be helpful at future meetings.

### **CCPE BYLAWS: MEETINGS OF THE COMMISSION**

*Dr. Baumgartner discussed CCPE Bylaws*

Dr. Baumgartner spoke on CCPE bylaws that pertain to Commission meetings, including meeting notice, quorum, voting, and procedures and public hearings. It was clarified that ~~with 11 Commissioners present, a quorum would be six. With nine Commissioners attending a meeting, a quorum would be five.~~ with 11 Commissioners appointed, a quorum would be six. With nine appointed Commissioners, a quorum would be five.

### **KEY LEGAL DOCUMENTS**

Dr. Baumgartner reviewed the index of rules and regulations and guidance documents that are required by Neb. Rev. Stat. § 84-901.03

*Commissioner comments*

### **COMMISSIONER COMMENTS**

Several Commissioners spoke of the benefit of the work session and importance of the materials they received.

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*Commissioner Simmons spoke*

Commissioner Simmons commented that the Commissioners each received a letter from a math professor at the University of Nebraska at Kearney addressing his concern for specialized classroom space in the UNK's applied STEM building. Dr. Baumgartner stated he has responded to the letter, explaining the Commission's position and responsibilities regarding that matter.

*Commissioner Bernthal commented*

Commissioner Bernthal recommended the information covered at the work session be used as the basis for orientation for any new Commissioner.

*The work session adjourned at 8:35 p.m.*

**ADJOURNMENT**

Chair Wilson adjourned the work session at 8:35 p.m.