

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, January 16, 2018, at the Milford Campus, Dunlap Center, Rooms A & B, 600 State Street, Milford, Nebraska.

ROLL CALL:

Present:

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

Absent:

Terrence Kubicek, Lincoln

Others Attending:

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

Registered Visitors:

Stu Osterthun, SCC Area
Amy Jorgens, SCC Area
Robin Moore, SCC Area
Bruce Tangeman, SCC Area
Jose J. Soto, SCC Area
Ed Koster, SCC Milford
Bob Morgan, SCC Beatrice
Dennis Headrick, 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, January 8, 2018, 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.

REORGANIZATION OF BOARD OF GOVERNORS

Election of Officers for 2018

Chairperson

Chairman Kruse handed out the list of Board members' interest in officer positions.

Mr. Feit nominated Nancy Seim for Chair.

Mr. Garver nominated Ed Price for Chair.

Chairman Kruse declared nominations closed.

Ballot votes were taken. Mr. Schultze counted the ballots:

Ms. Seim - 9

Rev. Price - 0

Vice Chairperson

Chairperson Seim then asked for nominations for Vice Chairperson.

Ms. Boellstorff nominated Jim Garver for Vice Chairperson.

Mr. Ottmann nominated Ed Price for Vice Chairperson.

Chairperson Seim declared nominations closed.

Ballot votes were taken. Mr. Schultze counted the ballots:

Mr. Garver - 8

Rev. Price - 1

REORGANIZATION OF BOARD OF GOVERNORS (continued)

Secretary

Chairperson Seim asked for nominations for Secretary.

Dr. Kruse nominated Kathy Boellstorff.

Mr. Reiman nominated Edward Price.

A ballot vote was taken, and the ballots were counted by Mr. Schultze. The results were:

Ms. Boellstorff – 8

Rev. Price – 1

Treasurer

Mr. Ottmann nominated Robert Feit for Treasurer.

Dr. Kruse moved that Robert Feit be elected Treasurer by unanimous acclamation. Seconded by Ms. Boellstorff.

Roll call vote follows:

FOR (9):

Kruse
Boellstorff
Yates
Schluckebier
Reiman
Price
Garver
Ottmann
Seim

AGAINST (0)

ABSTAINED (1):

Feit

ABSENT (1)

Kubicek

Officers for 2018 are:

Chairperson:	Nancy Seim
Vice Chairperson:	James Garver
Secretary:	Kathy Boellstorff
Treasurer:	Robert Feit

REORGANIZATION OF BOARD OF GOVERNORS (continued)

2) Team Membership Solicitation

Chairperson Seim handed around a team membership sign-up sheet, requesting that the sign-up sheet be returned by the end of the meeting.

CONSENT AGENDA

The following items were on the consent agenda:

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of December 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
- 6) Approval of Updated HR Forms in College Handbook

Mr. Feit moved approval of the consent agenda. Seconded by Mr. Schluckebier.

Roll call vote follows:

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

*Upon being called for their vote, the Board members 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. Schluckebier	V0635214
Mr. Reiman	V0635596
Mr. Ottmann	V0635218, V0635219
Dr. Kruse	V06355573

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through December 31, 2017. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$12,240)	
Tuition	(\$402,292)	
Other	\$108,347	
Total Revenues	(\$306,185)	-0.77%
Expenses		
Personal Services	(\$3,373,656)	
Operating	(273,9890)	
Travel	(88,827)	
Equipment	57,743	
Total Expenses	(\$3,678,720)	-8.2%
Net Position	\$3,372,535	

The budget report ending December 31, 2017, showed:

Percentage of Budget year	50%
Percentage of Budget spent	46.2%
Percentage of Board budget spent	42.5%

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

BOARD MEMBER REPORTS

Mr. Garver mentioned an editorial in the World Herald by Howard Hawks on proposed budget cuts and economic growth and asked that it be sent to the Board members.

BOARD TEAM REPORTS

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

Finance & Facilities. Ms. Boellstorff reported that the Finance & Facilities Team met prior to this meeting regarding renovations on the Welch Center. They have received bids for some things but hope to have all bids received by the February Board meeting. Cost is estimated around \$570,000.

Equity & HR. Mr. Tangeman indicated that the item approved in the consent agenda was the changeover in the College Handbook from a number of paper documents that have gone to online, and now providing a link.

NCCA. Mr. Schluckebier stated that the NCCA Board will meet Friday, January 19. A question was asked about the date that was to have been set for community college board members to meet and talk with their state senators.

An inquiry was made about the date for the NCCA annual meeting.

TCA. Mr. Ottmann reported on the joint board meeting. He indicated they are looking at ways to get more students into the training areas.

PRESIDENT'S REPORT

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

- Program statements are nearing completion. One has been submitted to the Coordinating Commission, one is to be approved at today's meeting, and the third one will be reviewed today and brought back for approval.
- Completed faculty-staff survey; preliminary results were shared at an inservice. They are still finalizing results.
- The Director of Advancement has been hired. He is developing plans for naming rights for gifts.
- A work session will be held in the future on how they are approaching fundraising.
- They have talked to the Foundation, and a fund has been set up for capital funds.
- Dr. Illich introduced Aaron Epps, who is the new facility director.

PRESIDENT'S REPORT (continued)

- Mr. Schultze has met with the facilities selection committee and oriented them to the process required by statute.
- Dr. Illich indicated they are working to acquire some land owned by the Foundation, about 50 acres, so they can proceed with the facilities master plan. The Foundation indicated their support to do so. The details will be worked out and brought back to the Foundation. It is hoped that it will be gifted to the College.
- Work will soon begin for the HLC qualitative initiative visit. Dr. Illich also indicated that they will make progress reports to the HLC annually.
- Specific plans will start to be made soon for the calendar conversion. A website will be set up to keep everyone informed. The semester calendar will begin in 2019-20.
- The Office of Civil Rights has finished a standard review, and they are developing a plan of agreement.
- A ribbon cutting for the Wahoo Learning Center is scheduled for Tuesday, April 17, at 10 a.m.
- Bev Cummins was testifying at the Legislature on the Campus Confidentiality Act. SCC already has this in place, known as the Counseling and Psychological Services (CAPS).
- A number of bills have been introduced in the Legislature. At the NCCA Board meeting on Friday, the NCCA board will review the Legislative Bills that potentially will affect community colleges.
- Dr. Illich attended the Martin Luther King breakfast last week and gave a short talk.
- Dr. Illich has also attended numerous other meetings.

FACULTY ASSOCIATION REPORT

There was no report.

STUDENT ACTIVITIES REPORT

Zac James reported for the Milford Campus Student Senate. Mr. James is a 5th quarter Energy Generation Operations student. He will graduate in June. He chose SCC for the good teacher student ratio and the caring nature of the instructors. His program also has good job placement and pay.

STUDENT ACTIVITIES REPORT (continued)

Student activities have revolved around the beginning of the quarter/return to classes: Move In Day, Minute to Win It activity, and Welcome Back Day; upcoming events include a blood drive, two new activities (a virtual reality movement event and a human trafficking awareness in Nebraska, conducted by an FBI agent), and in February – intramural basketball, and in March discovery days and health week.

Mr. James is from Lincoln. He is a single dad with four children. He works part-time at Office Depot. He did work at Kawasaki, but he had an opportunity to go to school and said it was the best decision of his life.

PUBLIC COMMENT

Administrative Presentation/Board Review

NONDESTRUCTIVE TESTING PRESENTATION

Bill Wiley, instructor for the Nondestructive Testing Program, indicated that Nondestructive Testing (NDT) is a unique program. It was started in 1979, a premiere program in the United States. There is only one other competitor, in Hutchinson, Minnesota.

NDT uses different testing methods to test a part without destroying it. Methods of inspection to determine the condition and fitness for service of component or structure include: ultrasonic inspection, radiography inspection, eddy current inspection, liquid penetrant inspection, visual inspection, and magnetic particle inspection.

Industries using nondestructive testing include: aircraft and aerospace, chemical and petrochemical, infrastructure – bridges and buildings, pipelines and facilities, defense, transportation.

In 2016 there were 20 graduates. A question was asked about the number of females in the program. Mr. Wiley indicated there are three females in the program right now.

Mr. Wiley, along with student, Riley Bloomingkamp, demonstrated eddy current inspection.

PRESIDENT'S GOALS FOR 2018

Dr. Illich handed out his proposed goals for 2018. His goals are in three areas: relationship building, strategic and operational planning, and collaboration with regional and state associations and agencies. He modified some goals from last year and made some goals more specific.

Any suggestions on goals for Dr. Illich should be directed to Chairperson Seim by January 30. The goals will be brought back to the Board for approval in February.

BEATRICE CAMPUS CUSTOM FARMING AGREEMENT

Bob Morgan stated that the Beatrice Custom Farming Agreement is the same as in the past. This is a very good partnership with the Foundation. The lease is for \$100,000 but goes into scholarships. It is for 735 acres with 642 farmable acres.

The agreement will be brought back for approval next month.

INSTITUTIONAL RESEARCH - STUDENT PERFORMANCE REPORT

This topic will be on February's meeting agenda.

GRADUATION CALENDAR/SIGN-UP

Chairperson Seim handed around the sign-up sheet for Board members to sign up to hand out diplomas at graduation.

Chairperson Seim asked Board members to return their team survey form.

*Chairperson Seim declared the Board in recess at 4:31 p.m.

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

HEALTH SCIENCES LINCOLN PROGRAM STATEMENT

Dr. Illich briefly reviewed the program statement for the proposed Health Sciences building. He indicated it would be 81,000 sq. ft. He indicated this building will take care of current and future health science needs.

Dr. Illich indicated this will be brought back for approval next month.

FACILITIES PROJECTS TIMELINE

Dr. Illich reviewed timelines. A couple of the timelines are:

Falls City Learning Center:

- Design phase – January 2018
- CMR or bid process - March 2018
- Begin construction - April 2018
- Completion Estimated - February 2019

Beatrice / Milford Residence Halls

- RFP for CMR– January 2018
- Select CMR – February 2018
- Board approval of CMR contract;
- Secure revenue bond finance - March 2018
- Begin Construction - April 2018
- Estimated Construction Completion - August 2019

Dr. Illich pointed out that Aaron Epps will be completing a master timeline that will be maintained on a website that has this type of information.

Discuss, consider and take all necessary action with regard to:

2018-19 BUDGET CALENDAR

Dr. Kruse moved to adopt the 2018-19 College budget calendar. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

CONSTRUCTION MANAGER AT RISK PROCESS FOR BEATRICE RESIDENCE HALL/DINING HALL AND MILFORD RESIDENCE HALL

Mr. Schultze review the CMR process.

It was suggested that in Paragraph 1 – that the wording on lines read-- ...the proposed construction of Residence Halls on the Milford, Nebraska... (removed the “a” before Residence and added an “s” to Hall.

Mr. Feit moved the following, as corrected,

That the Board of Governors of this College should, and does hereby:

1. Select the construction delivery method of "Construction Management at Risk" under the provisions of the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. §§ 13-2901, et. seq. (the "Act") for Southeast Community College for the proposed construction of a Residence Hall and Dining Hall buildings on the Beatrice, Nebraska campus of the College, and the proposed construction of Residence Halls on the Milford, Nebraska campus of the College (hereinafter referred to as "the Project" or "the Projects"), and,
2. Directs and delegates to the President of the College all authority to initiate and carry out all actions necessary to comply with the requirements of the Act, including but not limited to the issuance of a Request for Letters of Interest and Qualifications and Proposals for the position of Construction Management at Risk for the Project or Projects, the appointment of the Selection Committee to evaluate the proposals received from firms in response to the Request for Letters of Interest and Qualifications and Proposals for the position of Construction Management at Risk for the Project or Projects, and, to rank the submitting firms and make recommendations to the Board of Governors regarding the selection of the construction manager or managers for the Projects, collectively or individually.

Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (10):

Feit
Schluckebier
Reiman
Yates
Boellstorff
Price
Garver
Ottmann
Kruse
Seim

AGAINST (0)

Motion Carried

ABSENT (1)

Kubicek

GENERAL PURPOSE CLASSROOM STATEMENT - BEATRICE

Mr. Garver moved to approve the construction of a new general classroom building on the Beatrice Campus; and to approve the Program Statement for this building and authorize the submittal of the Program Statement document to the Nebraska Coordinating Commission for Postsecondary Education for their approval. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

LEGAL COUNSEL REPORT

Mr. Schultze indicated there has been a lot of legislation introduced, and they are keeping an eye on it.

TIME AND PLACE FOR FEBRUARY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, February 21, at 3 p.m., at the Continuing Education Center.

GOOD OF THE ORDER AND PUBLIC COMMENT

Mr. Reiman asked for the new mileage rate for 2018. Dr. Illich indicated it was 54.5 cents/mile beginning January 1.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:15 p.m.

Kathleen A. Boellstorff

Kathy Boellstorff

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

January 8, 2018

Personnel Report: Staff (Non-Faculty)								
ACTION TAKEN								
NAME	ASSIGNMENT			RP	RS	TR	EFFECTIVE DATE	COMMENT
Evers, Allison	CCAMPIS Project Coordinator – Community Services Division			X			1/16/18	Replaces Traci Ripple
Weakland, Haley	Admissions Technician – Student Services Division			X			1/02/18	Replaces Bridgett Erickson

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

January 8, 2018

Personnel Report: Faculty

ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Carroll, Sheila	Instructor, ADN/LPN – Health Division			X			1/03/18	Replaces Gabe Bodeman
Eckart, Andrew	Instructor, Paramedic – Health Division		X				1/08/18	
Engelhaupt, Jennifer	Instructor, Human Services – Community Services Division			X		X	1/03/18	Replaces Cinda Konken. Reassignment from .75 to 1.0 FTE
Jones, Veronica	Instructor, Human Services – Community Services Division						1/03/18	Reduction in contract from 1.0 to .75 FTE
Likens, Shaylin	Instructor, ADN/LPN – Health Division			X			1/22/18	Replaces Crystal Higgins
Otto, Terry	Instructor, Electronics – Construction & Electronics Division				X		12/18/17	

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer