

## 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, August 15, 2017, at Education Square, Room 105, 1111 O Street, Lincoln, Nebraska.

### **ROLL CALL:**

#### **Present:**

Dale Kruse, Beatrice  
Nancy Seim, Lincoln  
James Garver, Lincoln  
Robert Feit, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Lynn Schluckebier, Seward  
Kristina Yates, Lincoln  
Pat Galitz, Faculty Representative  
Mercedes Nelms, Lincoln Campus Student Representative

#### **Absent:**

Kathy Boellstorff, Johnson (arrived at 3:09 p.m.)  
Terrence Kubicek, Lincoln (arrived at 3:30 p.m.)

#### **Others Attending:**

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

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Jose J. Soto, SCC Area  
Amy Jorgens, SCC Area  
Bruce Tangeman, SCC Area  
Dennis Headrick, SCC Area  
Robin Moore, SCC Area  
Bob Morgan, SCC Beatrice  
Bev Cummins, SCC Lincoln  
Bob Redler, Faculty Association

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 Tuesday, August 8, 2017, 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.

## CONSENT AGENDA

Chairman Kruse reviewed the items on the 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 July 18, 2017, Regular Board Meeting
  - 3) Approval of Minutes of July 11, 2017, Work Session of Board
  - 4) Approval and Ratification of Bills and Claims
  - 5) Approval of Personnel Changes for College Administrative and Support Personnel
  - 6) Approval of Hiring and/or Resignations of Instructional Staff
  - 7) Approval of Organizational Charts

\*Ms. Boellstorff arrived at 3:09 p.m.

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

Ms. Boellstorff moved to amend the motion to move Item 3) Approval of Minutes of July 11, 2017, Work Session of Board from the Consent Agenda and place same on the regular agenda of this meeting for discussion and action.

Chairman Kruse asked for discussion. There was none.

## CONSENT AGENDA (continued)

Roll call vote follows:

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

Chairman Kruse asked for discussion on the amended motion: approval of the consent agenda items as presented except to move Item 3) Approval of Minutes of July 11, 2017, Work Session of Board from the Consent Agenda and place same on the regular agenda of this meeting for discussion and action. 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>
Feit		Kubicek
Schluckebier		
Reiman		
Boellstorff		
Garver	<b><i><u>Motion Carried</u></i></b>	
Ottmann		
Yates		
Price		
Seim		
Kruse		

A question was asked of legal counsel about the need to separate out those items that a Board member wants to abstain from voting on. Mr. Schultze indicated that before the vote is taken a Board member could state what they would abstain from voting on.

## APPROVAL/ADDITIONS TO MINUTES OF 7/11/2017

Mr. Schluckebier moved approval of the minutes of 7/11/2017. Seconded by Mr. Feit.

Chairman Kruse asked for discussion. There was none.

## APPROVAL/ADDITIONS TO MINUTES OF 7/11/2017 (continued)

Roll call vote follows:

<b><u>FOR (8):</u></b> Schluckebier Feit Price Garver Ottmann Seim Reiman Kruse	<b><u>AGAINST (0)</u></b>  <b><u>ABSTAINED (2):</u></b> Boellstorff Yates  <b><u>Motion Carried</u></b>	<b><u>ABSENT (1):</u></b> Kubicek
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## FINANCIAL REPORT

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

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	-11,040	
Tuition	-379,605	
Other	-22,012	
<b>Total Revenues</b>		<b>-8.38%</b>
<b>Expenses</b>		
Personal Services	-585,311	
Operating	-139,856	
Travel	-23,373	
Equipment		
<b>Total Expenses</b>	<b>-748,549</b>	<b>-10.4%</b>
<b>Net Position</b>	<b>\$335,883</b>	

## FINANCIAL REPORT (continued)

The budget report ending July 31, 2017 showed:

Percentage of Budget year	8%
Percentage of Budget spent	-10.4%
Percentage of Board budget spent	8.3%

Legal fees were questioned, pointing out that they are exorbitantly higher than in previous years. Dr. Illich pointed out that there's a lot more things going on that need legal advice, and the budget will show increases for this.

Another question was asked about the embezzlement situation, any legal fees required for it, and if the money has been recouped. Legal counsel, Mr. Schultze, explained that the case is currently in the criminal system. The College has paid no legal fees for this situation at this time. Hopefully it will result in restitution. Legal counsel is monitoring this case. Another question was asked on this topic about the cost of the auditors looking into the situation. Mr. Schultze indicated that these costs could be requested to be reimbursed.

\*Mr. Kubicek arrived at 3:30 p.m.

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

Chairman Kruse 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 (0)</u></b>
Garver		
Ottmann	<b><u>ABSTAINED (1)</u></b>	
Price	Kubicek	
Feit		
Boellstorff	<b><u>Motion Carried</u></b>	
Yates		
Schluckebier		
Seim		
Reiman		
Kruse		

## BOARD MEMBER REPORTS

There were no Board member reports.

## BOARD TEAM REPORTS

**Executive.** Chairman Kruse stated the team met and set the agenda.

**Finance & Facilities.** Ms. Boellstorff stated the team met prior to the Board meeting. There were two items on the agenda and other updates were given. The first item was the construction of a Biology/Anatomy & Physiology Lab at Milford. Estimates costs are approximated at \$186,600. The intent is to hold classes in January 2018.

The other topic was the roof replacement for Roosevelt Hall. The roof is 17 years old, and a storm earlier this spring damaged the roof.

The team also reviewed information on the Ayars building and the culinary expansion. Culinary classes will be held in the new addition in January 2018.

**NCCA.** Mr. Schluckebier reported that the NCCA Board met on Monday, August 14. They approved the 2018 budget, which is less than the 2017 budget due to the overlap of employment of Greg Adams and Dennis Baack. They also reviewed a board member advocacy action plan. Dr. Chipps was awarded the CEO of the Year for the Western Region of ACCT. The NCCA Board also elected officers, which is by rotation. Rev. Price is chair for this coming year of NCCA.

## PRESIDENT'S REPORT

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

- Administrative Seminar Retreat – covered topics include Title IX, student organizations, information technology update, and leadership.
- They are working on four program statements.
- Three board members are going to Madison, Wisconsin, next week to visit the facilities.
- The draft RFP is being developed for housing in Beatrice and Milford.
- Dr. Illich met recently with Nebraska Wesleyan president and cabinet. They are working on offering a scholarship program, specifically targeting SCC students, and details need to be worked out yet.
- The Assurance Review was submitted last week.
- Formal notification was received from the Higher Learning Commission of their approval of the College's request to move from the quarter calendar to a semester calendar. A copy of the letter was handed out.
- Headcount is up slightly.
- Learning centers have strong enrollment - 1300 enrolled. There were 11 credit courses offered.
- The Career Academy has over 400 students enrolled. They are reviewing how to add additional tracks.
- Dr. Illich indicated he has signed an engagement letter for appraisal for the value of this property (Education Square). It should be available in 5 weeks.

Mr. Garver pointed out he substituted for Mr. Ottmann recently for a joint board meeting of The Career Academy.

It was also pointed out there are needs for aviation technicians. Dr. Illich indicated that Mr. Morgan's office will look at new programs.

A question was raised about other engagement letters out for appraisals. Dr. Illich said there were no other engagement letters out. A concern was pointed out that last month there was a sense of urgency. Dr. Illich indicated he also has to look at the money that is available for purchasing land.

## **FACULTY ASSOCIATION REPORT**

Bob Redler gave a brief report. He indicated they are still working out kinks in the new contract. Training needs to be done. He also indicated that the Faculty Association and Administrative groups will continue to meet quarterly.

## **STUDENT ACTIVITIES REPORT**

Mercedes Nelms reported on Lincoln Campus student activities. The activities include: Pop and popcorn for the first day of classes for the summer quarter (282 attended), Smoothie Day (237 attended), Blood Drive (48 donated), Nutrition Day (52 attended); Zoo Night (261 attended – of which 90 were students and the rest were guests), and Romance Day (focus on relationships – 36 attended). Upcoming events include the solar eclipse event and a summer fun day with a dunk tank.

Ms. Nelms indicated she is from Lincoln and is in the Early Childhood Education program. She chose SCC as friends and family have graduated from here. SCC had a good reputation as does the program, and she like the class sizes and the cost to attend.

## **PUBLIC COMMENT**

There was no public comment.

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

## **PHARMACY TECHNICIAN PRESENTATION**

Elina Pierce, Pharmacy Technician program chair, highlighted the Pharmacy Technician program. She pointed out that the program initially started in 2007 at the Beatrice Campus, and then the program was moved to Education Square.

## **PHARMACY TECHNICIAN PRESENTATION (continued)**

Ms. Pierce reported that the Pharmacy Technician Program is a diploma program. The program intakes a maximum of 30 students in each cohort. The start dates are in July for face to face, and online students start in January.

The program is accredited by the American Society of Health-System Pharmacists (ASHP) / Accreditation Council for Pharmacy Education (ACPE) since the program began. Students from the SCC program have a 90% pass rate on the national exam that they take before they graduate. The national average is 72%.

Ms. Pierce gave the Board members a quick prescription activity, using the codes physicians use in writing prescriptions.

Ms. Pierce pointed out that every student finds a job as Pharmacy Technicians are in high demand. A few go on to other programs. Most of the graduates stay in the Omaha-Beatrice-Lincoln area.

## **BIOLOGY/ANATOMY & PHYSIOLOGY LAB CONSTRUCTION-MILFORD**

Mr. Koster handed out information on the cost proposal for a new Biological Sciences lab in Milford.

Carolee Ritter, Arts & Sciences Dean, reviewed the new offerings for the Milford Campus. She indicated that to jump start the transfer classes at the Milford Campus, they need to offer something in high demand. They will start with anatomy and physiology classes. This is also an excellent way to bring more female students to the Milford Campus.

Dr. Ritter also pointed out the general ed classes are high demand courses, and there are 120 sections scheduled for this fall in Lincoln.

Mr. Koster indicated since the Milford Campus doesn't have a biology lab, their plans are to construct one, using in-house labor. They anticipate cost of remodeling to be \$52,000, and equipment/supplies to be approximately \$134,000. Mr. Koster hopes to bring the bids to the September Board meeting so they can move forward so that classes can be offered in January.

In response to questions, Mr. Koster indicated the lab will be in the Eicher Technical Building, second floor, southwest corner. It is currently unused space, which was formerly used by Electronics. Once the changeover to semester, it will probably appeal to Doane and Concordia students also.

\*Chairman Kruse declared the Board in recess at 4:27 p.m.

\*Chairman Kruse declared the Board in regular session at 4:38 p.m.



## CLIMATE SURVEY PRESENTATION

Dr. Illich reported that Jose Soto, Vice President of Access/Equity/Diversity, approached the IR office to conduct a survey about the atmosphere for students. There were approximately 1600 students who participated. This was an excellent opportunity for the students to express what type of climate exists. The key findings were that SCC is doing well.

Mr. Soto indicated there were three basic questions: are they treated with respect, are the issues of inclusion and diversity important, and have they witnessed or experienced bias/ exclusion. There were some differences identified that need attention: issues of disability, LBGTO, and ESL.

In response to what the College could do better, some suggestions were adding activities, events, clubs; hiring more diverse faculty and staff; provide more services or flexibility for students and continuing communication about diversity.

Mr. Soto pointed out next steps: audits, focus groups, plans to address/correct, training, education, and compliance monitoring.

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

### CONSTRUCTION MANAGER AT RISK

Mr. Schultze reviewed the Construction Manager at Risk policy. He indicated this policy will be relied upon whenever the construction management at risk process is selected.

Mr. Feit moved to:

- 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 in conjunction with a public/private development and financing agreement for the proposed construction of dormitories on the Beatrice, Nebraska and Milford, Nebraska campuses of the College (hereinafter referred to as "the Project" or "the Projects"), and hereby directs the President of the College and selected College legal counsel 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, as part of the public/private development and financing agreement for the Project or Projects.**

## CONSTRUCTION MANAGER AT RISK (continued)

2. **Waive second reading and approve the Board of Governors policy attached hereto promulgated pursuant to the Act, namely the policy entitled, "Construction Management at Risk under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. § 13-2901 et seq. - Construction Delivery Method".**
3. **Appoint the following persons to 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 in accordance with Neb. Rev. Stat. § 13-2910, as part of the public/private development and financing agreement for the Project or Projects (must have at least five (5) members):**
  - (a) **Member(s) of the Board of Governors: Chair of the Board (or designee)**
  - (b) **Member(s) of the College's administration or staff: Dr. Paul Illich, President (or designee).**
  - (c) **The College's architect or engineer: Greg Newport (or designee) of Clark Enersen Partners.**
  - (d) **Any person having special expertise relevant to selection of a construction manager under the Nebraska Political Subdivisions Construction Alternatives Act: Jason Kress (or designee), Project Control.**
  - (e) **A resident(s) living within the College's service area other than an individual included in (a) through (d) above: \_\_\_\_\_.**

Questions were asked about who will select the individuals. Chairman Kruse indicated it will be the Chairman of the Board of Governors as stated in the policy.

Mr. Kubicek moved to amend the motion by separating Item #2 out of the motion and approve the following (Item #2) with this amendment.

**#2 -Waive second reading and approve the Board of Governors policy attached hereto promulgated pursuant to the Act, namely the policy entitled, "Construction Management at Risk under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. § 13-2901 et seq. - Construction Delivery Method".**

Seconded by Rev. Price.

Chairman Kruse asked for discussion. There was none.

## CONSTRUCTION MANAGER AT RISK (continued)

Roll call vote follows:

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

Vote on the motion, amended to only Item #1 and #3

**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 in conjunction with a public/private development and financing agreement for the proposed construction of dormitories on the Beatrice, Nebraska and Milford, Nebraska campuses of the College (hereinafter referred to as "the Project" or “the Projects”), and hereby directs the President of the College and selected College legal counsel 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, as part of the public/private development and financing agreement for the Project or Projects.**

**Appoint the following persons to 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 in accordance with Neb. Rev. Stat. § 13-2910, as part of the public/private development and financing agreement for the Project or Projects (must have at least five (5) members):**

- (a) **Member(s) of the Board of Governors: Chair of the Board (or designee)**
- (b) **Member(s) of the College’s administration or staff: Dr. Paul Illich, President (or designee).**
- (c) **The College’s architect or engineer: Greg Newport (or designee) of Clark Enersen Partners.**
- (d) **Any person having special expertise relevant to selection of a construction manager under the Nebraska Political Subdivisions Construction Alternatives Act: Jason Kress (or designee), Project Control.**
- (e) **A resident(s) living within the College’s service area other than an individual included in (a) through (d) above: \_\_\_\_\_.**

Chairman Kruse asked for discussion. There was none.

## CONSTRUCTION MANAGER AT RISK (continued)

Roll call vote follows:

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

## LEGAL COUNSEL REPORT

Legal Counsel had no report.

## TIME AND PLACE FOR SEPTEMBER MEETING

Chairman Kruse reported that the next regular Board meeting is scheduled for Tuesday, September 19, at 3 p.m. at the Milford Campus

## GOOD OF THE ORDER AND PUBLIC COMMENT

Dr. Illich introduced Jill Sand, the new Dean of Health Occupations.

## ADJOURNMENT

Chairman Kruse adjourned the meeting at 5:36 p.m.



James J. Garver, Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**August 2, 2017**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Hickey, Justus	John Deere Trainer – Transportation Division				X		7/28/17	Resignation
Jiskra, Diane	Payroll/Benefit Specialist – Administrative Services Division				X		8/08/17	Resignation
Rhoades, Sarah	Custodian I – Physical Plant			X			7/23/17	Replaces Gary Hartshorn
Jarchow, Tanya	Director, TRIO				X		9/30/2017	Resignation

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**August 2, 2017**

**Personnel Report: Faculty**

**ACTION TAKEN**

NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Carter, Alan	Instructor, Machine Tool – Manufacturing Division				X		8/18/17	Retirement

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer