

## SOUTHEAST COMMUNITY COLLEGE

Due to the absence of Chairperson Nancy Seim, Vice Chairperson James Garver called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, November 20, 2018, at the Beatrice Campus, Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, Nebraska.

### **Roll Call:**

#### **Present:**

Dale Kruse, Beatrice  
James Garver, Lincoln  
Kathy Boellstorff, Johnson  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Lynn Schluckebier, Seward  
Kristin Yates, Lincoln  
Pat Galitz, Faculty Representative  
Maggie Parde, Beatrice Student Representative

#### **Absent:**

Robert Feit, Lincoln  
Nancy Seim, Lincoln  
Donald Reiman, Virginia

#### **Others Attending:**

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

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Ed Koster, SCC Milford  
Craig A. Olsen, Wells Fargo Bank, N.A.  
Robert Redler, Faculty Association  
Bruce Tangeman, SCC Area  
Bob Morgan, SCC Beatrice  
Jessica Young, SCC Beatrice  
Toni Landenberger, SCC Beatrice  
Robin Moore, SCC Area

Acting Chairperson Garver welcomed everyone to the meeting.

## Public Meeting Law Compliance Statement

Acting Chairperson Garver stated the public meeting notice had been published in the *Lincoln Journal Star* on Monday, November 12, 2018, as well as posted on the bulletin board in the Area Office and the SCC website.

He indicated that the meeting is conducted according to the principles of the revised *Robert's Rules of Order*.

Acting Chairperson Garver 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 October 16, 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) Roof Replacement at 88 & O – Lincoln Campus

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

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<b>FOR (8):</b>	<b>AGAINST (0)</b>	<b>ABSENT (3)</b>
Schluckebier		Feit
Kubicek		Reiman
Price		Seim
Yates		
Boellstorff	<b><i>Motion Carried</i></b>	
Ottmann		
Kruse		
Garver		

\*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 my expense reimbursement and vote to approve all other bills and claims and all other Consent Agenda items.

Dr. Kruse – V0670287

## Financial Report

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

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	(\$229,210)	
Tuition	(\$308,822)	
Other	\$53,655	
<b>Total Revenues</b>	<b>(\$484,377)</b>	<b>-1.59%</b>
<b>Expenses</b>		
Personal Services	(\$2,431,023)	
Operating	(\$235,959)	
Travel	(\$70,314)	
Equipment	\$504	
<b>Total Expenses</b>	<b>(\$2,736,792)</b>	<b>-9.2%</b>
<b>Net Position</b>	<b>\$2,252,415</b>	

The budget report ending October 31, 2018 showed:

Percentage of Budget year	33%
Percentage of Budget spent	30.2%
Percentage of Board budget spent	24.7%

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

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<b>FOR (8):</b>	<b>AGAINST (0)</b>	<b>ABSENT (3)</b>
Ottmann		Feit
Kubicek		Reiman
Price		Seim
Yates		
Boellstorff	<b><i>Motion Carried</i></b>	
Schluckebier		
Kruse		
Garver		

\*Mr. Feit arrived at 3:20 p.m.

## **Board Member Reports**

Board members reported attendance at the following

### **ACCT Conference (New York City)**

Terry Kubicek  
Jim Garver  
Bob Feit

Mr. Kubicek reviewed the sessions he attended. One session he attended was on disaster planning. He indicated that it can take years to recover from the financial impact of a natural disaster. He suggested that someone attend a conference on this next year in Portland. He handed around some documents from the conference.

Acting Chairperson Garver indicated there was a bomb scare two blocks away during the time of the conference.

### **NCCA Annual Meeting (Norfolk)**

Kathy Boellstorff  
Bob Feit  
Lynn Schluckebier  
Terry Kubicek  
Dale Kruse  
Steve Ottmann

## **Board Team Reports**

**Executive.** Acting Chairperson Garver stated the team met and set the agenda.

**Finance & Facilities.** Ms. Boellstorff stated the team met prior to the Board meeting. She handed out a Project Status report.

Ms. Boellstorff had the web cams brought up to show the progress on each campus. She also pointed out the renditions of the health sciences facility and diesel tech / welding facility at the front of the room.

**NCCA.** Mr. Schluckebier reviewed the recent NCCA Board meeting. He indicated that they reviewed Greg Adam's evaluation and extended his contract. They also set meeting dates and times for the next year.

**TCA.** Mr. Ottmann reported that The Career Academy recently had an informational meeting. Everything is progressing well. The TCA joint board will meet again in January.

## **President's Report**

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

- Gave a brief review of facilities.
- A Board work session is scheduled for February 14 for one half of the day. One of the parts of the work session will include presentation/discussion with a representative of the Higher Learning Commission.
- In addition to the major building projects, there is a series of new projects at Lincoln Campus, 88 & O, one at Milford, and one at Beatrice, that will be undertaken.
- Quality Initiative – the proposed project has been submitted to the Higher Learning Commission.
- Fundraising – there have been some significant requests for private funding, particularly with the diesel technology / welding facility
- Firespring – hired to develop a logo with proposed logos sent out in a PowerPoint for Board members to see; Firespring is also developing a new marketing plan and have completed the first draft.

Handout titled, *Key Performance Indicators for the Strategic Plan 2017-18*. It is a work in progress. There are five key elements in Goal 9.6

Handout titled, *Unique enrollment by Term and Academic Year*.

## **Faculty Association Report**

The Beatrice Ag staff hosted an Ag Day with an Open House on October 11. They highlighted five different focus areas in the Ag Program. It was attended by 72 prospective students and 30 guests. It was a great day; and they plan to make this as annual event, and possibly having one in the spring.

The Ag Program recently partnered with DTN to provide login access to their services, which include specialization in analysis and delivery of real-time weather, agricultural, energy, and commodity market information. SCC is the first community college in the nation to establish this partnership.

The Electrical / Electromechanical Program has received a grant of \$150,000 from 3M for starting the Manufacturing and Academic Partnership (MAP) program. This program will be the center point for a training program delivered to high schools in the area. The grant will pay for training and equipment to be provided by SCC for 8-week courses at the high schools.

## **Student Activities Report**

Maggie Parde, Beatrice Campus student representative, indicated that she is in the pre-nursing program. She is Vice President of PTK and President of the Student Senate. Ms. Parde is from Adams, Nebraska.

Activities planned by the Student Senate include: pitch tournaments, movie night, no shave November, basketball intramurals, bon fire with Ag Club, blood drive, and gaming nights with free food.

## **Public Comment**

There was no public comment. Mr. Feit handed out a schedule for the National Legislative Seminar in February. The early bird discount for registration ends December 20.

## **NPPD Scholarship Award Presentation**

Nebraska Public Power District representatives, Gary Thompson and Mary Harding, and Wells Fargo Agribusiness Manager, Craig Olsen, were introduced.

Ms. Harding stated she represented the NPPD Milford and Lincoln districts. She also indicated she was a former SCC Board member several years ago. She also indicated that this is the 27th year for the Nebraska Open Golf Tournament. In total they have raised approximately \$1.57 million for the Nebraska community college foundations; with about \$314,000 going to SCC for scholarships. (All of these scholarship funds are a result of the tournament, from the sponsors, with Wells Fargo as the title sponsor.)

Ms. Harding indicated that when the tournament began in 1992, they raised approximately \$23,000. This year \$80,000 was raised. "Nebraska's economy is better because of community colleges, and people's quality of life is enhanced," stated Ms. Harding who thanked the Board for their service.

Craig Olsen, representative of Wells Fargo, the title sponsor, indicated he has the privilege of playing golf occasionally with the group. He also indicated that he has several connections to the community college.

Gary Thompson stated that NPPD's involvement in the golf tournament is not altogether altruistic as they benefit greatly from the community colleges as a lot of their employees come out of this system.

Nebraska Public Power District representative, Gary Thompson, presented scholarship awards from the proceeds of the annual Wells Fargo Nebraska Open golf tournament for community college scholarships to Student Representative Maggie Parde and the campus directors, three checks, totally \$16,000 for the three campuses.

## **Zoom Video Chat as a Course Delivery System**

**PRESENTER:** Nick Salestrom, English instructor and program chair, Beatrice Campus

### **SHORT PRESENTATION DESCRIPTION:**

***Zoom Video-Chat as a Course Delivery System for English and Creative Writing.***

Mr. Salestrom defined Zoom as an online video chat software that can be accessed via one click link by laptop, cell phone or tablet video, or by dial phone (audio only) --system-agnostic virtual classroom (synchronous web) technology.

Mr. Salestrom's presentation summarized the exploratory pilot of 'synchronous web' course offerings via the Zoom video-chat platform, the niche that Zoom fills (between face-to-face courses, synchronous web courses, robot-attended courses, and LifeSize courses).

Mr. Salestrom presented information on the Zoom Classroom, discussing the benefits and challenges of this classroom approach and the service and opportunity it provides to students. He showed a short video interview he conducted with a couple of his students.

In the future Zoom could be utilized for virtual meetings with students, and more in class opportunities for students and instructors across our service area.

## **Nebraska Community College Association (NCCA) Update & Dues**

Greg Adams, Executive Director of NCCA, provided an update on NCCA and a summary of the NCCA meeting. Mr. Adams reviewed his role as a representative and spokesman for the community college system in Nebraska. Details were provided in the support information.

He reviewed proposed funding for the community colleges, the first year of the biennium, a 3.5% increase. If approved, it would be \$102 million for the community college system the first year and \$105 million the second year. This request for funding is submitted to the Governor, Fiscal Office, and the Coordinating Commission. The Coordinating Commission has approved a 3.5% increase.

AK SAR BEN Foundation has awarded grants to the community colleges - \$75,000 for each community college. It can be used for equipment, scholarships, or whatever the colleges are decide.

Mr. Adams stated that the fall seminar was a good meeting. The fall seminar in 2019 will be hosted by SCC. A team from SCC will need to decide on a speaker and the format.

This year legislative day will try February 7.

\*Acting Chairperson Garver declared the Board in recess at 4:48 p.m.

\*Acting Chairperson Garver declared the Board in regular session at 5:05 p.m.

## **2017-18 Financial Audit Presentation**

Ms. Jorgens introduced Kerry Gustafsson, auditor from Dana F. Cole. Ms. Jorgens and Ms. Gustafsson reviewed the 2017-18 financial audit.

Ms. Jorgens reviewed Management's Discussion and Analysis. This is information from the College summarizing the audit from the College's perspective. Ms. Jorgens reviewed the contents of the audit. She indicated the College received a clean opinion.

Ms. Jorgens went on to review the Statement of Net Position, which is the balance sheet. Assets are listed as approximately \$212,000,000 compared to \$134,963,220 in 2017. Liabilities this year are \$68,967,445 compared to last year \$5,748,102. The recent financing of long-term debt is \$58.7 million. The debt repayment schedule is under Note 1, #8 (page 28).

Ms. Jorgens reviewed the Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows (describes the College's operation and is the income statement). The net increase this past year was \$14 million.

Ms. Gustafsson reported on federal award expenditures (page 35-36). There were over \$30.5 million of federal funds that flowed through the College, and the federal funds were a major focus of the audit. They found no issues of non-compliance.

Ms. Gustafsson pointed out the schedule of findings. She stated that the College was provided with a very clean report to the government. There were no material weaknesses for internal control over financial reporting, nor any for internal control over major federal award programs. A positive report was presented to the Department of Education - page 43.

Ms. Jorgens stated that SCC is a part of the Nebraska Public Insurance Trust pool and has been for the past 24 years. Next month a resolution will be presented for approval for continued membership.

## **2017-18 FTE/REU Audit Presentation**

Robin Moore reviewed the FTE/REU audit. She provided a summary of the FTE/REU audit information and explained the weighting mechanism used for the Community College state funding system. She indicated that FTE was down slightly.

Ms. Gustafsson reported that the FTE/REU audit is basically prescribed by the guidelines of the Coordinating Commission, and that the courses fall within the guidelines they have set. She stated that they found no issues when performing the audit, it has been submitted to the state auditing office and the Coordinating Commission.

### *Items for Board Action*

## **2017-18 Financial Audit Acceptance**

Mr. Feit moved to accept the 2017-18 financial audit. Seconded by Mr. Ottmann.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Feit

Ottmann

Kruse

Price

Kubicek

Boellstorff

Yates

Schluckebier

Garver

**AGAINST (0)**

**ABSENT (2)**

Reiman

Seim

**Motion Carried**



## **2017-18 FTE/REU Audit Acceptance**

Mr. Ottmann moved to accept the 2017-18 FTE/REU audit report as presented. Seconded by Mr. Kubicek.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<b><u>FOR (9):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (2)</u></b>
Ottmann		Reiman
Kubicek		Seim
Price		
Yates		
Feit	<b><u>Motion Carried</u></b>	
Boellstorff		
Schluckebier		
Kruse		
Garver		

## **NCCA Dues**

Dr. Kruse moved to authorize payment of NCCA dues in the amount of \$61,528.17 for the period January 1 – December 31, 2019. Seconded by Mr. Schluckebier.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<b><u>FOR (9):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (2)</u></b>
Kruse		Reiman
Schluckebier		Seim
Yates		
Boellstorff		
Feit	<b><u>Motion Carried</u></b>	
Kubicek		
Price		
Ottmann		
Garver		

## **Vendor Contract For Food Services In Beatrice And Milford**

Ms. Boellstorff moved to approve the agreement with Great Western. Seconded by Mr. Schluckebier.

Acting Chairperson Garver asked for discussion. Ms. Boellstorff asked for the background on this topic.

Ms. Jorgens stated that Request for Proposals (RFP) was issued for dining hall and catering services for Milford and Beatrice campuses. Three proposals were received, and three vendors interviewed. They visited campuses using the vendor, who is based in Missouri. Great Western Dining Services, Inc., was

selected as the dining hall and catering vendor. (A copy of the proposed Dining Service Agreement was included with the support information.) (The initial term of the agreement is for thirty-five (35) months, August 1, 2019 through June 30, 2022.)

Ms. Jorgens indicated that the agreement has been reviewed internally and by legal counsel.

Roll call vote follows:

<b>FOR (9):</b>	<b>AGAINST (0)</b>	<b>ABSENT (2)</b>
Boellstorff		Reiman
Schluckebier		Seim
Kruse		
Feit		
Ottmann	<b><i>Motion Carried</i></b>	
Yates		
Price		
Kubicek		
Garver		

## Room and Board Rates

Dr. Kruse moved to approve the 2019-2020 room and board rates as presented in the support information. Seconded by Mr. Feit.

Acting Chairperson Garver asked for discussion. Information was requested. Ms. Jorgens reviewed what had been presented last month.

Roll call vote follows:

<b>FOR (9):</b>	<b>AGAINST (0)</b>	<b>ABSENT (2)</b>
Kruse		Reiman
Feit		Seim
Boellstorff		
Yates		
Schluckebier	<b><i>Motion Carried</i></b>	
Kubicek		
Price		
Ottmann		
Garver		

## Tuition and Fee Rates

Tuition rate information was presented last month. Ms. Cummings reported she met with all three Student Senates. They were supportive in keeping the tuition fairly flat and very appreciative of having the proposed facility fee. The Student Senates recommended the following option:

Lincoln – Option #2; Beatrice – Option #2; and Milford – Option #3

Dr. Illich stated that he recommends Option #2.

Mr. Kubicek moved to approve 2019-20 tuition rates as outlined in Option #2 of the support information. Seconded by Dr. Kruse.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<u>FOR (9):</u>	<u>AGAINST (0)</u>	<u>ABSENT (2)</u>
Kubicek		Reiman
Kruse		Seim
Schluckebier		
Boellstorff	<i><b>Motion Carried</b></i>	
Feit		
Ottmann		
Yates		
Price		
Garver		

### **Construction Management at Risk (CMR) Contract For The Health Science Building (88 & O Lincoln)**

Ms. Boellstorff moved that the Board of Governors of this College should and does hereby (1) ratify the President's selection of Hausmann Construction Company as construction manager at risk for the construction of the 88th and O Street - Lincoln Campus – Health Science Building (the Project); and, (2) approve the contract between Southeast Community College and Hausmann Construction Company for the Project, in the form presented to the Board of Governors, a copy of which has been placed on file in the records of the College; and, further hereby authorizes the Board President to sign, execute and deliver the Agreement to Hausmann Construction Company, and to take all other action necessary to carry such contract into effect. Seconded by Mr. Ottmann.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<u>FOR (9):</u>	<u>AGAINST (0)</u>	<u>ABSENT (2)</u>
Boellstorff		Reiman
Ottmann		Seim
Kruse		
Price		
Kubicek	<i><b>Motion Carried</b></i>	
Feit		
Yates		
Schluckebier		
Garver		

## **Construction Management at Risk (CMR) Contract for the Diesel Technology Building (Milford)**

Mr. Feit moved that the Board of Governors of this College should and does hereby (1) ratify the President's selection of Boyd Jones Construction Company as construction manager at risk for the construction of the Milford Campus – Diesel Technology Building Project (the Project); and, (2) approve the contract between Southeast Community College and Boyd Jones Construction Company for the Project, in the form presented to the Board of Governors, a copy of which has been placed on file in the records of the College; and, further hereby authorizes the Board President to sign, execute and deliver the Agreement to Boyd Jones Construction Company, and to take all other action necessary to carry such contract into effect. Seconded by Mr. Schluckebier.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

<b>FOR (9):</b>	<b>AGAINST (0)</b>	<b>ABSENT (2)</b>
Feit		Reiman
Schluckebier		Seim
Kruse		
Boellstorff		
Ottmann	<b><i>Motion Carried</i></b>	
Yates		
Price		
Kubicek		
Garver		

## **Guaranteed Maximum Price (GMP) for the Falls City Learning Center**

Mr. Ottmann moved that the Board of Governors of the Southeast Community College Area should and does hereby approve AIA A133 – Exhibit “A” – Guaranteed Maximum Price Amendment, constituting an amendment to the September 18, 2018 AIA A133 contract between the College and AHRS Construction, Inc. of Bern, Kansas, setting forth the Guaranteed Maximum Price Agreement (GMP Agreement) and attached **GUARANTEED MAXIMUM PRICE (GMP) PROPOSAL FROM CONSTRUCTION MANAGER**, including the 16 Division spreadsheet incorporated by reference therein, submitted and presented by AHRS Construction, Inc. on November 20, 2018 as amended, for the Falls City Learning Center Project in the sum of **THREE MILLION ONE HUNDRED NINETY-ONE THOUSAND THREE HUNDRED NINETY-SIX DOLLARS (\$3,191,396.00)**, incorporated by this reference as if fully set forth herein; and, further hereby authorize the President of the Board of Governors to execute the AIA A133 – Exhibit “A” – Guaranteed Maximum Price Amendment, and to take all action necessary to carry out the provisions of the Construction Management at Risk agreement between the College and AHRS Construction, Inc. relating to the acceptance of the GMP proposal of AHRS Construction, Inc. according to the terms of such agreement. Seconded by Dr. Kruse.

Acting Chairperson Garver asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Ottmann

Kruse

Price

Kubicek

Feit

Boellstorff

Yates

Schluckebier

Garver

**AGAINST (0)**

***Motion Carried***

**ABSENT (2)**

Reiman

Seim

## **Time and Place for December Meeting**

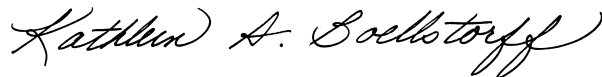
Acting Chairperson Garver reported that the next regular Board meeting is scheduled for Tuesday, December 18, 2018, at the Lincoln Campus, at 3 p.m.

## **Good of the Order and Public Comment**

Mr. Schluckebier stated that Milford's graduation is a different date than what was originally given to the Board, it is December 19.

## **Adjournment**

Acting Chairperson Garver adjourned the meeting at 5:30 p.m.



Kathy Boellstorff, Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**November 15, 2018**

<b>Personnel Report: Staff (Non-Faculty)</b>									
<b>ACTION TAKEN</b>									
<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>
Bales, Adam	Public Safety Officer – Human Resources	N11		X				10/29/18	Expanded
Butcher, Linda	Financial Aid Loan Analyst – Student Affairs	P3			X		X	10/17/18	Replaces Peggy Wilson
Cinn, Cing	Financial Aid Technician – Student Affairs	N10			X			10/29/18	Replaces Linda Butcher
Glenn, John	Associate Dean – Arts & Sciences Division	A5				X		12/31/18	Resignation
Mamaril, John	Student Services Technician – Student Affairs	N10				X		1/09/19	Resignation
Roth, Denise	Administrative Assistant II – Continuing Education	N10					X	11/01/18	Reassignment
Williams, Glen	Dean, Transportation, Welding and Ag Division – Instructional	A3				X		5/31/19	Retirement Approval of retirement agreement.

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**November 15, 2018**

**Personnel Report: Faculty**

**ACTION TAKEN**

NAME	ASSIGNMENT	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Berggren, Mark	Instructor, Ford ASSET – Transportation Welding & Ag Division		X			1/4/19	Replaces Chris Williams
Caudill, Erin	Instructor, Culinary/Hospitality & Dietary Manager – Community Services & Extended Learning Division	X			X	10/02/18	Reassignment Contract from .75 to 1.0 FTE
Daly, Benton	Instructor, Welding – Transportation, Welding, Ag Division			X		11/09/18	Resignation
Hensley, Amy	Instructor, Practical Nursing – Health Sciences Division		X			10/11/18	Replaces Dawn Renshaw
Larsen, LuAnn	Instructor, Social Science (.75 FTE) – Arts & Sciences Division			X		12/19/18	Retirement
Peters, Stan	Instructor, Business (.75 FTE) – Business Division			X		12/19/18	Retirement
Spanel, Corey	Instructor, Diesel Ag Equipment Service Technology - Transportation, Welding, Ag Division		X			11/05/18	Replaces John Vance

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer