

## SOUTHEAST COMMUNITY COLLEGE

Chairperson Nancy Seim called the regular meeting of the Southeast Community College Board of Governors to order at 12:30 p.m. on Tuesday, April 17, 2018, at the SCC Learning Center in Wahoo, 526 Broadway, Wahoo, Nebraska. (A ribbon cutting ceremony was held at 10:00 a.m. for the Learning Center.)

### **ROLL CALL:**

#### **Present:**

Nancy Seim, 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  
Kristina Yates, Lincoln  
Pat Galitz, Faculty Representative

#### **Absent:**

James Garver, Lincoln

#### **Others Attending:**

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

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Jose J. Soto, SCC Area  
Robin Moore, SCC Area  
Dennis Headrick, SCC Area  
Bev Cummins, SCC Lincoln  
Bob Morgan, SCC Beatrice  
Ed Koster, SCC Milford  
Bob Redler, SCC Faculty Association  
Bruce Tangeman, 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, April 9, 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***

The following items were on the Consent Agenda:

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of March 20, 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
- 6) Approval of Amended Program Statement for General Purpose Classroom Building – Beatrice.

The Coordinating Commission reviewed the General Purpose Classroom Building Statement and recommended a reduction in square footage and total cost. The recommended changes were reviewed by the Finance and Facilities Team. (Changes on pages 37-38, and 50-52.)

- 7) Approval of Amended Program Statement for Health Sciences Facility – Lincoln.

The Coordinating Commission reviewed the Health Sciences Facility Statement and recommended a reduction in estimated cost per square foot and the total cost of construction. The recommended changes were reviewed by the Finance and Facilities Team. (Changes on pages 67-69)

Mr. Schluckebier moved approval of the consent agenda. Seconded by Ms. Boellstorff.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u><b>FOR (10):</b></u>	<u><b>AGAINST (0)</b></u>	<u><b>ABSENT (1)</b></u>
Schluckebier		Garver
Boellstorff		
Yates		
Reiman*		
Feit	<b><i><u>Motion Carried</u></i></b>	
Kubicek		
Price		
Ottmann		
Kruse		
Seim		

\*Upon being called for their 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.

Mr. Reiman                      V0645311

## **FINANCIAL REPORT**

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

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	\$408,309	
Tuition	(\$364,439)	
Other	\$184,818	
<b>Total Revenues</b>	<b>\$228,688</b>	<b>0.37%</b>
<b>Expenses</b>		
Personal Services	(\$5,206,154)	
Operating	(\$336,318)	
Travel	(\$123,144)	
Equipment	---	
<b>Total Expenses</b>	<b>(\$5,665,616)</b>	<b>-8.5%</b>
<b>Net Position</b>	<b>\$5,894,304</b>	

## FINANCIAL REPORT (continued)

The budget report ending March 31, 2018 showed:

Percentage of Budget year	75%
Percentage of Budget spent	68.6%
Percentage of Board budget spent	71.9%

Dr. Kruse moved acceptance of the financial report. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

## BOARD MEMBER REPORTS

No reports.

## 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. Ms. Boellstorff handed out copies of a draft map of the Beatrice Campus, show location of the new buildings.

Improvements to the Dunlap Center improvements will be voted on later in the meeting. There was \$197,000 budgeted. The timeline for completion is July 7. Most of the work is to be done in house.

Bids were taken for new security cameras. Cameras are being added for safety and security at all locations. There will be 103 different cameras, at a cost of approximately \$141,000. Mr. Feit pointed out that the cameras will all function under one system.

**ACCT.** Mr. Feit reminded Board members of the ACCT conference to be held in October in New York City and that registration is open.

## **PRESIDENT'S REPORT**

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

- He recently attended the Higher Learning Commission meeting in Chicago. He attended a presentation on the College's assurance review and attended a session on the open pathway. He suggested that Board members might want to consider attending a HLC meeting in the future.
- In May Greg Adams will report on the 2018 legislative session. He will report on LB 944 – the appropriations bill. State aid to the community colleges will be cut 2% this year, and in 2018-19 state aid will be cut 1%.
- LB 1000 passed, and it will require a vote of the people for joint entities to issue general obligation bonds.
- Dr. Illich stated that the Beatrice housing project is undergoing process evaluation engineering. By mid-May the guarantee maximum price should be available.
- Schematic designs are being developed for the Falls City Learning Center.
- The Diesel Tech building has been approved.
- The Health Sciences building will be reviewed by the Coordinating Commission April 25.
- Scott Keane is currently sending information to rating agencies.
- Firespring has been hired to develop a new logo for the College, and they are working with many people in order to do this.
- Work on the quality initiative continues, working on revamping student advising – targeting those who fail a class, particularly the first quarter.
- The Culinary ribbon cutting is scheduled for May 17.
- The Advancement Office is working on naming rights for new buildings/rooms.
- The Administrative Team is work on their budgets for 2018-19, including expanded positions.
- Calendar conversion is ongoing.

- The Foundation is developing an agreement to gift 50 acres of farm ground at Beatrice as the dining hall would be on land that isn't owned by the College.
- Dr. Illich attended numerous meetings. He is planning to attend the AACC conference in Dallas the last week in April. Dan Fogell, SCC instructor, has been awarded the Dale P. Parnell Distinguished Faculty recognition by the AACC. Chairperson Seim and Ms. Boellstorff are also attending.

## **FACULTY ASSOCIATION REPORT**

Bob Redler gave a brief report. He indicated that their first negotiations meeting has been scheduled.

Milford held a Career Fair today, and there were over 140 employers who attended, looking for potential employees.

## **STUDENT ACTIVITIES REPORT**

There was no student report.

## **PUBLIC COMMENT**

There was no public comment.

## **Administrative Presentation/Board Review**

## **PROGRAM REVIEWS**

Dr. Headrick stated that program reviews are aimed at fulfilling requirements for the Coordinating Commission for Postsecondary Education. The criteria for each program are 10 graduates every year (five-year average) and generation of 275 semester hours per faculty FTE. This is a threshold that is used for all colleges and all programs.

Dr. Dennis Headrick reviewed completed 2016-17 program reviews as required by the Coordinating Commission for Postsecondary Education.

The programs reviewed were: Dental Assisting, Early Childhood Education, Graphic Design/Media Arts, Heating, Ventilation, Air Conditioning & Refrigeration, Polysomnographic Technology, and Respiratory Care. Dr. Headrick pointed out that the Major Appliance Professional program was on

the list from the Coordinating Commission, but this program was terminated over one year ago by the College.

Dr. Headrick indicated that all the programs reviewed are recommended for continuation, except for Polysomnographic Technology due to not meeting the five-year average of graduates of 10 graduates per year. The recommendation for Polysomnographic Technology is to continue with monitoring.

It was questioned if there is a need for Dental Assisting to be expanded since it is in very high demand. Dr. Headrick indicated that they are looking at where they can expand programs in our service area.

The Program Reviews will be brought back for approval next month. Upon Board approval, information will be sent on to the Coordinating Commission.

## **ACCT ANNUAL DUES**

Chairperson Seim review the enclosed annual dues notice from ACCT. She indicated that this will be presented for authorization to pay next month. Last year's dues were \$5,926. This year's dues are \$6,104.

## **WORKFORCE LEADERSHIP TEAMS**

Dr. Illich indicated that in 2016 the Nebraska Legislature passed a bill (LB 1171) to require institutions of higher education to create new workforce leadership teams to replace the program advisory committees. The new teams are to be industry focused to ensure program curriculum aligns with industry standards.

Dennis Headrick, Marguerite Himmelberg, Amy Chesley, Glenn Pasho, and Rod Rhodes discussed what the focus will be on.

After this bill was passed, the advisory committees for the College were put on hold. With industry facing workforce skills gaps and impending retirements, manufacturing faces a shortfall of 2 million jobs. With the new legislation, business is driving the agenda.

Southeast Nebraska manufacturers are actively getting started. One year ago the Next Generation Industry Partnerships was launched in Nebraska. These partnerships are industry-led, community supported partnerships to strengthen regional economics, and are to connect people to jobs.

Mr. Pasho indicated that past advisory committee meetings had program agendas, but advisors never really had an opportunity to be the leader (this is being reversed so that the advisors are the leaders), and sometimes the committees didn't have the right make up.

Mr. Rhodes described the DACUM process, indicating that every program goes through the process every five years. A question was raised if five years is too long for DACUMs when technology changes so quickly. A recommendation was made that it be every three years.

A question was asked about how discussion lead to an action plan. Mr. Rhodes indicated that throughout the discussion, things are identified that need changing. As a result a lot of programs have used it to make changes.

It was also suggested that to improve the DACUM process, the participants need to be carefully chosen.

## **COMMUNITY COLLEGE MONTH PRESENTATION**

### **Signing Ceremony – Community College Month**

Nancy Seim, Board Chairperson read the following proclamation.



# **SC Southeast community college**

## Community College Month April 2018 - A Proclamation

- WHEREAS,** Southeast Community College, with campuses in Beatrice, Lincoln and Milford, and learning centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York, is a valuable and important educational institution, contributing to the greater economic viability of the 15-county area of southeast Nebraska; and
- WHEREAS,** Southeast Community College provides quality career/technical and academic transfer programs and Continuing Education opportunities at an affordable price; and
- WHEREAS,** Southeast Community College serves more than 30,000 full- and part-time students each year through face-to-face and distance education opportunities; and
- WHEREAS,** Consistently more than 90 percent of Southeast Community College graduates find jobs or continue their education; and
- WHEREAS,** Southeast Community College offers educational opportunities that will improve the quality of life and meet the lifelong educational needs of the residents of southeast Nebraska.
- NOW, THEREFORE,  
BE IT RESOLVED,** That the Southeast Community College Board of Governors affirms its support of Community College Month and its pride in the students and employees of Southeast Community College.
- BE IT FURTHER  
RESOLVED,** That the Southeast Community College Board of Governors continues the SCC mission of empowering and transforming its students and the diverse communities it serves.
- THEREFORE,** Members of the Southeast Community College Board of Governors proclaim April as Community College Month and do commend this observance to all of our citizens, acknowledging the accomplishments of Southeast Community College during this past year, and pledging our continued support of the College.

Signed this 17th day of April 2018.

\_\_\_\_\_  
Nancy Seim  
Chairperson  
SCC Board of Governors

\_\_\_\_\_  
Kathy Bostdorff  
Secretary  
SCC Board of Governors



The proclamation was signed by Chairperson Seim and Secretary Kathy Boellstorff.

## **Student Panel**

Through videoconferencing a student panel shared their backgrounds and successes with the Board from their respective campus locations. Ms. Cummins introduced the students.

Mr. Feit asked that it be taped to share with the ACCT things that colleges do that are different.

### **Lincoln:**

#### **Josh Blazek**

**Josh Blazek** indicated that he is finishing his last quarter in Academic Transfer. He will transfer to a four-year institution. He chose to attend SCC Lincoln as the cost was less than UNL and for the smaller class size.

### **Milford:**

#### **Zac James & Samantha Pfleger**

**Zac James** indicated he is the President of the Milford Campus Student Senate. He is in his sixth quarter of the Energy Generation Operations program. He will graduate in June. The program has been a quick 18 months. This has been his best postsecondary education experience.

Mr. James had been employed at Kawasaki, but wanted to be able to provide a better life for his four children. He chose Milford because he had received a letter in the mail, he visited Milford, and decided to return to school.

**Samantha Pfleger** is a fourth quarter student in Nondestructive Testing. She was glad she attended Milford. She has had amazing instructors, and it has been a great journey. She chose Milford because of the smaller class size. She also has an older brother who was a past graduate of the Milford Campus.

### **Beatrice:**

#### **Maggie Parde**

**Maggie Parde** is the Student Senate President. After graduation she will transfer to UNMC. This is her third Board meeting she has attended. She chose to attend SCC Beatrice as it was close to home and to play volleyball.

Ms. Cummins thanked the IT staff for setting up the videoconference.

\*Chairperson Seim declared the Board in recess at 1:40 p.m.

\* Chairperson Seim declared the Board in regular session at 1:56 p.m.

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

## **2018-19 TUITION GRANTS & WAIVERS**

Last month the potential funding levels for 2018-19 tuition grants and waivers were presented. These reflect the approved tuition levels.

Dr. Kruse moved to adopt the enclosed schedule for 2018-19 tuition grants and waivers. Seconded by Mr. Schluckebier.

Roll call vote follows:

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

## **COLLEGE CATALOG CHANGES**

The proposed changes were reviewed last month, and there are no additional changes. The changes for the 2018-19 College catalog are:

**New Program Name:**

Agriculture Business and Management Technology Program change to **Agriculture Management and Production**

**Logical Extension:**

1. Livestock option within the Agriculture Business and Management Technology Program be extended to a separate program offering an AAS Degree in: **Livestock Management and Production.**
2. **AA in Business Administration** – Logical extension of the AAS Program in Business Administration with a degree for those students who wish to transfer to a four-year college in Business.

**New Programs:**

1. Certificate in Healthcare Services 18 qtr credits - Lincoln Campus
2. Certificate in Surgical First Assistant – 29.5 qtr credits - Lincoln Campus  
**Starting Fall 2019**
3. Diploma in Plumbing Technology – 52.5 qtr credits – Milford Campus

**Award Removals:**

Office Professional – removal of Certificate award

**Award Additions: Laddering Awards**

Energy Generation has added a certificate and diploma to ladder toward the AAS Degree

Mr. Ottmann moved to adopt the Catalog changes as presented. Seconded by Mr. Kubicek.

Roll call vote follows:

**FOR (10):**

Ottmann  
Kubicek  
Price  
Yates  
Feit  
Boellstorff  
Reiman  
Schluckebier  
Kruse  
Seim

**AGAINST (0)**

**ABSENT (1)**

Garver

**Motion Carried**

## **SECURITY CAMERAS FOR ALL CAMPUSES BID**

Dr. Illich stated that bids have been received and reviewed for new security cameras for the campuses.

Ms. Boellstorff moved to approve the bids submitted by Americom for new security cameras at all three campuses and Lincoln locations in the amount of \$141,804. Seconded by Mr. Schluckebier.

## SECURITY CAMERAS FOR ALL CAMPUSES BID (continued)

Roll call vote follows:

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

## DUNLAP CENTER RENOVATIONS BID

Dr. Illich indicated that bids have also been received and reviewed for renovations to the Dunlap Center.

Ms. Boellstorff moved to approve renovations to the Dunlap Center Cafeteria, Bookstore and Bathrooms in the amount of \$197,733. Seconded by Mr. Ottmann.

Roll call vote follows:

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

## LEGAL COUNSEL REPORT

No report.

## TIME AND PLACE FOR MAY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, May 15, at 3 p.m., in Milford.

## GOOD OF THE ORDER AND PUBLIC COMMENT


Chairperson Nancy Seim asked Board members to review the Board member listing to see if there should be any changes.

PTK ceremony and luncheon is April 25. Senator Ebke will be presenting at that event.

Mr. Reiman commend the staff for a terrific Wahoo Learning Center.

## ADJOURNMENT

Chairperson Seim adjourned the meeting at 2:04 p.m.

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

Kathy Boellstorff

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**April 9, 2018**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY</b>	<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Flessner, Deanne	Student Success Coach – Student Affairs			X			4/04/18	Replaces Vicki Fisher
Hernandez-Reyes, Leslie	Account Clerk III – Administrative Services			X			4/23/18	Replaces Sherri Jones-Parks
Hultgrien, Heather	Learning Center Coordinator – Community Services & Extended Learning			X			4/04/18	Replaces Kimberly Wallingford
Miles, Sandra	Assistant Bookstore Manager – Administrative Services				X		5/31/18	Retirement

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**April 9, 2018**

**Personnel Report: Faculty**

ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Arnold, Jan	Instructor, Social Science – Arts & Sciences Division				X		6/08/18	Retirement
Cady, Linda	Instructor, Medical Assisting – Health Sciences Division				X		6/08/18	Retirement
Colombe, Joyce	Instructor, Medical Lab Technology – Health Sciences Division				X		6/30/18	Retirement
Cummins, Paul	Instructor, Electrical Electromechanical – Construction & Electronics Division				X		6/30/18	Retirement
Haag, Gordon	Instructor, Business – Business Division				X		6/08/18	Retirement
Morphew, Ricky	Instructor, Auto Technology – Transportation, Welding & Agriculture Division				X		6/30/18	Retirement
Thompson, Aaron	Instructor, Building Construction – Construction & Electronics Division				X		6/07/18	Resignation
Zabel, Dan	Instructor, Welding – Transportation, Welding & Agriculture Division				X		6/30/18	Retirement

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer