

## 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, May 21, 2019, at the Milford Campus, Dunlap Center, Rooms A & B, 600 State Street, Milford, Nebraska.

### **Roll Call:**

#### **Present:**

Nancy Seim, Lincoln  
James Garver, Lincoln  
Robert Feit, Lincoln  
Kathy Boellstorff, Johnson  
Keith Hammons, Weeping Water  
Dale Kruse, Beatrice  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Lynn Schluckebier, Seward  
Ellen Weissinger, Lincoln  
Kristin Yates, Lincoln  
Linda Hartman, Faculty Representative  
Lydia Clark, Milford Campus Student Representative

#### **Absent:**

None

#### **Others Attending:**

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

#### **Registered Visitors:**

Jose Soto, SCC Area  
Stu Osterthun, SCC Area  
Bruce Tangeman, SCC Area  
Bob Morgan, SCC Beatrice  
Katy Novak, SCC Area  
Dennis Headrick, SCC Area  
Kathy Eitzmann, SCC Lincoln  
Rob Epps, SCC Lincoln  
Tammie Lang, SCC Milford  
Shawna Herwick, SCC Area  
Kenton L. Baughman, SCC Milford  
Robin Moore, SCC Area

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, May 13, 2019, 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

- 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 April 16, 2019 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
  - 6) Approval of Renewal of Audit Contract with Dana Cole.

Mr. Garver 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>
Garver		
Schluckebier		
Hammons		
Yates		
Boellstorff		
Feit		
Weissinger*		
Price		
Ottmann		
Kruse		
Seim*		

**Motion Carried**

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

\*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.

Ms. Weissinger: V0693514 and V0696592

Chairperson Seim: V0692485

## Financial Report

Dr. Illich reviewed the financial report for the period through April 30, 2019. He also reviewed the investment accounts.

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	(\$1,541,906)	
Tuition	(\$1,125,891)	
Other	230,409	
<b>Total Revenues</b>	<b>(\$2,437,288)</b>	<b>-3.32%</b>
<b>Expenses</b>		
Personal Services	(5,602,582)	
Operating	\$958,508	
Travel	(\$126,576)	
Equipment	\$643,897	
<b>Total Expenses</b>	<b>(\$4,126,753)</b>	<b>-5.5%</b>
<b>Net Position</b>	<b>\$1,689,465</b>	

The budget report ending April 30, 2019 showed:

Percentage of Budget year	83%
Percentage of Budget spent	78.7%
Percentage of Board budget spent	62%

A question was asked if the Passageway monthly expense was only for the Board. Dr. Illich indicated that it is only used by the Board.

Ms. Boellstorff moved acceptance of the financial report. Seconded by Dr. Kruse.

Chairperson Seim asked for discussion. There was none.

## Financial Report (continued)

Roll call vote follows:

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

## Board Member Reports

Board members reported attendance at the following:

### **Groundbreaking Ceremony Beatrice**

Nancy Seim  
Kathy Boellstorff  
Dale Kruse  
Steve Ottmann

### **City Officials Swearing-in Ceremony**

Jim Garver  
Ellen Weissinger

### **PTK**

Kathy Boellstorff  
Dale Kruse  
Nancy Seim  
Bob Feit  
Ellen Weissinger

### **TCA Recognition/Senior Night**

Linda Hartman

### **TCA Graduation**

Bob Feit

### **NET Chocolatier event**

Linda Hartman

### **Townhall Meetings in Geneva & York**

Steve Ottmann

Bob Feit

### **Townhall Meetings in Plattsmouth & Wahoo**

Keith Hammons

Dr. Weissinger stated she, along with Dr. Illich and Dr. Joel, provided a tour of The Career Academy to members of the Chamber of Commerce from Manhattan, Kansas. Dr. Weissinger also attended a panel and Leadership Lincoln and the Lincoln Chamber of Commerce Economic Development Breakfast.

## **Board Team Reports**

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

**Finance & Facilities.** Ms. Boellstorff stated the team met prior to the Board meeting. Aaron Epps was ill so the Facilities meeting was shortened. Agenda Item 13c, GMP for Interdisciplinary Center - Beatrice, will be voted on later in the meeting. A virtual tour of the new Health Science Building will be given by Dean Jill Sand later in the meeting.

**NCCA.** Mr. Schluckebier reported that the NCCA Board met on May 6. They approved the preliminary budget for next year and approved their audit. The NCCA Board will meet again in August.

**TCA.** Mr. Ottmann reported that The Career Academy Joint Board met recently, and it will not meet for a couple of months. At that point, Dr. Illich will be the leader of the Joint Board.

**HR/Equity.** Dr. Kruse stated the team met and reviewed the proposed Drug and Alcohol Free Environment Policy, Item No. 13d, that will be presented for approval later in the meeting.

## **President's Report**

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

- have had some weather challenges but the facilities are on track
- a work session has been scheduled for July 30 to discuss facilities in relation to fire safety report.
- A work session has been scheduled prior to the June 18 regular meeting to discuss the Strategic Plan for 2020-2024. The work session will begin at 11:30 a.m.
- The Administrative Seminar group held a workshop on leadership recently, with David Katts of New York. He will be the presenter at the NCCA annual meeting in November.

- The semester conversion is ongoing. For all three campuses, there are 2500 students enrolled.

## Faculty Association Report

Tammie Lang reported in the absence of Bob Redler. Ms. Lang is the Faculty Association secretary for the Milford Campus.

- SkillsUSA: Seven students placed. First place winner will compete nationally.
- Automotive Summer Camps will be held June 12 in Milford.
- Jon Kisby is the new Dean of the Ag/Transportation/Welding division.
- Karen Hermsen, Office Technology, is retiring after 35 years of service.

## Student Activities Report

Lydia Clark, Milford Campus Student Representative, indicated she was a graduate of The Career Academy. She is in the Electrical program. This program is holding an alumni event in May, for the graduates 50 years ago.

Events the students have held: National Chocolate Chip Cookie Day, an Etiquette Lunch, and new student orientation. In June a blood drive will be held.

Linda Hartman pointed out that on the Lincoln Campus they also held an Etiquette Lunch.

## Public Comment

There was no public comment.

## Administrative Presentation/Board Review

## HLC's Financial and Non-Financial Indicators

### HLC's Financial and Non-Financial Indicators Presenters:

**Paul Illich – President**

**Amy Jorgens – Vice President of Administrative Services**

Southeast Community College submits an Institutional Update report each year to the Higher Learning Commission (HLC). The report is used to assess progress toward a series of financial and non-financial indicators. The College must fall within a specific range for each indicator in order to be in compliance with HLC.

The presentation focused on the financial indicators. Dr. Illich and Ms. Jorgens gave an overview of the process and how the ratios associated with the financial indicators are calculated. Also discussed was how SCC fund reserves and debt service impact the financial indicators.

The HLC uses a standard set of ratios as part of accreditation and also for ongoing oversight. The Four key ratios are used to calculate the Composite Financial Index that the HLC uses. The four key ratios are: primary reserve ratio, return on net assets ratio, viability ratio, and net operating revenues ratio.

The non-financial indicators are enrollment changes, degrees awarded, full-time faculty changes, student default rates, minimal full-time faculty, student to teacher ratio, and weak graduation/persistence rates compared to peers.

## **Review of Preliminary 2019-20 Budget**

A preliminary 2019-20 Budget was presented for review. The budget included the continuation budget and expanded budget requests.

Dr. Illich reported that property valuations increased 4%. Lancaster County valuations increased 6%. Three tax levy rate scenarios were presented. There are requests for \$800,000 of expanded projects for this year. There was a 3.9% decline in tuition revenues. Enrollment concerns were mentioned, and Dr. Illich indicated these could be addressed in the work session.

Dr. Illich reviewed revenue sources, expanded positions, state aid, and capital improvement projects. The preliminary budget will be brought to the Board for approval in June. .

Questions were raised regarding a separate welding facility and relocation of truck driving – Dr. Illich indicated he will bring information to the Board during the work session.

\*Chairperson Seim declared the Board in recess at 4:29p.m.

\*Chairperson Seim declared the Board in regular session at 4:45p.m.

## **Health Sciences Facility Update**

### **Health Science Facility Presenters:**

**Jill Sand – Dean**

**Bev Cummins – Vice President Student Affairs, Lincoln Campus Director**

Jill Sand made a presentation that included a video of the interior spaces of the proposed Health Sciences Facility and provided an explanation of the spaces associated with the Health Sciences programs.

Bev Cummins provided an update on the construction progress associated with the facility and campus infrastructure. Completion is anticipated to be in the fall 2020, with classes starting in 2021.

Walls are going up; elevator pit is dug out and ready to go; and starting on main stairwell. It has a campus impact / infrastructure: finalizing connector roads to lower lot this summer, small lot removed, staging and well field, and permanent site utilities routed into corridor for future planning.

Ms. Sand indicated there will be a teaching garden, for restorative, meditative, rehabilitative, and enabling. She indicated that they continue to working on making the building adaptable and flexible.

Board members extended their appreciation to Jill Sand for the difficult work involved in this project.

## **Business Department Presentation**

### **Business Department Presenters:**

**Kathy Eitzmann – Dean**

**Tammie Lang – Program Chair**

**Tim Mittan - Instructor**

Tammie Lang introduced Tim Mittan, who highlighted some of the new international economic exercises delivered to students in Macro Economics. Using the U.S. Census website, Nebraska's imports and exports were discovered/discussed. Also reviewed was a preview of what is to come in the new Global Environments for Business course to be offered in 2020.

Highlighted in these courses are:

- understanding international economics
- increased efforts in student success and engagement
- understanding global economics is crucial to business success
- introducing students to international trade and economics
- macro and micro economics courses
- new global environments for business course

Ms. Lang discussed the Business Program offerings - the business certificate and information on the newly formed AA in Accounting and AA in Business Communications degrees.

She indicated these new offerings will help to achieve student retention and program growth.

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

### **ACCT Dues**

Last month the Board reviewed the annual dues notice from ACCT in preparation for authorization to pay this month. The Executive Team recommends continued membership.



Mr. Feit moved to pay the 2019-20 ACCT dues in the amount of \$6,287. Seconded by Mr. Ottmann.

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		
Ottmann		
Garver		
Kruse		
Price		
Weissinger		
Boellstorff		
Yates		
Schluckebier		
Hammons		
Seim		

**Motion Carried**

## **Program Reviews**

Last month the results of the annually required program reviews were presented. The summary page of recommended Board action is enclosed.

Mr. Ottmann moved to adopt the 2017-18 program review schedule recommended actions and to forward the reviews and recommendations to the Coordinating Commission for Postsecondary Education. Seconded by Dr. Kruse.

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>
Ottmann		
Kruse		
Schluckebier		
Hammons		
Boellstorff		
Garver		
Feit		
Yates		
Price		
Weissinger		
Seim		

**Motion Carried**

## **GMP for Interdisciplinary Center - Beatrice**

Discuss, consider and take all necessary action with regard to the amendment to the construction management at risk contract between the Southeast Community College Area and regarding the Guaranteed Maximum Price proposal for the Classroom Building on the Southeast Community College – Beatrice Campus.

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area should and does hereby approve the amendment to the construction manager at risk contract effective December 18th, 2018, between SCC and Hausmann Construction, Inc. for the new Classroom Building project on the SCC Beatrice Campus setting forth on Exhibit A the Guaranteed Maximum Price Agreement (GMP Agreement), including the 16 Division spreadsheet incorporated by reference therein, in the sum of Sixteen Million One Hundred Fifty-Seven Thousand Ninety-Three and No/100ths Dollars (\$16,157,093.00), in the form attached to this Motion and on file with official SCC records and as presented at this meeting or with such changes as are deemed necessary and in the best interest of SCC and approved by the SCC President, and further hereby delegates authority to and authorizes and directs the SCC President, or his designee, to sign, execute and deliver the GMP Agreement, and to take all other action necessary to carry such GMP Agreement into effect. Seconded by Mr. Ottmann.

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>
Boellstorff		
Ottmann		
Kruse		
Garver		
Price	<b><i><u>Motion Carried</u></i></b>	
Weissinger		
Feit		
Yates		
Schluckebier		
Hammons		
Seim		

## **Approval of Drug and Alcohol Free Environment Policy**

Dr. Kruse reviewed the policy. To promote the success of The Great Plains Culinary Institute at SCC the Policy change will provide a limited exception to the Drug and Alcohol Free Environment Procedure E-2i allowing the Great Plains Culinary Institute the ability to apply for a Class C Liquor License.

A vote to approve would allow SCC to apply for a limited use Class C Liquor license and if approved, would allow limited educational opportunities to serve alcohol in a controlled environment as a teaching tool for the culinary students. This is a revision to current PROCEDURE E-2i. This proposed POLICY E-2, has been reviewed by our legal team and the HR/Equity Team of the Board of Governors.

Dr. Kruse moved to approve College Policy E-2. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion.

Rex Schultze pointed out that if anything different is to be done than what is stated, it would need to be approved. There is no off sale. It is a restrictive policy – the policy delegates to administration to develop the regulations.

Roll call vote follows:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (0)</u></b>
Kruse		
Schluckebier		
Hammons	<b><u>ABSTAINED (1)</u></b>	
Boellstorff	Price	
Garver		
Feit		
Ottmann	<b><u>Motion Carried</u></b>	
Yates		
Weissinger		
Seim		

## **Legal Counsel Report**

Mr. Schultze indicated that there has been a new act on abuse approved, which applies to minors. It will be applicable to SCC because the College participates in intercollegiate activities across state lines. Their office is working on policies now. The key issue is training – for staff and students.

Mr. Schultze also pointed out that under the construction policies, there is an exception, that if there is material escalation – tariffs with China or lack of trade agreements with Canada and Mexico – there could be increases in the cost of materials.

## **Time and Place for June Meeting**

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, June 18, at CEC, at 3 p.m. This will be preceded by a work session beginning at 11:30 a.m.

## Good of the Order and Public Comment

On June 18 – 11:30 to 2:30 p.m. – discussion on Strategic Plan and mission action statements.

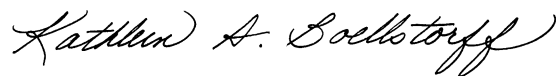
On July 30 - 11:30 – 4 p.m. – discussion on safety and other projects.

Reminder of upcoming graduations. An informational sheet was handed out.

The NCCA is seeking a replacement for Bob Feit for the position of ACCT State Coordinator, as Mr. Feit is resigning from the ACCT State Coordinator position at the end of 2019. A job description was handed out. Contact the NCCA if interested.

## Adjournment

Chairperson Seim adjourned the meeting at 5:33 p.m.

A handwritten signature in cursive script that reads "Kathleen A. Boellstorff".

Kathy Boellstorff  
Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**May 10, 2019**

**Personnel Report: Staff (Non-Faculty)**

**ACTION TAKEN**

<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>
Aguirre, Sarah	Director of TRIO – SSS Grant Program - Student Affairs	P01			X		X	5/01/19	Replaces Vicki Domina
Baccam, Kasey	Web Developer – Technology	N18			X			5/15/19	Replaces Krishna Sunkara
Campbell, Richard	Custodian I – Physical Plant	N05			X			4/29/19	Replaces Donna Martin
Creevan, Linda	Account Clerk III – Administrative Services	N12				X		5/10/19	
Fisher, Makayla	Administrative Assistant I – Instructional	N08			X			5/01/19	Replaces Bethany Barber
Kerwin-Kubr, Diana	Learning Center Coordinator	P03			X			6/03/19	Replaces Jenna Kettelhake
Kisby, Jon	Dean, Ag/Transportation/Welding Division– Instruction	A03			X			7/01/19	Replaces Glen Williams
Konken, Cinda	Dean, Extended Learning Division	A03			X			6/03/19	Replaces Denise Schlake-Ideus
Kramer, Courtney	Administrative Assistant I – Instructional	N08			X			5/13/19	Replaces/Reclassification Marcia Blender

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**May 10, 2019**

**Personnel Report: Staff (Non-Faculty)**

NAME	ASSIGNMENT	RANK	ACTION TAKEN				EFFECTIVE DATE	COMMENT
			AD	RP	RS	TR		
Lawrence, Kristina	FTT Assistant Career Academies & K-12 Connections – Instructional	P01					5/31/19	End of Assignment
Puente, Theresa	Administrative Assistant I – Instructional	N08	X				6/03/19	
Richards, Gayle	Account Clerk III – Administrative Services	N12		X		X	4/16/19	Replaces Leslie Hernandez – Reyes
Schinstock, Sabrina	Administrative Assistant I – Institutional Research	N08				X	5/28/19	Restructure

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**May 10, 2019**

**Personnel Report: Faculty**

**ACTION TAKEN**

NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Alderman, Evan	Instructor, Agribusiness – Transportation/AG/Welding Division				X		6/12/19	
Nash, Kimberly	Instructor, ADN/LPN – Health Division			X			5/22/19	Replaces Sheila Carroll

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer