

## 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, December 19, 2017, at the Lincoln Campus, Room V-103/104, 8800 "O" Street, Lincoln, Nebraska.

Dr. Kruse stated that Ms. Boellstorff was ill and unable to attend, and Ms. Galitz's husband had some health problems recently and need to see some doctors today.

### **ROLL CALL:**

#### **Present:**

Dale Kruse, Beatrice  
Nancy Seim, Lincoln  
James Garver, Lincoln  
Robert Feit, Lincoln  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Lynn Schluckebier, Seward

#### **Absent:**

Kathy Boellstorff, Johnson  
Kristina Yates, Lincoln (arrived at 3:18 p.m.)  
Pat Galitz, Faculty Representative

#### **Others Attending:**

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

#### **Registered Visitors:**

Stu Osterthun, SCC Area  
Bruce Tangeman, SCC Area  
Robin Moore, SCC Area  
Robert Morgan, SCC Beatrice  
Shawna Herwick, 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, December 11, 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

Mr. Garver moved approval of the consent agenda. Seconded by Ms. Schluckebier.

Roll call vote follows:

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

\*Upon being called for her vote, Ms. Seim stated: With regard to the Consent Agenda items for Bills and Claims, I abstain from the action with regard to voucher number V632737, and vote to approve all other bills and claims and all other Consent Agenda items.

\*\*Upon being called for his vote, Mr. Feit stated: With regard to the Consent Agenda items for Bills and Claims, I abstain from the action with regard to voucher number V632825, and vote to approve all other bills and claims and all other Consent Agenda items.

## FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through November 30, 2017. He also reviewed the investment accounts.

## FINANCIAL REPORT (continued)

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	(41,994)	
Tuition	(175,071)	
Other	48,949	
<b>Total Revenues</b>	<b>(168,115)</b>	<b>-0.49%</b>
<b>Expenses</b>		
Personal Services	(3,012,752)	-10.0%
Operating	417,271	7.6%
Travel	(66,181)	-44.1%
Equipment	57,743	3.8%
<b>Total Expenses</b>	<b>(2,603,919)</b>	<b>-7.0%</b>
<b>Net Position</b>	<b>2,435,804</b>	

The budget report ending November 30, 2017, showed:

Percentage of Budget year	42%
Percentage of Budget spent	38.9%
Percentage of Board budget spent	37.1%

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

Chairman Kruse 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>
Schluckebier		Boellstorff
Feit		Yates
Ottmann		
Price		
Seim	<b><u>Motion Carried</u></b>	
Kubicek		
Garver		
Reiman		
Kruse		

## BOARD MEMBER REPORTS

Board members reported attendance at the following:

**Handed out diplomas:**

Mr. Ottmann – Beatrice

Dr. Kruse – Milford

## BOARD TEAM REPORTS

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

**NCCA.** Rev. Price stated that Greg Adams is setting up a date for college board members to meet with senators.

**TCA.** Mr. Ottmann reported that The Career Academy Joint Board meet recently. They discussed enrollment at The Career Academy as there are currently approximately 1000 students enrolled in The Career Academy, but was originally planned for 3,000 to 4,000.

**ACCT.** Mr. Feit announced that December 20 is the end of early registration for the National Legislative Seminar in Washington, DC. The Legislative Seminar will be held February 11 – 14, at the Washington Marriott Marquis.

### **Board Officer Interest Form**

Dr. Kruse handed out a leadership form regarding officer position interests. He asked that it be returned by the end of the meeting. Officers will be elected in January.

## PRESIDENT'S REPORT

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

- Culinary tour prior to meeting
- Facilities related items:
  - Looking at purchasing land in Beatrice and have been communicating with the Foundation
  - Looking at space for a Beatrice cafeteria to be included as part of the RFP.
  - Program statement for Diesel Tech has been submitted to the Coordinating Commission

\*Dr. Yates arrived at 3:18 p.m.

## **PRESIDENT'S REPORT (continued)**

- Reviewed the Higher Learning Commission's expectations of SCC for preparation for a full site visit in five years. Annual progress reports are to be provided on major initiatives validated in the Assurance Review Team Report on:
  - Facilities master plan projects
  - Strategic planning
  - Calendar conversation
  - Program length
  - Student learning outcome assessment
  - Curricular assessment
  - Revision/update process for policies and procedures
  
- Other activities:
  - Served as a judge for Psychology Research Day
  - Visited Metro Community College and toured new spaces
  - Attend Admin Team meetings, CAT meeting, and the Nursing accreditation meeting, and other Health Sciences meetings
  - Recent survey was completed of faculty and staff. Results are preliminary. Final results will be shared.

Mr. Morgan stated that ground breaking will be in Falls City this spring.

Mr. Garver asked that staff look into making Southeast Community College training partner with the Elk Creek, Nebraska project that will mine rare earth metals and employ 1,000 workers during construction and several hundred in operation of the mine.

## **FACULTY ASSOCIATION REPORT**

Bob Redler reported for the Faculty Association. He indicated that judging by the lessening of his emails, faculty are getting their contract finally figured out. The faculty are also working out a plan for converting to the semester system.

Poinsettias were given to the Board members from the Faculty Association, and Mr. Redler wished the Board a happy holiday season.

## **STUDENT ACTIVITIES REPORT**

There was no report.

## **PUBLIC COMMENT**

There was no public comment.

## **Administrative Presentation/Board Review**

### **YEAR 2 STRATEGIC PLAN PROGRESS REPORT**

Dr. Illich reviewed the key performance indicators of the Strategic Plan 2016-2017. He also handed out a copy of this report.

Ms. Shawna Herwick indicated that there 15 Key Performance Indicators identified for 2017-2018 and for future years in order to systematically and purposefully evaluate success.

Ms. Herwick reviewed the 2016-17 strategic achievements and highlighted some areas. Some of these include:

Goal 1 – Enrollment & Growth: learning centers, proactive recruitment efforts to increase home-schooled students, and expanded support services for military veterans.

Goal 2 – Student Success: Student Success Center on the Lincoln Campus.

Goal 3 – Student Enrichment: expanded inter-collegiate athletics, administered a student survey on diversity, inclusion, and climate at SCC.

Goal 4 – Program Development: Beatrice Campus began offering a Licensed Practical Nursing to Associate Degree Nursing accelerated degree option.

Goal 5 – Faculty and Staff Excellence: Continued work to improve professional development offerings.

Goal 6 – Partnerships: Counseling Assistance Program for Students – (CAPS).

Goal 7 – Educational Environment: Development of Phase I Facilities Master Plan, established a Campus Assessment, Response, Evaluation Team.

Goal 8 – Financial Stability: bond issue and exploration of funding options to modernize facilities.

Goal 9 – Organizational Environment: Enhancements to the College’s organization structure, Assurance review process and draft findings, and approval of the semester calendar conversion.

Robin Moore reviewed Goal 6.

### **2018-19 BUDGET CALENDAR**

Dr. Illich reviewed the budget calendar to initiate the annual College budget process.

The calendar will be brought back for adoption next month.

\*Dr. Kruse declared the Board in recess at 4:10 p.m.

\*Dr. Kruse declared the Board in regular session at 4:30 p.m.

## **EXECUTIVE SESSION - PERSONNEL MATTERS – President’s Evaluation**

Ms. Seim moved that the Board go into closed session for the purposes of discussion of the President’s evaluation and preparation of the President’s Evaluation Summary Statement discussion which may involve issues injurious to persons and/or the public interest; such closed session therefore being necessary to prevent needless injury to the reputation of a person and for the protection of the public interest. Seconded by Mr. Schluckebier.

Roll call vote follows:

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

\*Chairman Kruse declared the Board in closed session at 4:32 p.m.

Attending: Seim, Schluckebier, Reiman, Yates, Feit, Kubicek, Price, Garver, Ottmann, Kruse

Also attending: Illich, Schultze

Ms. Seim moved the Board come out of closed session at 4:48 p.m. Seconded by Mr. Feit.

Roll call vote follows:

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

## **EXECUTIVE SESSION - PERSONNEL MATTERS – President’s Evaluation (continued)**

Dr. Kruse read a summary regarding the evaluation of Dr. Illich. After reviewing all evaluation information provided by Board members, the Chair found that Dr. Illich was consistently rated as meeting or exceeding expectations the Board of Governors had for him.

## **LEGAL COUNSEL REPORT**

Mr. Schultze reviewed information about the new tax bill.

## **TIME AND PLACE FOR JANUARY MEETING**

Chairman Kruse reported that the next regular Board meeting is scheduled for Tuesday, January 16, at Milford at 3 p.m.

## **GOOD OF THE ORDER AND PUBLIC COMMENT**

Dr. Kruse reminded Board members to return their survey form on leadership positions.

Mr. Feit reminded Board members to register for the ACCT National Legislative Seminar if interested and if they haven’t already done so. Rev. Price and Mr. Garver indicated they plan to attend.

Chairman Kruse reminded Board members up for re-election of the dates to file: incumbents need to file by February 15.

## **ADJOURNMENT**

Chairman Kruse adjourned the meeting at 4:59 p.m.

A handwritten signature in black ink, appearing to read "James J. Garver". The signature is written in a cursive style with a large initial "J" and "G".

James J. Garver, Secretary



**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**December 8, 2017**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
<b>NAME</b>	<b>ASSIGNMENT</b>		<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Baron, Doris	Associate Dean – Instructional Division		X			X	1/02/18	
Epps, Aaron	Director of Facilities – President’s Office		X				1/02/18	
Fisher, Vicki	Director of TRIO – Administrative Services Division			X		X	12/04/17	Replaces Tanya Jarchow
Glenn, John	Associate Dean – Instructional Division		X				1/02/18	
Godoy, Austin	Assistant Residential Services Manager – Student Services Division			X			11/27/17	Replaces Marita Mays
Jobman, Merle	Maintenance Worker II – Physical Plant			X			11/27/17	Replaces Harlan Wood
Jones-Parks, Sherri	Account Clerk III – Administrative Services Division				X		11/17/17	
Konken, Cinda	Associate Dean – Instructional Division		X			X	1/02/18	
Rethmeier, Victoria	Associate Dean – Instructional Division		X			X	1/02/18	
Roth, Todd	Associate Dean – Instructional Division		X			X	1/02/18	
Rowland, Marty	Enterprise System Specialist – Technology Division						11/12/17	Long Term Disability per College Policy E-3i(5)(6)
Sachtleben, Karen	Career Counselor/Assessment – Student Services Division				X		1/12/18	Retirement
Schuster, Jessica	Administrative Assistant I – Business Division			X			7/31/17	Replaces Dawn Clover
Taylor, Alexander	Information Systems Technician – Technology Division			X			1/02/18	Replaces Rodney Gustafson
Young, Jessica	Associate Dean – Instructional Division		X				1/02/18	

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**December 8, 2017**

**Personnel Report: Faculty**

**ACTION TAKEN**

<b>NAME</b>	<b>ASSIGNMENT</b>		<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Aksamit, Austin	Nondestructive Testing Instructor – Manufacturing Division			X			1/03/18	Replaces Waylon Delong
Bodeman, Gabe	Practical Nursing Instructor – Health Sciences Division				X		12/18/17	
Killman, Patty	Office Professional Instructor – Business Division				X		12/18/17	Retirement
Williams, Christopher	Ford Asset Instructor – Transportation Division			X			1/03/18	Replaces Rowdy Kluender

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer