

SOUTHEAST COMMUNITY COLLEGE

Chairperson Nancy Seim called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, July 21, 2020, via Zoom/telephone conference call. Notice was given in accordance with law that due to the COVID 19 virus pandemic and issues related thereto and for the protection of the public interest, this meeting would be held by telephone conference call. A public site was provided for anyone wanting to attend in person - located at the Continuing Education Center, Room 301, 301 S. 68th Street Place, Lincoln, Nebraska.

ROLL CALL:

Present:

Nancy Seim, Lincoln
Kathy Boellstorff, Johnson
Keith Hammons, Weeping Water
James Garver, Lincoln
Tim Cerveny, Wilber
Robert Feit, Lincoln
Dale Kruse, Beatrice
Edward Price, Lincoln
Lynn Schluckebier, Seward
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Linda Hartman, Faculty Representative

Absent:

None

Also Attending:

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

Also on Zoom/Conference Call:

Terry Stutzman
Bruce Tangeman
Ed Koster
Doug Kennedy
Bob Morgan
Jose Soto
Amy Jorgens
Joel Michaelis
Shawna Herwick
Al Brunkow
Jill Sand
Aaron Epps
Robin Moore

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, July 13, 2020, 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 for the public, 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. In general, oral testimony by individuals is limited to five minutes. Written testimony will also be accepted for the public record.

Consent Agenda

Dr. Kruse moved approval of the consent agenda.

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of June 16, 2020, Regular Board Meeting & and Minutes of June 16, 2020 Work Session
- 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

Seconded by Mr. Cerveny.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (11):

Cerveny
Kruse
Garver
Price
Weissinger
Feit
Boellstorff
Yates
Schluckebier
Hammons
Seim

AGAINST (0)

ABSENT (0)

MOTION CARRIED

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through June 30, 2020. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$ 1,295,220)	
Tuition	(\$ 2,732,325)	
Other	\$ 22,383	
Total Revenues	(\$ 4,049,928)	-4.36%
Expenses:		
Personal Services	(\$10,184,393)	
Operating	\$ 1,136,408	
Travel	(\$ 301,909)	
Equipment	\$ 2,332,606	
Total Expenses	(\$ 7,017,288)	-7.6%
Net Position	\$ 2,967,360	

The budget report ending June 30, 2020 showed:

Percentage of Budget year	100%
Percentage of Budget spent	92.4%
Percentage of Board budget spent	56.4%

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

Chairperson Seim asked for discussion. It was questioned what the amount of surplus funds were. Dr. Illich indicated \$2.5 to \$3 million for 2019-20. Those funds have been designated to pay for the recent land purchase.

Roll call vote follows:

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

BOARD MEMBER REPORTS

Dr. Weissinger reported she and Dr. Illich attended The Career Academy Joint Board meeting. They were provided information on enrollment. Dr. Illich suggested to them that they begin a national search for the new TCA director.

BOARD TEAM REPORTS

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

Finance & Facilities. Ms. Boellstorff indicated that the team met prior to the meeting. She reviewed the status of the facilities. Ms. Boellstorff pointed out that the move-in date for the new Beatrice facility will be October 1, not August 1. The Health Sciences building will be ready January 6. New spaces are being looked at for the Learning Centers in York and Nebraska City. The Rotary Club did not fund the healing garden.

PRESIDENT'S REPORT

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

- Showed webcam of Beatrice Campus facilities. The building at the Business Park is almost completed.
- They have not drawn down the operational money of \$2.1 million from the CARES Act yet.
- The NCCA annual conference is scheduled for October 11-12 in Scottsbluff.
- The land purchase process is ongoing.
- They were able to sell bonds recently. The rate of the bonds was 2.75%.
- Dr. Illich has made over 60 videos and are available for staff and Board members to view.

FACULTY ASSOCIATION REPORT

Linda Hartman reported that the Faculty Associate Executive Team meets during the summer. With faculty returning to campus in August, there have been some concerns. It has been suggested they work with their dean and campus directors, and keep the information lines of communication open. The faculty have been excited for Dr. Michaelis to get started.

STUDENT ACTIVITIES REPORT

There was no report.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

NEW PROGRAM PROPOSAL: OCCUPATIONAL THERAPY ASSISTANT

Bob Morgan, Vice President of Program Development/Beatrice Campus Director, provided an overview of the College's proposal for offering a new Occupational Therapy Assistant Program. He reviewed the rationale for the new program including the relevant demand data. The proposed program will be housed in the new Health Sciences facility on the Lincoln campus.

RETURN TO ON-SITE OPERATIONS PLANNING

Dr. Illich provided an overview of the College's multi-phased Return to Onsite Operations Plan. The College is currently in Phase II of the plan and continues to plan for Phase III. Phase I started on June 1. Phase III will begin August 10, 2020. The plan includes detailed safety and control protocols based on health directives and recommendations from state and local authorities.

During Phase I the campuses were closed to the public. There was minimal staffing on site. Courses were virtual.

Phase II started July 1. Labs were on site, while lectures were virtual. There was a gradual increase in staffing.

Phase III starts August 10. Classes will be held with appropriate safety and control protocols. Proposed courses by delivery format will be based on student demand. Staffing levels on site will be based on recommendations and directives in place at the time.

*Chairperson Seim declared the Board in recess at 4:22 p.m.

*Chairperson Seim declared the Board in regular session at 4:33 p.m.

SOUTHEAST COMMUNITY COLLEGE - COVID-19 REOPENING PLAN

Legal Counsel stated that the Board needs to approve what was presented earlier as a plan of action for the first semester of the 2020-21 school year necessary to provide protection to staff and students and the public in light of COVID-19. It grants authority for and approval of the plan by the College to go forward with our education plan.

Dr. Kruse moved approval of the following resolution. Seconded by Mr. Schluckebier.

RESOLUTION OF THE SOUTHEAST COMMUNITY COLLEGE AREA ADOPTING THE “SOUTHEAST COMMUNITY COLLEGE AREA – COVID-19 REOPENING PLAN”

WHEREAS, the United States of America and the State of Nebraska have faced a pandemic caused by COVID-19;

WHEREAS, Nebraska has seen a reduction in the number of COVID-19 cases to the extent that the Governor of the State of Nebraska, the Department of Health and Human Services, and the Lancaster County Health Department, in conjunction with guidance from the U.S. Department of Health and Human Services’ Center for Disease Control and Prevention, have encouraged schools, colleges and universities to re-open this coming 2020-2021 school year;

WHEREAS, Southeast Community College remains committed to providing educational services to our students and to the community to support and strengthen the economy of the State of Nebraska;

WHEREAS, the safety of students and their families and employees of the Southeast Community College Area remains a central concern to the Board of Governors; and

WHEREAS, the Southeast Community College Area continues to closely monitor the spread of COVID-19 in Nebraska with updates from international, federal, state, and local governmental agencies.

NOW, THEREFORE, BE IT RESOLVED BY THE Southeast Community College Area Board of Governors as follows:

The Board of Governors adopts the Southeast Community College Area – COVID-19 Reopening Plan (“Plan”) available online at <https://www.southeast.edu/pdfs/about-scc/coronavirus/returntoonsiteoperationsplan.pdf>. The Plan was prepared and is adopted in an effort by this governing body and the Administration of the College to balance several important policies.

First, the Board acknowledges that policies implemented by this Plan are intended for the safety of our students, families and staff, but they are also intended to mitigate, not eliminate, risk. As public health professionals have recognized, no single action or set of actions will completely eliminate the risk of COVID-19, but implementation of several coordinated interventions can greatly reduce that risk.

Second, the Board recognizes the need for the education of our students in an appropriate educational environment with the public health challenges in the midst of this pandemic. It is important to intend to achieve educational outcomes and student learning even in these difficult times.

Third, the Plan attempts to achieve a proper balance within the limitations of the current, budgeted resources and staffing. Existing facilities, staffing levels, and limited resources provide boundaries to what the Southeast Community College Area can reasonably achieve.

Finally, to allow the Southeast Community College Area to be responsive to fast-changing developments, the Board authorizes the President of the College to implement changes to the Plan consistent with these policies and principles should changes need to be made in responding to new information regarding COVID-19 in our country, state and community.

THIS RESOLUTION adopted this ____ day of _____, 2020 by at least a majority vote of the entire Board in a public meeting.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (11):

Kruse
Schluckebier
Hammons
Yates
Boellstorff
Feit
Weissinger
Price
Garver
Cervený
Seim

AGAINST (0)

ABSENT (0)

MOTION CARRIED

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

Amy Jorgens stated that by law the College is required to provide quarterly reports. Open enrollment is in August if any Board member wants to enroll. Jolene Stutzman will be the point of contact.

In August 2019, the Southeast Community College Board of Governors approved making this coverage available in Policy A-11 to allow its members to participate in any hospitalization, medical, surgical, accident, sickness, or term life insurance coverage offered to the Southeast Community College Area employees pursuant to Nebraska State Statute 85-1509.

Ms. Boellstorff moved approval of fiscal 2019-2020 quarterly reports that list the Board members who have elected to participate in such insurance coverage. The list shall also be made available in the Area Office of the Board for review by the public upon request. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion.

Dr. Weissinger asked if she needed to recuse herself. Mr. Schultze indicated she does not. Dr. Weissinger indicated that there is value in allowing them to have direct experience with the coverage and the HR Benefits Office: ***Both are excellent.***

Roll call vote follows:

FOR (11):

Boellstorff
Schluckebier
Kruse
Hammons
Garver
Feit
Cervený
Yates
Price
Weissinger
Seim

AGAINST (0)

ABSENT (0)

MOTION CARRIED

LEGAL REPORT

Rex Schultze reported he had contacted the Attorney General's Office regarding compliance with the Nebraska Open Meetings Law. The March through June meetings do not add up against the number of video meetings that can be held. However, the rest of the meetings this year will.

With the video meetings now, each Board member must be in a location accessible to the public in order to be in compliance with the Nebraska Open Meetings Law.

TIME AND PLACE FOR AUGUST MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, August 18, at 3 p.m. A determination will be made at a later date how the meeting will be held.

GOOD OF THE ORDER AND PUBLIC COMMENT

None.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 4:56 p.m.

A handwritten signature in cursive script that reads "Keith Hammons".

Keith Hammons
Secretary

**RESOLUTION OF THE SOUTHEAST COMMUNITY COLLEGE AREA ADOPTING THE
“SOUTHEAST COMMUNITY COLLEGE AREA – COVID-19 REOPENING PLAN”**

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WHEREAS, Southeast Community College remains committed to providing educational services to our students and to the community to support and strengthen the economy of the State of Nebraska;

WHEREAS, the safety of students and their families and employees of the Southeast Community College Area remains a central concern to the Board of Governors; and

WHEREAS, the Southeast Community College Area continues to closely monitor the spread of COVID-19 in Nebraska with updates from international, federal, state, and local governmental agencies.

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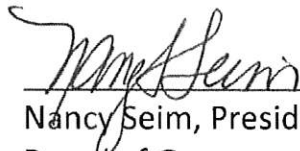
recognized, no single action or set of actions will completely eliminate the risk of COVID-19, but implementation of several coordinated interventions can greatly reduce that risk.

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Finally, to allow the Southeast Community College Area to be responsive to fast-changing developments, the Board authorizes the President of the College to implement changes to the Plan consistent with these policies and principles should changes need to be made in responding to new information regarding COVID-19 in our country, state and community.

THIS RESOLUTION adopted this 21st day of July, 2020 by at least a majority vote of the entire Board in a public meeting.



Nancy Seim, President
Board of Governors



Keith Hammons, Secretary
Board of Governors

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 13, 2020

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK	SALARY	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Belicki, Brent	Help Desk Technician – Technology Division	N16			X			7/13/20	Replaces Nicholas Lamblin
Boseck, Bronson	Media Services Tech/LRC Specialist – Technology Division	N10			X			7/13/20	Replaces Ronda Eggerling
Keitges, Jennifer	Assistant Director Continuing Education – Instructional Division	P02			X			7/1/20	Replaces Jeanette Walsh
Mai, Vy	Residence Life Manager – Student Affairs Division	P03			X			7/13/20	Replaces Liz Molsen
Michaelis, Joel	Vice President for Instruction – President	A01			X			7/20/20	Replaces Dennis Headrick
Steckly, Joy	Payroll Manager – Administrative Services Division	N17		X			X	7/01/20	Expanded
Yoakum, Crystal	Administrative Assistant I – Business – Instructional Division	N08			X			8/03/20	Replaces Maggie Hoke
Yunker-Rowell, Matthew	Administrative Assistant I, Adult Education – Instructional Division	N08			X			7/13/20	Replaces Rosi Decker

AD=Addition RP=Replacement RS=Resignation TR=Transfer

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes

July 13, 2020

Personnel Report: Staff (Faculty)

ACTION TAKEN								
NAME	ASSIGNMENT	SALARY	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Corey, Tyler	Instructor, Biology – Arts & Sciences Division			X			8/10/20	Replaces Celia Ison
Edwardson, Kasey	Instructor, Nursing Assistant – Health Sciences Division				X		7/31/20	Resignation
Eisenmann, Steve	Instructor, Building Construction – Construction/EL/CIT/Mfg. Division			X			8/10/20	Replaces Ron Petsch
Fahrer, Amanda	Instructor, Speech – Arts & Sciences Division				X		7/31/20	Resignation
Fowler, Mark	Instructor, Energy Generation – Construction/EL/CIT/Mfg. Division			X			8/10/20	Replaces John Pierce
Freeman, Jodi	Instructor, Human Services – Health Sciences division			X			8/10/20	Replaces Veronica Jones
Frey, Lynnette	Instructor, Manufacturing Engineering - Construction/EL/CIT/Mfg. Division			X			8/10/20	Replaces Elaine Vavra
Harrison, Michael	Instructor, Geology – Arts & Sciences Division			X			8/10/20	Replaces Steve Fischbein
Hensley, Robert	Instructor, Psychology - Arts & Sciences Division			X			8/10/20	Replaces Rose Suggett
Jaramillo, Eder	Instructor, Developmental English - Arts & Sciences Division			X			8/10/20	Replaces Barb Tracy

AD=Addition RP=Replacement RS=Resignation TR=Transfer

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes

July 13, 2020

Personnel Report: Staff (Faculty)								
NAME	ASSIGNMENT		ACTION TAKEN				EFFECTIVE DATE	COMMENT
			AD	RP	RS	TR		
Jolicoeur, Jason	Instructor, Criminal Justice - Community Services Division			X			8/10/20	Replaces Patrick Crouch
Keyzer, Matthew	Instructor, Welding – Transportation Welding & Ag Division			X		X	8/10/20	Replaces Benton Daly
Liekhus, Jordan	Instructor, Electrical Electromechanical Construction EL/CIT/Mfg. Division			X			8/10/20	Replaces Ken Reinsch
Luttich, Cheney	Instructor Developmental English - Arts & Sciences Division			X			8/10/20	Replaces Debenee Adkisson
Norris, Gerald	Instructor, Auto Technology – Transportation/Welding & Ag Division				X		7/31/20	Retirement
Paul, Diane	Instructor, English - Arts & Sciences Division				X		7/31/20	Retirement
Ravndal, Robert	Instructor, Paramedic – Health Sciences Division			X			8/10/20	Replaces Ran Batenhorst
Rethmeier, Victoria	Instructor, Dietary Manager/Basic Nutrition – Community Services Division			X		X	8/10/20	Internal Transfer Replaces Candace Kohnke
Weiss, Noah	Instructor, Mathematics - Arts & Sciences Division			X			8/10/20	Replaces Sheri Aajul
Wolf, James	Instructor, Graphic Design/Media Arts - Construction/EL/CIT/Mfg. Division			X			8/10/20	Replaces Elizabeth Vornbrock

AD=Addition RP=Replacement RS=Resignation TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

Tuesday, July 21, 2020

By Video Conference Call

Viewing and Listening Location:

**Southeast Community College - Continuing Education Center
301 South 68th Street, Lincoln, Nebraska**

REGULAR MEETING AGENDA – 3:00 P.M.

- | | |
|--|-----------|
| 1. Meeting Called to Order | 3:00 p.m. |
| 2. Roll Call | 3:05 |
| 3. Public Meeting Law Compliance Statement | 3:06 |
| 4. Consent Agenda | 3:08 |
| 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 June 16, 2020, Regular Board Meeting & Minutes of June 16, 2020 Work Session | |
| 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 | |
| 5. Financial Report | 3:10 |
| 6. Board Member Reports | 3:20 |
| 7. Board Team Reports | 3:30 |
| 8. President's Report | 3:40 |
| 9. Faculty Association Report | 3:45 |
| 10. Student Activities Report | 3:50 |
| 11. Public Comment | 3:55 |
| 12. Administrative Presentation/Board Review | |
| a. New Program Proposal: Occupational Therapy Assistant | 4:00 |
| b. Board Participation Report: Hospitalization, Medical, Surgical, Accident, Sickness, or Term Life Insurance Coverage | 4:20 |
| c. Return to On-site Operations Planning | 4:30 |
| 13. DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO: | |
| a. Southeast Community College – COVID-19 Reopening Plan | 4:35 |
| 14. Legal Counsel Report (Executive/closed session possible) | 4:40 |
| 15. Time and Place for August Meeting | 4:45 |
| 16. Good of the Order and Public Comment | 4:50 |
| 17. Adjournment | 4:55 |



Area Office	301 S. 68th St. Place	Lincoln, NE	68510-2449	402-323-3400/800-642-4075	FAX: 402-323-3420
Beatrice Campus	4771 W. Scott Rd.	Beatrice, NE	68310-7042	402-228-3468/800-233-5027	FAX: 402-228-2218
Lincoln Campus	8800 O St.	Lincoln, NE	68520-1299	402-471-3333/800-642-4075	FAX: 402-437-2402
Milford Campus	600 State St.	Milford, NE	68405-8498	402-761-2131/800-933-7223	FAX: 402-761-2324
Learning Centers	in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York				
Deaf TDD	402-437-2702				

www.southeast.edu

The Southeast Community College (SCC) Board of Governors reserves the right and is empowered to discuss, consider and take action on (a) any item listed on the Agenda, and (b) at any time during the meeting, irrespective of the time or order listed. In addition, the Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The SCC Board of Governors releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the President.

*** Proof of Publication ***

State of Nebraska)
Lancaster County) SS.

MEETING OF THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA July 21, 2020 By Video Conference Call. Viewing and Listening Location: Southeast Community College - Continuing Ed Center, 301 South 68th Street, Lincoln, Nebraska

Notice is hereby given that the regular meeting of the Board of Governors of the Southeast Community College Area, will be held at 3:00 p.m., July 21, 2020. Notice is further provided pursuant to Executive Order No. 20-03 of the Governor of the State of Nebraska dated March 17, 2020, that some board members may be attending the meeting by videoconference or by telephone conferencing or by other electronic communication conferencing methods. Members of the public and media may access the meeting by video conference call by calling (402) 471-3333 and providing contact information to obtain authorization to enter the meeting, or by physically attending at the telephone conference location identified below, subject to all national, state and local limitations on public gatherings associated with the coronavirus and any attendance accommodations that may need to be implemented related thereto. The possible telephone conference location at which some Board of Governors of the Southeast Community College Area may be present is the Southeast Community College - Continuing Education Center, 301 South 68th Street, Lincoln, Nebraska; check at front desk, for exact room to be assigned. Reasonable arrangements will be made for the public to attend, hear, and speak at the meeting, including seating, recording by audio recording devices, and public comment. At least one copy of all documents being considered will be available to the public at each of the sites of the telephone conference call.

The matters to be considered at the Board of Governors meeting are shown on an Agenda for such meeting which is kept continuously current and is available for public inspection on the Southeast Community College website, <https://www.southeast.edu/>. 926798 11 Jul 13

SOUTHEAST COMMUNITY COLLEGE-LINCOLN

ACCOUNTS PAYABLES

301 S 68TH ST PLACE Floor 5

LINCOLN, NE 68510

ORDER NUMBER 926798

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper

010 successive times(s) the first insertion having been on July 13, 2020 and thereafter on _____, 20____ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska.

Mary [Signature]

Section: Class Legals
Category: 0099 LEGALS
PUBLISHED ON: 07/13/2020

TOTAL AD COST: 36.18
FILED ON: 7/13/2020

The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

Subscribed in my presence and sworn to before me on

July 14, 2020
[Signature] Notary Public

