

## **SOUTHEAST COMMUNITY COLLEGE**

Chairperson Nancy Seim called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, August 21, 2018, at the Lincoln Campus, Rooms U-102/104/106, 8800 O Street, Lincoln, Nebraska.

### **ROLL CALL:**

#### **Present:**

Nancy Seim, Lincoln  
James Garver, Lincoln  
Robert Feit, Lincoln  
Kathy Boellstorff, Johnson  
Dale Kruse, Beatrice  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Lynn Schluckebier, Seward  
Kristin Yates, Lincoln  
Pat Galitz, Faculty Representative  
Kera Bohaty, Lincoln Campus Student Representative

#### **Absent:**

None

#### **Others Attending:**

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

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Bruce Tangeman, SCC Area  
Jose J. Soto, SCC Area  
Bob Morgan, SCC Beatrice  
Robin Moore, SCC Area  
Edward Koster, SCC Area  
Shawna Herwick, SCC area  
Arlyn Uhrmacher, Community Member & Board Candidate  
Dennis Headrick, SCC Area  
Bob Redler, Faculty Association

Chairperson Seim welcomed everyone to the meeting.

## **PUBLIC MEETING LAW COMPLIANCE STATEMENT**

Chairperson Seim stated the public meeting notice had been published in the Lincoln Journal Star on Monday, August 13, 2018, as well as posted on the bulletin board in the Area Office and the website.

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

Chairperson Seim 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**

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 July 17, 2018 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. Feit moved approval of the consent agenda. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<b><u>FOR (11):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (0)</u></b>
Feit*		
Schluckebier*		
Kruse*		
Ottmann*		
Garver		
Price	<b><i><u>Motion Carried</u></i></b>	
Kubicek		
Boellstorff		
Yates		
Reiman*		
Seim		

\*Upon being called for their vote, the Board members listed below stated:

## Consent Agenda (continued)

*With regard to the Consent Agenda items for Bills and Claims, I abstain from the action with regard to the voucher number (listed below) and vote to approve all other bills and claims and all other Consent Agenda items.*

Dale Kruse	V0658568
Steve Ottmann	V0660166
Donald Reiman	V0659037 & V0662861
Lynn Schluckebier	V0660167
Bob Feit	V0662820

## FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through July 31, 2018. He also reviewed the investment accounts.

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	\$41,903	
Tuition	85,961	
Other	(13,951)	
<b>Total Revenues</b>	<b>\$113,913</b>	<b>2.36%</b>
<b>Expenses</b>		
Personal Services	(\$429,810)	
Operating	(31,203)	
Travel	(669)	
Equipment		
<b>Total Expenses</b>	<b>(\$461,682)</b>	<b>-6.2%</b>
<b>Net Position</b>	<b>\$575,595</b>	

## FINANCIAL REPORT (continued)

The budget report ending July 31, 2018 showed:

Percentage of Budget year	8%
Percentage of Budget spent	7.8%
Percentage of Board budget spent	6.1%

Mr. Schluckebier moved acceptance of the financial report. Seconded by Ms. Boellstorff

Chairperson Seim asked for discussion. A question was asked about the process for banks to be considered for SCC invested funds. Ms. Jorgens indicated the banks should contact her.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Schluckebier		
Boellstorff		
Garver		
Feit		
Ottmann	<i><b>Motion Carried</b></i>	
Yates		
Price		
Kubicek		
Kruse		
Reiman		
Seim		

## BOARD MEMBER REPORTS

Board members reported attendance at the following:

Indian Center Pow Wow: Jim Garver

## BOARD TEAM REPORTS

**Executive.** Chairperson Seim stated the team met and set the agenda.

**Finance & Facilities.** Ms. Boellstorff handed out copies of the project status:

- The basement walls are up on the Milford residence hall, while the Beatrice residence hall is three weeks behind (partially due to weather).
- The team also reviewed architectural designs of the Health Sciences building.
- Next week a construction company is scheduled to be chosen for the Diesel Technology building.

**NCCA.** Mr. Schluckebier reported that the NCCA Board met August 6. Officers were elected, following the rotation schedule. Kent Miller is now the President of the NCCA Board. They approved the 2019 NCCA budget and reviewed the results of the Executive Director's evaluation. They also discussed the 2019 legislative session.

**The Career Academy.** Mr. Ottmann reported that they have reorganized, and Dr. Joel will be Chair of the Joint Board. At their next meeting they will discuss moving to a quarterly meeting rather than their current monthly meeting.

**ACCI.** Mr. Feit reminded Board members of the ACCT conference in New York in October. He indicated that early bird sign up has been extended to August 31. The hotel is filled but another Marriott Hotel a couple blocks away is available. He also handed out information on being a Trustee Ambassador at the conference, and College Pride Day will be held on October 25, and for those attending it is requested that they wear a College shirt or tie on that day.

## **PRESIDENT'S REPORT**

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

- Scott Keane and Derek Aldridge reviewed information on Agenda Item 13e, ***First Supplement to February 20, 2018 Resolution***. The revised resolution addresses a bond insurance/surety policy and gives the President authority to make that determination and to execute the policy if deemed necessary. A bond rating should be received Thursday.
- Facilities:
  - Moving forward on Beatrice general classroom. BVH Architects & Williams Architects are teaming together.
  - Moving forward quickly on the design for the Health Sciences building in Lincoln.
  - 80% complete on schematic designs on the Diesel Tech project in Milford.
  - Also working on existing facilities – improving campus corridors on Lincoln Campus.
  - Continuing to look at possible replacements for Education Square.
  - Looking at each campus and involving campus counsels to get ideas.
  - New initiative – wellness initiative – employees can use up to 90 minutes a week for wellness. Employees are encouraged to be as healthy as possible.
- Quality Initiative – is making good progress. Report later in the agenda.
- Advancement – working on building relationships, have had some verbal commitments already, and they are trying to bring together as many partners as possible.
- Learn to Dream program has been funded for the second year for Lincoln schools by the Acklie Charitable Foundation. Eligible students are those who qualify for free lunches. This is an incredible opportunity that is being made available to students.

## **PRESIDENT'S REPORT (continued)**

- Additional suggestions/comments were about:
  - Telegraph Hill
  - Psychological Counseling – better availability

## **FACULTY ASSOCIATION REPORT**

Bob Redler reported on various activities taking place in some of the programs.

- **Precision Machining & Automation:** hosted Alumni Tool donation and free rattle. Tools from an estate of a former student were donated, estimated value of the tools was \$7,500-\$10,000.
- **Energy Generation Operation:** Program Chair John Pierce has requested an Opportunity Grant to fund expanding their program for full-distance delivery as there are multiple employers who want to have their local population of incumbent workers obtain a degree without coming to Nebraska. This would significantly increase the enrollment in the program, but it will take a lot of work to redevelop lab projects, discussion forums, and live discussions via distance education systems.

The process is being started now, without the opportunity grant. But with funding it will be much faster and more effective. If SCC does not get the internal funding, several of the interested employers are discussing raising the funds themselves.

Mr. Pierce has already met with Joliet Junior College in Illinois to start the negotiation process with them to use some of their courses and/or lab equipment and space to replicate the hands-on labs, which is a crucial part of this re-development / expansion project.

- **Ford ASSET Program** is the recipient of a 2018 Mustang GT convertible, fully loaded, sticker price \$58,450. This was a custom order waiting for it to be picked up in a dealer lot in Des Moines, Iowa. But before it was picked up - 9" of rain in Des Moines. It is in good running order even though it is a flood vehicle. The interior is out right now drying it out. It will look nice when recruiting and will help with instruction in several classes.
- **Manufacturing Engineering Program** – Enrolled 18 students for the July quarter. Intake capacity is 17.
- **Diesel Technology-Truck** – NATEF accreditation was renewed 12/17/2017. This is the fifth consecutive five-year renewal.

Diesel facility plans are well underway, working with Davis Design to make sure the building meets the program statement requirements and still be within the budget.

**Diesel – Ag Equipment Service Technology** is working on sponsorship plan with Nebraska Machinery Co. Current sponsors/partners Case New Holland, AGCO Corp.

- Butler AG is interested in partnering with the College in a more active way.

It was suggested that thank-you letters be sent to the donors of the tools that were donated.

It was suggested that training be investigated with Nebraska Machinery Co.

## **STUDENT ACTIVITIES REPORT**

Kera Bohaty, president of the Lincoln Campus Student Senate, reported on events. Recent events held by the Student Senate were: Wellness Wheel event, Zoo Night, Romance Day (in conjunction with a dating awareness activity), and Summer Fun Day. Upcoming events include alcohol awareness, smoothie bike, and Worlds of Fun.

Ms. Bohaty indicated she is currently enrolled in the Academic Transfer program, and she will start the nursing program in January.

## **PUBLIC COMMENT**

There was no public comment.

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

## **GRAPHIC DESIGN/MEDIA ARTS PROGRAM PRESENTATION**

- NAME/TITLE OF PRESENTER:
  - Elizabeth Vornbrock, Program Chair / Instructor, Graphic Design & Media Arts Program

Ms. Vornbrock briefly reviewed the Graphic Design & Media Arts Program, indicating that it is an accelerated 18-month program to prepare students for immediate jobs.

Ms. Vornbrock also conducted an interactive exercise with the Board members, involving a Visual Awareness Assessment.

## **QUALITY INITIATIVE UPDATE**

- NAME/TITLE OF PRESENTER:
  - **Shawna Herwick**, Coordinator of Planning and Accreditation

Shawna Herwick, Coordinator of Planning and Accreditation, provided a brief update on the Quality Initiative proposal. Since the College is part of the Open Pathways option for HLC accreditation, the College is required to undertake a major Quality Initiative. SCC will submit a Quality Initiative proposal in the near future that will focus on improving student success and outcomes.

The Office of Institutional Research conducted a study related to impact of receiving failing grades. The results revealed that less than 5% of students who earn a failing grade within their first quarter will complete a certificate or degree. The Quality Initiative Think Tank has met several times to develop recommendations for potential strategies to improve retention and completion.

Ms. Herwick also discussed a Higher Learning Commission requirement that off-campus locations be approved if a student can earn 50% or more of their course credit toward a degree. Although the Board approved an expanded budget in 2016 that included the learning centers, an action item to have the Board approve the learning centers in a separate motion is necessary. The College will be submitting an application to have the learning centers approved by the Higher Learning Commission. The Hebron Learning Center application will be submitted first, by the end of August.

**\*Chairperson Seim declared the Board in recess at 4:36 p.m.**

**\*Chairperson Seim declared the Board in regular session at 4:50 p.m.**

## **2018-19 GENERAL FUND AND CAPITAL FUND BUDGET**

Dr. Illich provided an overview of the 2018-19 General Fund and Capital Fund Budget in preparation for the action item to approve advertisement of the 2018 General Fund Budget and Capital Fund Budget.

**DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO:**

### **AUTHORIZATION TO ADVERTISE 2018-19 BUDGET**

Dr. Illich indicated that authority to advertise the budget as required in the budget calendar would be appropriate.



## AUTHORIZATION TO ADVERTISE 2018-19 BUDGET (continued)

Ms. Boellstorff moved to approve the advertising of the 2018-19 proposed budget totaling:

Unrestricted	\$ 89,854,574.00
Self Supporting Funds	75,400,000.00
Capital Improvement Fund	<u>77,269,343.00</u>
	<u>\$242,523,917.00</u>

Seconded by Mr. Garver.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Boellstorff		
Garver		
Ottmann		
Kruse		
Price	<i><u>Motion Carried</u></i>	
Kubicek		
Feit		
Yates		
Schluckebier		
Reiman		
Seim		

## GMP FOR BEATRICE DINING FACILITY

(Postponed till next month)

## APPROVAL OF LINCOLN CAMPUS FIRE SUPPRESSION AND CORRIDOR RENOVATION

Dr. Illich pointed out that this project consists of the first phase in expanding the fire suppression from the culinary space throughout the rest of the 8800 O Street building. During this project the opportunity to formalize the corridor seating and create private study spaces on campus will be done. The architects estimate \$390,000 with the bulk of the installation performed by Physical Plant staff with minor sub-contracting work.

## **APPROVAL OF LINCOLN CAMPUS FIRE SUPPRESSION AND CORRIDOR RENOVATION (continued)**

Ms. Boellstorff moved for approval of phase one of the Fire Suppression and Corridor renovation project at the 8800 O Street campus for \$390,000. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Boellstorff		
Schluckebier		
Kruse		
Reiman		
Garver	<i><b>Motion Carried</b></i>	
Feit		
Ottmann		
Yates		
Price		
Kubicek		
Seim		

## **APPROVAL OF LEARNING CENTERS FOR HIGHER LEARNING COMMISSION APPLICATION**

Dr. Illich stated that the College is seeking approval from the Higher Learning Commission to offer 50% or more in credit coursework toward a certificate or degree at each of its learning centers. To do so and to support the Higher Learning Commission application, the College is seeking documentation of Board approval of the learning center locations.

Mr. Feit moved that the Board of Governors of Southeast Community College approve the six learning center locations in Falls City, Nebraska City, Plattsmouth, Wahoo, York, and Hebron, each of which offers noncredit and credit coursework. Seconded by Dr. Kruse.

Chairperson Seim asked for discussion. There was none.

## **APPROVAL OF LEARNING CENTERS FOR HIGHER LEARNING COMMISSION APPLICATION (continued)**

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Feit		
Kruse		
Ottmann		
Garver		
Price	<i><b>Motion Carried</b></i>	
Kubicek		
Reiman		
Schluckebier		
Yates		
Boellstorff		
Seim		

### **FIRST SUPPLEMENT TO RESOLUTION dated February 20, 2018 for Building Construction (including new student housing and dining facilities at the Beatrice Campus and new student housing facilities at the Milford Campus).**

Dr. Illich indicated that the following, revised resolution addresses a bond insurance/surety policy and gives the President authority to make that determination and to execute the policy if deemed necessary.

Mr. Garver moved that Southeast Community College (College) should, and does hereby, approve the First Supplement to Resolution attached hereto, and incorporated herein by this reference, whereby the Board of Governors of Southeast Community College, in the State of Nebraska: (1) Authorizes the President of the College to determine whether to obtain Bond Insurance, a Surety, or both additional security mechanisms in connection with the issuance and sale of the Bonds; (2) authorizes the President to determine and approve (a) the identity of the bond insurer or surety provider and (b) any terms of the Bonds related to such Bond Insurance or Surety, if the President determines it is in the best interest of the College to obtain Bond Insurance or a Surety; (3) authorizes and directs certain officers to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform purposes of the First Supplement; and, (5) authorizes certain actions and documents and prescribing other matters relating thereto. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion.

Mr. Kubicek questioned the meaning of #5, and offered the following amendment.

## FIRST SUPPLEMENT TO RESOLUTION (continued)

Mr. Kubicek moved to amend the motion as follows:

(change number (5) to (4)) authorizes the execution of all documents and takes all actions necessary to carry these actions into effect.

Seconded by Mr. Schluckebier.

Roll call vote follows on amendment:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Kubicek		
Schluckebier		
Reiman		
Yates		
Boellstorff	<i><b>Amendment Carried</b></i>	
Feit		
Price		
Garver		
Ottmann		
Kruse		
Seim		

Roll call vote on motion with amendment:

That Southeast Community College (College) should, and does hereby, approve the First Supplement to Resolution attached hereto, and incorporated herein by this reference, whereby the Board of Governors of Southeast Community College, in the State of Nebraska: (1) Authorizes the President of the College to determine whether to obtain Bond Insurance, a Surety, or both additional security mechanisms in connection with the issuance and sale of the Bonds; (2) authorizes the President to determine and approve (a) the identity of the bond insurer or surety provider and (b) any terms of the Bonds related to such Bond Insurance or Surety, if the President determines it is in the best interest of the College to obtain Bond Insurance or a Surety; (3) authorizes and directs certain officers to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform purposes of the First Supplement; and, (4) authorizes the execution of all documents and takes all actions necessary to carry these actions into effect.

## FIRST SUPPLEMENT TO RESOLUTION (continued)

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Garver		
Ottmann		
Yates		
Price		
Kubicek	<i><u>Motion Carried</u></i>	
Feit		
Boellstorff		
Reiman		
Schluckebier		
Kruse		
Seim		

## TIME AND PLACE FOR SEPTEMBER MEETING

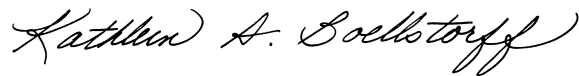
Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, September 18, at 3 p.m., at the Milford Campus.

## GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim asked indicating she is developing an orientation procedural manual and asked for suggestions.

## ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:08 p.m.



Kathy Boellstorff

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**August 10, 2018**

<b>Personnel Report: Staff (Non-Faculty)</b>									
<b>ACTION TAKEN</b>									
<b>NAME</b>	<b>ASSIGNMENT</b>	<b>RANK</b>		<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Buesing, Allie	Fitness & Wellness Coordinator – Student Affairs	N04				X		7/31/18	Resignation
Esser, Traci	Campus Store Customer Service Associate – Administrative Services	N07			X			8/01/18	Replaces Sandi Miles
Ginsburg, Robert	Property & POAA Coordinator/Facilities Assistant – Campus Director Staff	P03				X		8/17/18	Resignation
Gordon, Mary	Financial Aid Technician – Student Affairs	N10				X		7/30/18	Resignation
Herwick, Shawna	Administrative Director of Planning & Accreditation – Office of President	A5					X	7/02/18	Reclassification
Heywood, Thomas	Custodian II – Physical Plant	N12			X			8/13/18	Replaces Jim Sassman
Kramer, Becky	Academic Advisor – Arts & Sciences Division	P2			X			8/20/18	Replaces Stephanie Osterthun
Petsch, Janalee	Library Resource Center Specialist - Technology	N13				X		8/31/18	Retirement
Russell, Connie	Career Services Specialist – Student Affairs	P2			X			8/15/18	Reassignment Replaces Shirley Huttenmaier

AD=Addition

RP=Replacement

RS=Resignation

TR=Transf

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**August 10, 2018**

<b>Personnel Report: Faculty</b>								
<b>ACTION TAKEN</b>								
<b>NAME</b>	<b>ASSIGNMENT</b>		<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Ayite, Mathey	Instructor, Economics – Business Division			X			10/2/18	Replaces Gordon Haag
Furry, Eugene	Instructor, Auto Technology – Transportation Division				X		9/21/18	Retirement
Hruza, Teresa	Instructor, Accounting – Business Division					X	10/02/18	Reassignment Replaces Todd Johnson
Zachek, Patricia	Instructor, Electronics – Construction/Electronics/CIT & Mfg. Division			X			10/02/18	Replaces Jeff Ives (internal transfer)
Malcolm, Bonnie	Instructor, Economics – Business Division					X	10/02/18	Reassignment Replaces Gary Benson

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

## Project Status

- Complete
- About ready to start
- Still in the future

	Board approval of program	CCPE approval of program	RFP for design services	Selection of design services	RFP for CM@R	Board approval of financing	Board approval of CM@R contract	Construct ion begins!
Residence Halls (M,B)	●	N/A	●	●	●	●	●	●
Diesel Tech (M)	●	●	●	●	○	●	○	○
Classroom Bldg (B)	●	●	●	●	○	●	○	○
Health Sciences (L)	●	●	●	●	○	●	○	○
Learning Center (Falls City)	●	N/A	●	●	●	N/A	●	○

8/21/2018

## Project Construction Status

- Complete
- About ready to start
- Still in the future

	Ground Breaking	Site Work	Framing	Drying in Building	MEP Work	Finish Work	Punch List	Move In!
Residence Halls (M,B)	●	○	○	○	○	○	○	○
Diesel Tech (M)	○	○	○	○	○	○	○	○
Classroom Bldg (B)	○	○	○	○	○	○	○	○
Health Sciences (L)	○	○	○	○	○	○	○	○
Learning Center (Falls City)	○	○	○	○	○	○	○	○

8/21/2018