

SOUTHEAST COMMUNITY COLLEGE

Chairperson Nancy Seim called the regular meeting of the Southeast Community College Board of Governors to order at 2:00 p.m. on Tuesday, August 20, 2019, at the SCC Plattsmouth Learning Center, 537 Main Street, Plattsmouth, 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
Lynn Schluckebier, Seward
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Linda Hartman, Faculty Representative

Absent:

Edward Price, Lincoln (arrived at 2:22 p.m.)

Others Attending:

Paul Illich, President
Rex Schultze, Legal Counsel
Katy Novak, SCC Area

Registered Visitors:

Stu Osterthun, Area Office
Bob Redler, Faculty Association
Robin Moore, Area Office
Dennis Headrick, Area Office
Edward J. Koster, Milford
Bob Morgan, Beatrice
Bev Cummins, SCC Lincoln
Mike Pegram, SCC Lincoln
Melissa Troyer, SCC Lincoln
Jose J. Soto, Area Office

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 12, 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

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 16, 2019 Regular Board Meeting and July 30, 2019 Work Session Minutes
- 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) Ratification of NSWERS agreement

Dr. Weissinger asked that item 6 of the Consent Agenda be moved to 13e.

Dr. Kruse moved approval of the consent agenda as amended. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (10):

Kruse*

Feit*

Ottmann

Garver

Weissinger

Boellstorff*

Yates

Schluckebier

Seim

Hammons

AGAINST (0)

ABSENT (1)

Price

Motion Carried

*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.

| | |
|-----------------|----------|
| Ms. Boellstorff | V0703989 |
| Mr. Feit | V0704163 |
| Dr. Kruse | V0704088 |

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through July 31, 2019. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

| Revenue: | Variance: | |
|-----------------------|--------------------|---------------|
| Local Taxes | \$36,226 | |
| Tuition | (\$70,629) | |
| Other | \$24,155 | |
| Total Revenues | (\$10,248) | -0.15% |
| Expenses: | | |
| Personal Services | (\$817,357) | |
| Operating | (\$127,188) | |
| Travel | (\$32,433) | |
| Equipment | ---- | |
| Total Expenses | (\$976,978) | -12.6% |
| Net Position | \$966,730 | |

The budget report ending July 31, 2019 showed:

| | |
|----------------------------------|------|
| Percentage of Budget year | 8% |
| Percentage of Budget spent | 7.3% |
| Percentage of Board budget spent | 3.2% |

Mr. Garver moved acceptance of the financial report. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

FINANCIAL REPORT (continued)

Roll call vote follows:

| <u>FOR (10):</u> | <u>AGAINST (0)</u> | <u>ABSENT (1)</u> |
|------------------|------------------------------|-------------------|
| Garver | | Price |
| Schluckebier | | |
| Kruse | | |
| Hammons | | |
| Boellstorff | <u>MOTION CARRIED</u> | |
| Feit | | |
| Ottmann | | |
| Yates | | |
| Seim | | |
| Weissinger | | |

BOARD MEMBER REPORTS

Board members reported attendance at the following:

Residence Hall – Milford – Ribbon Cutting Ceremony

Chairperson Seim
Ms. Boellstorff
Mr. Hammons

Faculty/Staff Awards Ceremony – Lincoln

Chairperson Seim

Faculty/Staff Awards Ceremony – Milford

Ms. Boellstorff
Mr. Feit

Meet-and-Greet Event for District 1 State Senator Julie Slama

Mr. Ottmann
Ms. Boellstorff

BOARD TEAM REPORTS

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

Finance & Facilities. Ms. Boellstorff reported that they briefly met and reviewed the Facilities Project Status document.

NCCA. Mr. Schluckebier reported on the NCCA Board meeting, held on August 5. The budget was approved for 2020, new officers appointed, reviewed report by the Coordinating Commission, and

heard about the Math Readiness project. In the rotation schedule of officers, it is Southeast Community College's turn to serve in the treasurer position. Mr. Schluckebier will serve as the treasurer.

The new State Coordinator for ACCT is R. J. Savely from Western Nebraska Community College.

PRESIDENT'S REPORT

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

- NCCA meeting on the August 5.
- Facilities updates
- Beatrice lightning strike that took out network connections to Kennedy.
- Program Statement for remodel of student services: Met with Coordinating Commission and they gave some feedback, so we want to ensure that the Board approves the same program statement that was reviewed/approved by Coordinating Commission.
- Discussed option for Sampson/Caspers Construction to build a second housing unit in Milford and will notify the Coordinating Commission of this intent.
- Met with Senator Clements at Course restaurant and discussed L.B. 27 and other improvements happening at Southeast Community College.
- Strategic Planning committee is making progress; will be making draft goals and objectives to present to the Board.
- Advancement: naming rights on Phase 1 projects. Also discussed fundraising event.
- Branding campaign: partnering with Firespring to launch the marketing plan. Developing plan over next couple of months and launching campaign in December.
- Planning to begin the housing project on Lincoln Campus next year.
- Enrollment: 8500 students registered for fall semester. Could pick up 25% of enrollment this/next week.

Dr. Weissinger asked Dr. Illich to confirm that the funding for residence halls is typically net-neutral. Dr. Illich confirmed. Dr. Weissinger also asked about enrollment and equivalency. Dr. Illich talked about educating students on the new enrollment process.

FACULTY ASSOCIATION REPORT

Bob Redler reported that:

- Instructors have been busy preparing for the upcoming semester.
- Faculty are excited about the new food service in Milford.
- Auto Collision Repair program completed the renovation of a vehicle with the National Auto Body Council as part of their recycled rides program and with the Community Action Partnership of Lancaster and Saunders County. This vehicle was donated to an anonymous single parent of three so that the single parent would be able to take a new job and help sustain their family.

STUDENT ACTIVITIES REPORT

No student activities report.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

STUDENT SERVICES: FINANCIAL AID PRESENTATION

| | |
|-----------------------------------|--|
| NAME OF PRESENTER | Melissa Troyer and Mike Pegram |
| TITLE OF PRESENTER | Financial Aid Basics |
| SHORT DESCRIPTION OF PRESENTATION | Organization chart within the financial aid area, what they do, the types of financial aid available to prospective and current students, and a Q&A session. |

Ms. Troyer and Mr. Pegram reviewed financial aid basics. Questions were asked:

- How the change to the semester system would affect students. Mr. Pegram discussed the aid disbursement would be spread out – occurring four times a year rather than eight times a year.
- What one thing would be effective in reducing student loan debt. Mr. Pegram pointed out that students need to be educated about the loans, to help them understand borrowing and expenses.
- What the average student loan is. Ms. Troyer indicated that it is dependent on the program.

- What kind of Payment Plan is available. Mr. Pegram said that they are in the midst of implementing a Nelnet solution, which they hope can be implemented in time for the spring semester.
- Discussion also followed on whether some programs are eligible for more funding than others and on the default rate.

Dr. Illich pointed out the Learn to Dream program, which has been extended to a second year.

INSTITUTIONAL RESEARCH PRESENTATION ON LEARNING CENTERS

Robin Moore, Administrative Director of the Institutional Research Office, provided an update on the learning centers. The presentation included enrollment and demographic data for each of the locations. Because the learning centers represent one of our strategic objectives, the discussion included an update on the associated institutional metrics.

Lyn Belitz, Coordinator for the Plattsmouth Learning Center, stated that half of the students using this Learning Center, attend full-time and come to the Center for support. There have been limitations due to approved locations and availability of classes for distance.

A question was asked about an emphasis on boosting noncredit classes. Dr. Illich stated that Continuing Education classes are targeted as a starting point, and the credit part will grow.

2019-20 GENERAL FUND AND CAPITAL FUND BUDGET

Amy Jorgens provided an overview of the 2019-20 General Fund and Capital Fund Budget. Although the Board had reviewed the 2019-20 budget previously, Ms. Jorgens provided a brief update prior to the action item to approve advertisement of the 2019-20 General Fund Budget and Capital Fund Budget.

It was questioned how figures received from Coordinating Commission differ from the estimates used. Ms. Jorgens said that they are very close to the numbers that had been used.

A question was asked about the tuition number for revenue, which was less than last year. Ms. Jorgens said that we do not have the historical data without the summer semester.

**DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO:
AUTHORIZATION TO ADVERTISE 2019-20 BUDGET**

Mr. Garver moved to approve the advertising of the 2019-20 proposed budget totaling:

| | |
|---------------------------------|----------------------|
| Unrestricted | \$ 92,910,156 |
| Self-Supporting Funds | 111,600,000 |
| Capital Improvement Fund | 77,123,952 |
| TOTAL BUDGET 2019-20 | \$281,634,108 |

Seconded by Dr. Kruse.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

MOTION CARRIED

INFRASTRUCTURE TO SUPPORT FACILITIES PROJECTS

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area should and does hereby authorize and approve:

- (1) Proceeding with capital improvement projects for the construction of utility installation at the SCC Beatrice, Lincoln, and Milford campuses with funding of a portion of such improvements to be paid in part from SCC Capital Improvement Fund in an amount not to exceed \$2,000,000.00,
- (2) Directs the SCC President, or his designee, to take all actions necessary to procure design professionals and construction contractors for such projects according to law and Board of Governors policy.

Seconded by Mr. Ottmann.

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 | | |
| Ottmann | | |
| Kruse | | |
| Schluckebier | | |
| Hammons | | |
| Garver | | |
| Feit | | |
| Yates | | |
| Price | | |
| Weissinger | | |
| Seim | | |

MOTION CARRIED

HOSPITALIZATION, MEDICAL, SURGICAL, ACCIDENT, SICKNESS, OR TERM LIFE INSURANCE COVERAGE PARTICIPATION

Dr. Weissinger moved to allow members to participant in any hospitalization, medical, surgical, accident, sickness, or term life insurance coverage offered to the Southeast Community College Area employees. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

MOTION CARRIED

BOARD GOALS

Dr. Kruse moved that the Board of Governors of the Southeast Community College Area should and does hereby authorize and approve Board of Governors Mission Action Plan for 2019-2020. Seconded by Mr. Hammons.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

| <u>FOR (11):</u> | <u>AGAINST (0)</u> | <u>ABSENT (0)</u> |
|-------------------------|------------------------------|--------------------------|
| Kruse | | |
| Hammons | | |
| Schluckebier | | |
| Boellstorff | | |
| Garver | | |
| Feit | <u>MOTION CARRIED</u> | |
| Ottmann | | |
| Yates | | |
| Price | | |
| Seim | | |
| Weissinger | | |

RATIFICATION OF NSWERS AGREEMENT

Dr. Weissinger moved for the approval of the ratification of the NSWERS agreement. Seconded by Mr. Garver.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

| <u>FOR (10):</u> | <u>AGAINST (0)</u> | <u>ABSENT (0)</u> |
|-------------------------|------------------------------|--------------------------|
| Weissinger | | |
| Garver | | |
| Kruse | | |
| Ottmann | <u>ABSTAINED (1)</u> | |
| Price | Yates | |
| Feit | | |
| Boellstorff | | |
| Schluckebier | <u>MOTION CARRIED</u> | |
| Hammons | | |
| Seim | | |

TIME AND PLACE FOR SEPTEMBER MEETING

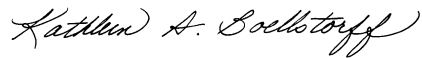
Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, September 17, at 3:00 p.m. in Milford.

GOOD OF THE ORDER AND PUBLIC COMMENT

Mr. Feit noted that it was unusual to hear **Thank You** for building a new dorm in Milford. Dr. Illich said that the Board got a lot of **thank-you's** during the two outstanding faculty and staff awards ceremonies.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 4:06 p.m.



Kathy Boellstorff
Secretary

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

August 9, 2019

| Personnel Report: Staff (Non-Faculty) | | | | | | | | | |
|--|---|-------------|--|-----------|-----------|-----------|-----------|-----------------------|---|
| ACTION TAKEN | | | | | | | | | |
| NAME | ASSIGNMENT | RANK | | AD | RP | RS | TR | EFFECTIVE DATE | COMMENT |
| Brown, Terri | Student Affairs System Specialist – Technology | N16 | | X | | | | 8/26/19 | |
| Clark, Lydia | Residence Life Assistant Manager – Student Affairs Division | N06 | | | X | | | 8/12/19 | Replaces Joanna Kisby |
| Ibarra, Shannon | Campus/Student Services Assistant | N06 | | | X | | X | 9/03/19 | Internal Transfer to replace Joanna Kisby |
| Lange, Rose | Administrative Assistant II – Health Division | N10 | | | | X | | 9/30/19 | Retirement |
| Roth, Denise | Administrative Assistant II – Instructional Division | N10 | | | | X | | 8/05/19 | Resignation |
| Soucie Kitt, Jennifer | SENCAP Coordinator – Instruction Division | P01 | | | X | | | 8/01/19 | Replaces Cheryl Parks |
| Vosburg, Jennifer | Student Success Coach, Learn To Dream – Student Affairs | P02 | | | X | | | 8/12/19 | Replaces Sarah Aguirre |

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

August 9, 2019

Personnel Report: Faculty

ACTION TAKEN

| NAME | ASSIGNMENT | AD | RP | RS | TR | EFFECTIVE DATE | COMMENT |
|------------------------|--|----|----|----|----|----------------|-------------------------|
| Bandt, Christopher | GM ASEP Instructor – Transportation Division | | X | | | 8/01/19 | Replaces Jon Kisby |
| Borcherding, David | Business Instructor – Business Division | | X | | | 8/01/19 | Replaces Nicole Barrett |
| Crouch, Patrick | Criminal Justice Instructor - Business & Community Services Division | | | X | | 12/20/19 | Retirement |
| Jones-AKI, Veronica | Human Services Instructor – Health Sciences Division | | | X | | 5/15/20 | Retirement |
| Miller, Julie | Early Childhood Instructor – Arts & Sciences Division | | | X | | 8/16/19 | Resignation |
| Morris, Jace | Automotive Technology Instructor – Transportation Division | | X | | | 8/01/19 | Replaces Ken Jefferson |
| Petsch, Ron | Building Construction Technology Instructor - Construction, CIT & Manufacturing Division | | | X | | 12/20/19 | Retirement |
| Schottel, Ronicka | Criminal Justice Instructor – Business & Community Services Division | | X | | | 8/01/19 | Replaces Doug Johnson |
| Smith, Dustin | Automotive Technology Instructor – Transportation Division | | X | | | 8/01/19 | Replaces Rick Morphew |
| Trapletti, John | Automotive Technology Instructor – Transportation Division | | X | | | 8/01/19 | Replaces Eugene Furry |

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer