

## SOUTHEAST COMMUNITY COLLEGE

Chairman Dale Kruse called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, October 17, 2017, at the Continuing Education Center, Room 304, 301 South 68 Street Place, Lincoln, Nebraska.

Chairman Kruse welcomed everyone to the meeting. He indicated that three Board members were absent and were excused from the meeting (Bob Feit (mother not well), Lynn Schluckebier (work commitment), and Kristina Yates (ill)).

### **ROLL CALL:**

#### **Present:**

Dale Kruse, Beatrice  
Nancy Seim, Lincoln  
James Garver, Lincoln  
Kathy Boellstorff, Johnson  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Pat Galitz, Faculty Representative  
Sierra Walling, Lincoln Campus Student Representative

#### **Absent:**

Lynn Schluckebier, Seward  
Kristina Yates, Lincoln  
Robert Feit, Lincoln

#### **Others Attending:**

Paul Illich, President  
Rex Schultze, Legal Counsel  
Lynda Heiden, SCC Area

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Ed Koster, SCC Milford  
Bob Morgan, SCC Beatrice  
Bruce Tangeman, SCC Area  
Dennis Headrick, SCC Area  
Amy Jorgens, SCC Area  
Robin Moore, SCC Area

Jose J. Soto, SCC Area  
Bob Redler, SCC Faculty Association  
Linda Hartman, SCC Faculty  
Shawna Herwick, SCC Area  
Glen Pasho, SCC Dean  
Kat Kreikemeier, SCC Student Services  
Diane Rink, SCC Student Services  
Carolee Ritter, SCC Instruction  
Bruce Exstrom, SCC Instruction  
Rod Rhodes, SCC Area

Chairman Kruse welcomed everyone to the meeting.

## **PUBLIC MEETING LAW COMPLIANCE STATEMENT**

Chairman Kruse stated the public meeting notice had been published in the *Lincoln Journal Star* on Monday, October 9, 2017, as well as posted on the bulletin board in the Area Office and the website.

He indicated that the meeting is conducted according to the principles of the revised *Robert's Rules of Order*.

Chairman Kruse indicated that supplementary materials were available at the entrance of the room, along with a copy of the Open Meetings Law. A specific agenda item is reserved for Public Comment, #11. To testify during this time any member of the audience may approach the Board table. In general, oral testimony by individuals is limited to five minutes. Written testimony will also be accepted for the public record.

## **CONSENT AGENDA**

Chairman Kruse reviewed the items on the consent agenda.

- a. Action Item - Review Agenda; Move Action Items to Regular Agenda  
And/or Approve Consent Agenda Items
  - 1) Approval of Agenda as Presented or Amended
  - 2) Approval of Minutes of September 19, 2017, Regular Board Meeting
  - 3) Approval and Ratification of Bills and Claims
  - 4) Approval of Personnel Changes for College Administrative and Support Personnel
  - 5) Approval of Hiring and/or Resignations of Instructional Staff

Mr. Garver moved approval of the consent agenda items as presented. Seconded by Mr. Kubicek.

Roll call vote follows:

<b><u>FOR (8):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (3)</u></b>
Garver		Feit
Kubicek		Schluckebier
Boellstorff		Yates
Seim		
Reiman	<b><i>Motion Carried</i></b>	
Price		
Ottmann		
Kruse		

## FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through September 30, 2017. He also reviewed the investment accounts.

### ***Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses***

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	43,673	
Tuition	(71,891)	
Other	665	
<b>Total Revenues</b>	<b>(1,625,163)</b>	<b>-0.11%</b>
<b>Expenses</b>		
Personal Services	(1,839,710)	
Operating	273,264	
Travel	(58,717)	
Equipment	-	
<b>Total Expenses</b>	<b>(1,625,163)</b>	<b>-7.3%</b>
<b>Net Position</b>	<b>1,597,610</b>	

The budget report ending September 30, 2017 showed:

Percentage of Budget year	25%
Percentage of Budget spent	15.3%
Percentage of Board budget spent	16%

## FINANCIAL REPORT (continued)

A question was raised about if the vacancy savings shown is affecting classes by not getting instructors hired in time. Dr. Illich indicated that because more Human Resources staff has been hired, positions are being filled quicker.

Ms. Boellstorff moved acceptance of the financial report as presented. Seconded by Mr. Ottmann.

Chairman Kruse asked for discussion. There was none.

Roll call vote follows:

**FOR (8):**

Boellstorff  
Ottmann  
Price  
Seim  
Kubicek  
Garver  
Reiman  
Kruse

**AGAINST (0)**

***Motion Carried***

**ABSENT (3)**

Feit  
Schluckebier  
Yates

## BOARD MEMBER REPORTS

Board members reported attendance at the following:

- Mr. Ottmann reported he had received many comments about the action taken on the budget last month, and he indicated he suggested to them that they attend meetings and see what goes on.
- Mr. Kubicek indicated he had received correspondence in the same regard and had drafted a response and shared it with Dr. Illich and then presented it to the person who had contacted him.

## BOARD TEAM REPORTS

**Executive.** Chairman Kruse stated the team met and set the agenda.

**Finance & Facilities.** Ms. Boellstorff stated the team met prior to the Board meeting,

They discussed three issues – Beatrice Key Lock System - and their discussion will be reported on later in the agenda.

Ms. Cummins provided the team with a culinary update. The Facilities Team requested that a tour be given to the Board at the December meeting.

## BOARD TEAM REPORTS (continued)

Air handling unit for automotive program – Ms. Cummins reported on the air handling unit for the Lincoln Campus Automotive Program. It was on last year's capital improvement. The unit is original to the building (1979). There has been patching to get it working again, but over the years condensation has accumulated with mold. The recommendation of the Facilities Team is to replace the unit completely. Bids will be taken and will be brought back for approval next month.

**NCCA.** Rev. Price reported on the recent NCCA meeting. Their discussions focused on affordable and accessible education; safety and security; mental issues that keep students from succeeding in higher education; and executive director. They are requesting that on February 7 (or some other time) that board members from each area take time out to go and talk with their state senator. There is no formal session schedule to meet with the state senators. It was suggested that the Fact Sheet from the NCCA could be taken and presented when speaking with state senators.

Chairman Kruse Dale reminded Board members of the NCCA annual meeting November 6 & 7. A revised agenda was handed out to those Board members attending.

Mr. Ottmann reported that The Career Academy representatives had met recently and Mr. Schultze had presented legal counsel information for part of that meeting to discuss the importance of trying to formalize the flow of information. As a result there may be some items for additional information and/or approval presented to the Board in the future.

## PRESIDENT'S REPORT

Dr. Illich reported on and/or handed out information on the following:

- As part of the Facilities Management Plan a draft of the program statement proposal for Diesel Ag & Diesel Technology has been submitted draft to the Coordinating Commission, for a 60,000 sq. ft. facility.
- The program statement proposal for the Health facility is still being developed. The current proposal is for a Health facility of 75,000 sq. ft. Jill Sand, Health Occupations Dean, and Dr. Headrick have been working hard to get this proposal. The proposal must be approved by the SCC Board before it is submitted to the Coordinating Commission.
- The project for Falls City Learning Center is holding for a proposal from Olsson associates. They are also looking at space for manufacturing and welding in Falls City. A question was raised about the wetland area in Falls City. Dr. Illich indicated he will look into it to make sure any problems/issues are identified and handled now.
- A Board work session will be held on Thursday, November 16, 12:30 p.m. to approximately 4 p.m.

## PRESIDENT'S REPORT (continued)

- As part of Mr. Morgan's new duties he is working on partnerships. One partnership that has been developed is a scholarship program with Nebraska Wesleyan University (NWU): \$15,000 scholarships will be available to students transferring directly from SCC and who complete a minimum of 18 credit hours. The scholarship is renewable for up to eight semesters at NWU \$15,000/yr. for 3 years.
- Higher Learning Commission (HLC) – the College received a very good report. It validated initiatives that have been started.
- The administration is working on next year's budget already.
- The calendar conversion to semesters is progressing.
- There are nine students in credit classes in Hebron at the Learning Center.
- Enrollment continues to make small increases - it has increased about 150 students
- A handout of the SENCAP program was distributed. SENCAP offers dual credit classes.
- Dr. Illich attended various meetings throughout the previous month.
- Dr. Illich reported that the Board meeting management software is being changed from Novus Agenda to OnBoard Passageways in November/December. Additional training will be needed for Board members. A sign-up sheet was handed around to have an orientation on the new software and to get their Surfaces updated.
- A ribbon cutting was held at Fort Omaha Campus recently. Dr. Illich suggested that maybe the Board could visit their new facility sometime.

## FACULTY ASSOCIATION REPORT

Bob Redler reported that Manufacturing Career Day was held on the Milford Campus for students in Seward County this past morning. There were 73 students who attended.

All of the NATEF certified programs at the Milford Campus recently collaborated on creating a video showcasing the following programs and their students: Automotive, Auto Collision Repair, Diesel Truck, GM ASEP, Diesel Truck, GM ASEP, Ford ASSET, and Mopar CAP. The video was submitted for the Wix and O'Reilly Auto Parts Tech School of the Year. Recently they were notified that they were in the top four along with schools from New York, Kentucky, and Utah. Final results should be available soon. (The video is available to watch on the College's Youtube channel at:

<https://www.youtube.com/watch?v=DLvNXaHdimA&feature=youtu.be>

## STUDENT ACTIVITIES REPORT

Ms. Walling reported on Student Senate activities. Some of the activities include: free pop/popcorn at the beginning of the quarter (567 attended), Energizer Mind by the Wellness Committee (192 attended); Chalk Out Stigma for Mental Health Awareness; and upcoming events include a Bra Decorating Contest for Breast Cancer Awareness, and Movember for men's health issues.

In response to a question about program representation, Ms. Wallinger indicated right now there are only 8 programs represented on the Student Senate. They keep trying to increase the number of students to represent the programs.

## PUBLIC COMMENT

Dennis Schuster, of Pawnee County, provided public comment on the action taken by the Board to raise property taxes. He indicated that when the bond failed, that was an indication that the increase voted on by the Board was not what voters wanted. Taxpayers need to be kept in mind. In addition, the state needs to be doing more. Mr. Schuster also indicated the College is moving too fast on the proposed new facility; and that all the money is spent in Lincoln.

Bruce Rieker, of the Farm Bureau, provided public comment on the need to work together; more public private partnerships; and how to work together to force the state to deal with their obligations.

### **Administrative Presentation/Board Review**

## PHYSICAL THERAPIST ASSISTANT PROGRAM PRESENTATION

Bridget Clark, Program Chair for the Physical Therapist Assistant (PTA) program, provided an overview of the program and faculty. There are two faculty members, herself and Ian Thompson, who was a part of the first graduating class.

The Physical Therapist Assistant Program is a popular program. They no longer have a wait list but they do have a full class each quarter.

The program was granted candidacy for accreditation in 2009 by the Commission on Accreditation in Physical Therapy Education. The first class started in January 2010, with the first graduates in March 2011.

A five-year accreditation in April 2011 was granted, with reaffirmation granted in May 2016.

The national exam pass rate for students taking the exam the first time is 94% with the ultimate pass rate of 97%. The test can be taken 3 times.

The placement rate in 2015 was 100% within one year of graduation. In 2016 it was 81.25%.

## PHYSICAL THERAPIST ASSISTANT PROGRAM PRESENTATION (continued)

Goals are to:

- Improve the graduation rate which is now 80%.
- Explore hybrid format for instruction – reach out to rural and the learn centers
- Increase collaboration among the other health science programs

Ms. Clark showed a PowerPoint presentation of pictures of students in action.

\*Chairman Kruse declared the Board in recess at 4:20 p.m.

\*Chairman Kruse declared the Board in regular session at 4:35 p.m.

## HLC REPORT

Dr. Illich reported that SCC submitted its Assurance Review Report in August 2017 and just received its preliminary report from the Higher Learning Commission Review Team. Although the report is not official at this time, Dr. Illich provided an overview of the Review Team findings. The results from the Review Team provide validation for many of the College's major initiatives and set clear direction for how SCC should prepare for its full review in five years.

Dr. Illich introduced the HLC steering team:

Dr. Illich pointed out highlights from the report of the Assurance Review Team:

- Commended and validated all major initiatives
- Met all 21 HLC core components
- Removed from monitoring for first time in more than 15 years
- Commended for strategic plan
- Commended for the Facilities Master Plan
- Commitment to academic integrity
- Expanded personnel positions
- Expanded technology infrastructure
- Additional Human Resources staff
- Additional Institutional Research staff
- Diversity

A question was raised about why there have been no initiatives on professional development and involving the adjuncts with professional development in the different facets of teaching and techniques. Dr. Illich indicated that the report does request that be included.

In addition a request was made to include better management training with deans and administrators and professional level – how to manage teachers, maintain and retain – management technique – would like to see this in the near future



## **HLC REPORT (continued)**

Dr. Illich pointed out that the report commended the College but the HLC Team want to see progress. The final report should be available in the next couple of weeks, and he will send it out to the Board then.

After this then the Qualitative Initiative will need worked on and then it will be time to get ready for the full visit. It was asked if every meeting will have information about how goals are being achieved, etc. Dr. Illich indicated he will have to think about how to organize that.

## **ACCESS / EQUITY / DIVERSITY OFFICE REPORT**

Mr. Soto reviewed the 2016-17 Profile of Services to Students with Disabilities / Diversity Education report.

As reported a couple months ago, a survey indicated that overall students with disabilities believe that SCC does a really good job for them. There are areas of improvement, and the College continues to work on those areas.

Mr. Soto reported that for 2016-17 there were 300 students with disabilities who had registered for accommodations. There are all kinds of limitations but the most people who need accommodations are those with a learning disability. Extra time is granted, or note takers are provided. This accommodation is relatively inexpensive.

The cost of accommodations for 2016-17 was down. The cost was \$23,300 for accommodations. The cost for each year is dependent on the number of people who need sign interpreters.

The Career Academy presents challenges as the students are considered high school students as well as college students. There are different federal rules for high school and postsecondary education.

Mr. Soto commended the Board for their policy of requiring all employees to have some level of diversity education. He indicated his office provides a lot of opportunities for employees to be involved in diversity activities.

## **BOARD SELF-EVALUATION**

Dr. Dale Kruse, reported that a link to a survey will be emailed to them on Monday, October 23, to provide access to the Board self-evaluation instrument. This will be the second year the Board conducted a self-evaluation using the same assessment instrument from the last year. He requested that Board members complete the survey by October 30.

## **KEY LOCK SYSTEM-BEATRICE**

Bob Morgan, Vice President of Program Development/Beatrice Campus Director, discussed the need to replace the key lock system on the Beatrice Campus that has been in place for more than 20 years. The new digital system will allow for usage of ID cards for door entry and locking. The system will also allow for remote and automated locking from multiple of devices.

This is on the capital equipment list. Their current system runs virtually on a Windows 95 machine and cannot be upgrade any longer. The new system will use a card reader and will track anyone who goes in. The security features allow them to lock down the whole campus at one time. The Campus has 53 exterior doors. They will need 11 new doors. The cost is \$120,000 with contingency cost of up to \$10,000, with for a maximum of \$130,000.

Mr. Morgan indicated this item will be on the agenda in November for approval. Installation will then take place December through February.

## **DIESEL TECHNOLOGY PROGRAM STATEMENT**

Dr. Illich stated that the College has completed a draft of the Diesel Technology Program Statement, which will be considered by the Board for approval during its November Board meeting. The program statement includes a justification for need, information related to compliance with Nebraska's Statewide Comprehensive Plan, description of existing conditions, and facility requirements and costs. Proposed facility size is 58,000 sq. ft. Concerns were expressed about the size of future equipment, concrete used, etc. that will allow

## **LEGAL COUNSEL REPORT**

Mr. Schultze indicated his report was what Mr. Ottmann had mentioned.

## **TIME AND PLACE FOR NOVEMBER MEETING**

Chairman Kruse reported that the next regular Board meeting is scheduled for Tuesday, November 21, at 3 p.m., at the Beatrice Campus.

## GOOD OF THE ORDER AND PUBLIC COMMENT

Mr. Reiman apologized for his demeanor during the Public Comments.

Dr. Kruse indicated that if anyone wants a ride to the NCCA annual meeting in McCook to let him know. He plans to leave at 1:30 on Sunday, November 5, from Beatrice, and returning on Tuesday. Ms. Seim indicated she would be driving out on Monday, at 5 a.m., and returning later that day if others want to ride along.

## ADJOURNMENT

Chairman Kruse adjourned the meeting at 5:30 p.m.

A handwritten signature in black ink, appearing to read "James J. Garver". The signature is written in a cursive style with a large initial "J" and "G".

James J. Garver, Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**October 9, 2017**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Baughman, Kenton	Associate Dean – Instructional Division		X			X	TBD	Reassignment to Milford
Bettinger, Amy	Help Desk Technician – Technology Division		X	X			10/23/17	Retitle/restructure Instructional Designer Assistant position. Replaces Robert Maples
Koehn, Chelsea	Administrative Assistant II – Business Division				X		10/13/17	
Lamblin, Nicholas	Help Desk Technician – Technology Division			X		X	10/23/17	Replaces Ron Heyen
Riley, Stacy	Assistant Campus Director - Milford/Dean of Students – Student Services/Vice President			X		X	10/02/17	Replaces Theresa Webster
Rudloff, Brandon	Instructional Designer/Trainer – Instructional Division			X			10/16/17	Replaces Eleise Pinnow
Waite, Heather	Placement Specialist – Student Services Division			X			10/09/17	Replaces Lynn Willey
Webster, Theresa	Assistant Campus Director- Lincoln/Dean of Students – Student Services/Vice President			X		X	7/03/17	Replaces Barry Masin

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**October 9, 2017**

**Personnel Report: Faculty**

**ACTION TAKEN**

NAME	ASSIGNMENT	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Austin, John	Instructor, Science – Arts & Sciences Division	X				10/02/17	
Birdsall, Mary	Instructor, Developmental English - Arts & Sciences Division		X			10/02/17	Replaces Emily Suh
Cohn, Ury Saul	Instructor, Sociology - Arts & Sciences Division	X				10/02/17	
DeLong, Waylon	Instructor, Nondestructive Testing – Manufacturing Division			X		10/13/17	
Klopfenstein, Todd	Instructor, Respiratory Care – Health Sciences Division		X			1/03/18	Replaces Jill Sand
Mejia, Eric	Instructor, Developmental Math (.75 FTE) Arts & Sciences Division	X				1/03/18	
Schutte, Michael	Instructor, Precision Machining & Automation - Manufacturing Division		X			10/02/17	Replaces Al Carter
Volf, Andrea	Instructor, Mathematics (.75 FTE) Arts & Sciences Division		X			1/03/18	Replaces Rachel Gar-El

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer