

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, December 18, 2018, at the Lincoln Campus, Rooms V-103/104, 8800 O Street, Lincoln, Nebraska.

Roll Call:

Present:

**Nancy Seim, Lincoln
James Garver, Lincoln
Robert Feit, Lincoln
Kathy Boellstorff, Johnson
Dale Kruse, Beatrice
Steve Ottmann, Dorchester
Edward Price, Lincoln
Donald Reiman, Virginia
Lynn Schluckebier, Seward
Pat Galitz, Faculty Representative
Kera Bohaty, Lincoln Campus Student Representative**

Absent:

**Terrence Kubicek, Lincoln (arrived at 3:10 p.m.)
Kristin Yates, Lincoln**

Others Attending:

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

Registered Visitors:

**Stu Osterthun, SCC Area
Bob Morgan, SCC Beatrice
Bruce Tangeman, SCC Area
Bev Cummins, SCC Lincoln
Shawna Herwick, SCC area
Bob Redler, Faculty Association
Robin Moore, SCC Area**

Chairperson Seim welcomed newly-elected Board member Ellen Weissinger 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, December 10, 2018, 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 November 20, 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) Nebraska Community College Insurance Trust (NCCIT)
approve the enclosed resolution, for renewal of membership in the Nebraska Community College Insurance Trust for three years.
- 7) Approval of Dunlap HVAC Bid
approve the Dunlap HVAC Project to Gartner and Associates and Hamilton Services Company in the amount of \$205,000.

Dr. Kruse moved approval of the consent agenda. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Consent Agenda (continued)

*Under a later agenda item, Mr. Garver stated that he had forgotten to provide the following statement during the vote:

- 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.

Mr. Garver – V0677661

Financial Report

Dr. Illich reviewed the financial report for the period through November 30, 2018. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$251,427)	
Tuition	(\$755,276)	
Other	\$75,453	
Total Revenues	(\$931,250)	-2.57%
Expenses		
Personal Services	(\$3,031,365)	
Operating	\$11,258	
Travel	(\$81,644)	
Equipment		
Total Expenses	(\$3,101,751)	-8.2%
Net Position	\$2,170,501	

*Mr. Kubicek arrived at 3:10 p.m.

The budget report ending November 30, 2018 showed:

Percentage of Budget year	42.0%
Percentage of Budget spent	38.5%
Percentage of Board budget spent	30.0%

Mr. Schluckebier moved acceptance of the financial report. Seconded by Ms. Boellstorff.

*Mr. Garver indicated he had not given the statement he should have during the vote for bills and claims. He gave his statement, which is recorded under the bills and claims item.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Board Member Reports

PRESENTATION OF AWARD PLAQUES:

Chairperson Seim presented a plaque to Terry Kubicek in recognition of his dedicated service as a member of the SCC Board of Governors and commitment to the students of Southeast Community College – January 2011 to December 2018.

Chairperson Seim presented a plaque to Don Reiman in recognition of his dedicated service as a member of the SCC Board of Governors and commitment to the students of Southeast Community College – January 2015 to December 2018.

Chairperson Seim presented a plaque to Pat Galitz in recognition of her dedicated service as a Faculty Representative of the SCC Board of Governors and commitment to the students of Southeast Community College – January 2015 to December 2018.

Board Team Reports

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

Finance & Facilities. Ms. Boellstorff handed out copies of the project status for all the different construction projects.

The groundwork is completed for the Falls City Learning Center. Mr. Osterthun indicated there are two signs, indicating the future site of learning center.

A question was raised about if special notice had been communicated to the city about the construction that will be taking place on the Lincoln Campus. Mr. Epps indicated that he has notified city officials.

ACCT. Mr. Feit handed out an agenda for the ACCT Legislative Seminar to be held in February in Washington, DC. He pointed out that a meeting with senators and/or their staff is scheduled for February 13, from 10 a.m. to 11:30 a.m. at the hotel. Mr. Feit indicated that December 20 is the early bird deadline for registration.

President's Report

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

- **Board work session February 14**
- **Quality Initiative submitted to the Higher Learning Commission was accepted with no changes to it.**
- **Construction project updates**
- **Office of Civil Rights – they are working on a resolution**
- **Leadership council retreat was held for all SCC administrators recently.**
- **Private fundraising for the Diesel Tech building has resulted in the first major capital gift. Information to be provided in the near future.**

Faculty Association Report

Bob Redler reported on various activities taking place in some of the programs. He also indicated that there were poinsettias for Board members to take home after the meeting.

Student Activities Report

Kera Bohaty, president of the Lincoln Campus Student Senate, reported on events. Recent events held by the Student Senate were: Language Day during Welcome Week; Put A Nail In It – support of domestic violence awareness; pop and popcorn; and Funfest. Ms. Bohaty reported that students are excited about the new study spaces. Next quarter they plan to reach out to the deans to try to make it easier to access needed information on the Hub and to have co-curricular transcripts.

Ms. Bohaty indicated she is currently enrolled in the Academic Transfer program, and she will start the nursing program in January.

Public Comment

There was no public comment.

Administrative Presentation/Board Review

Developmental English Presentation

The following members of the Developmental English Faculty Team, Mary Birdsall, Amy Doty, Todd Kahle, Phip Ross, and Barbara Tracy, presented information on their approach to increase the success of students in Developmental English classes. The faculty discussed their approaches to supporting students placed below Composition I. They shared recent data. Through their experiences in using innovative and flexible methods, more students were able to succeed and in a shorter period of time. This involved the integration of reading, writing, critical thinking, speaking, and listening.

Year 3 Strategic Plan Progress Report

Robin Moore and Shawna Herwick, from the Institutional Research Office, provided an overview of the Year 3 Progress Report on the 2015-9 Strategic Plan. The report includes strategic achievements, metric results, and departmental achievements and connections to strategic goals and objectives.

A few of the Strategic Achievements Year 3 were highlighted:

- Learning Centers - Goal 1
- Academic Transfer in Milford - Goals 1 & 4
- General Ed learning outcomes – Goal 2
- Nebraska Wesleyan University Scholarship Partnership – Goal 4
- Advancement Director sought funding for capital projects – Goal 8
- Calendar conversion progress – Goal 9

Next year work will begin to develop a new strategic plan.

Ms. Herwick asked that any feedback be sent to Chairperson Seim.

2019-2020 Budget Calendar

Ms. Jorgens reviewed the enclosed budget calendar for 2019-2020, in preparation to initiate the annual College budget process.

*Chairperson Seim declared the Board in recess at 4:30 p.m.

*Chairperson Seim declared the Board in regular session at 4:43 p.m.

Branding / Marketing / Logo Presentation

Stu Osterthun, Administrative Director of Public Information and Marketing, updated the Board on the branding/logo process. Mr. Osterthun indicated that the process has involved numerous focus groups, surveys, and research. It was a very exhausting process. Based on the data collected, he presented to the Board the final logos selected.

Representatives from Firespring attending were: Ashley Kumpula, senior account manager; and Christopher Kingsley, chief creative officer.

Mr. Osterthun shared the various logos that were considered including the latest version that has received the most positive reaction.

There was some concern expressed by some of the Board members with the logos. Dr. Illich and Mr. Osterthun will follow-up.

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

Resident and Out of State Tuition and Fees

During the November 2018 meeting, the Board approved the tuition and fees for the 2019-20 year. Although the same increase in fees applies to both resident and out of state students, the motion did not actual include out of state tuition and fee amount.

Dr. Kruse moved to approve the 2019-2020 tuition rates and fees as presented. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (10):

Kruse
Schluckebier
Reiman
Boellstorff
Feit
Kubicek
Price
Garver
Ottmann
Seim

AGAINST (0)

ABSENT (1)

Yates

Motion Carried

Construction Manager At Risk (CMR) Contract for General Purpose Classroom Building - Beatrice

Discuss, consider and take all necessary action to ratify the President's selection of Hausmann Construction Company as construction manager at risk for the construction of the Beatrice Classroom Building (the Project); and, approve the contract between Southeast Community College and Hausmann Construction Company for the Project.

Ms. Boellstorff moved that the Board of Governors of this College should and does hereby (1) ratify the College President's selection of Hausmann Construction Company as construction manager at risk for the construction of the Beatrice Classroom 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 College 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.

Chairperson Seim asked for discussion.

Mr. Schultze commended Aaron Epps for all his hard work, along with Project Control, in coming to this selection. He pointed out that this is an efficient use of money.

Roll call vote follows:

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

Executive Session – Personnel Matters

1) President’s Evaluation

Discuss, consider and take all necessary action with regard to the annual evaluation of the SCC President, Dr. Paul Illich, for the 2017-2018 contract year and the 2018-2019 contract year to date.

Dr. Kruse moved that the Board go into executive session for the purposes of discussing Dr. Illich’s evaluation to prevent needless injury to Dr. Illich’s reputation or the reputation of another person, and for the protection of the public interest to avoid compromising or damaging the President’s relationships with staff and/or the President’s effectiveness as the educational leader of the College, and invite Dr. Illich and legal counsel to be present during all or part of such executive session. Seconded by Mr. Kubicek.

Chairperson Seim reread the motion before the vote was taken. Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Chairperson Seim declared the Board in executive session at 5:25 p.m.

Attending: Kruse, Kubicek, Feit, Boellstorff, Schluckebier, Reiman, Ottmann, Garver, Price, Seim; for a portion of the executive session: Schultze.

Mr. Garver moved that the Board come out of executive session at 5:36 p.m. on December 18, 2018. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Presidential Evaluation Summary Statement

Nancy Seim, Board chair, provided a statement summarizing the results of Dr. Illich's evaluation.

Mr. Ottmann moved that the Board finds that Dr. Illich has met the goals set for the 2017-2018 contract year and the 2018-2019 contract year to date; approves the Evaluation Summary and Summary Statement and authorizes the Board Chairperson to read the summary statement prepared by the Board of Governors into the record to place the

evaluation summary and summary statement in the Dr. Illich's personnel file. (attached to end of minutes) Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

TIME AND PLACE FOR JANUARY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, January 15, 2019, at 3 p.m., at the Milford Campus.

GOOD OF THE ORDER AND PUBLIC COMMENT

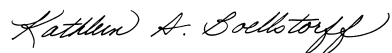
Chairperson Seim stated that orientation for new Board members will be January 8.

Chairperson Seim asked that Board members turn in their leadership interest forms to her.

Mr. Kubicek offered his personal insight that the College needs to continue to move forward, and to build a team with the faculty, creating an environment of trust. Mr. Kubicek also stated that he enjoyed working with all.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:46 p.m.



Kathy Boellstorff
Secretary

The Board's evaluation of Dr. Illich's performance as President of Southeast Community College finds that Dr. Illich met exceeded some the goals set for the 2017-2018 contract year and the 2018-2019 contract year.

The Board directed that Dr. Illich, continue to implement the Strategic Plan with emphasis on goal nine - maximizing operational efficiency by enhancing policies, procedures, staffing, and communication practices, to bring about a change in the culture. A supporting priority was to provide the economic and educational impact of SCC throughout our fifteen county areas, and in Nebraska.

It is evident that the Board continues to support Dr. Illich in his leadership toward the continued growth of the college, as the college is transformed with the many projects and initiatives of our Strategic Plan. Changes have been necessary to provide the best possible educational opportunities to our students. Dr. Illich has accepted and provided the leadership required to move the College forward.

Our Mission statement states that we are to empower and transform our students and the diverse communities we serve. Therefore, as a Board we have pledged to grow and serve our communities by constructing state of the art facilities, supporting expansion of programming to provide a trained workforce, and providing the opportunity for students through the academic transfer program to obtain an affordable four year college degree.

We as a Board wish to express our appreciation for his efforts and continued leadership.

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

December 10, 2018

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Barber, Bethany	Administrative Assistant I – Continuing Education	N8				X		1/10/19	Resignation
Collin, Connie	Director, Training Solutions - Continuing Education	P1				X		1/04/19	Retirement
Hartshorn, Gary	Custodian I – Physical Plant	N5						12/04/18	Long Term Disability College Policy E-3i (5)(6)
Hunter, Joseph	Information Systems Technician – Technology	N17			X		X	11/26/18	Internal Transfer – Replaces Kevin Kelly
Jantzen, Kalika	Director of Counseling Assistant Program For Students – Student Affairs	P1		X				1/07/19	Expanded
Kreikemeier, Jody	Testing Center Specialist – Student Affairs	P3				X		1/17/19	Resignation
Kreikemeier, Rachel	Admissions Representative – Student Affairs	P2			X			12/10/18	Replaces Connie Russell

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

December 10, 2018

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Osterhoudt, Donna	Administrative Assistant I – Arts & Sciences	N8				X		12/31/18	Retirement
Parks, Cheryl	Assistant Director Career Academies – Instructional	P1				X		1/02/19	Retirement
Schlake-Ideus, Denise	Dean, Community Services & Extended Learning – Instructional	A3				X		2/01/19	Retirement
Spilker, Megan	Information Systems Technician – Technology	N17		X				12/03/18	Replaces Dennis Schmidt
Thornton, Tamara	Adult Education Coordinator – Continuing Education	P3		X				11/26/18	Expanded

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

December 10, 2018

Personnel Report: Faculty

ACTION TAKEN

NAME	ASSIGNMENT	SALARY	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Jurgens, Lacey	Instructor, Office Professional – Business	\$51,600/yr		X		X	1/04/19	Replaces Nancy Wolfe
Kinnett, Katie	Instructor, Associate Degree Nursing – Health	\$51,600/yr		X			1/04/19	Replaces Guila Dunning
Klosterman, Tracie	Instructor, Office Professional – Business	\$51,600/yr		X			1/04/19	Replaces Bonnie Malcolm
Ganic, Sanela	Instructor Business – Business	\$55,101/yr				X	1/04/19	Reassignment Replaces Nancy Krumland

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer