

## 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, February 20, 2018, at the Continuing Education Center, Room 304, 301 South 68 Street Place, Lincoln, Nebraska.

### **ROLL CALL:**

#### **Present:**

Nancy Seim, Lincoln  
James Garver, Lincoln  
Kathy Boellstorff, Johnson  
Robert Feit, Lincoln  
Dale Kruse, Beatrice  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Lynn Schluckebier, Seward  
Kristina Yates, Lincoln  
Pat Galitz, Faculty Representative  
Sarah Devall, Lincoln Campus Student Representative

#### **Absent:**

None

#### **Others Attending:**

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

#### **Registered Visitors:**

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

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, February 12, 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**

The following items were on the consent agenda:

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of January 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) Ratify appointment of teams

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

\*Upon being called for their vote, the Board members listed below stated:

With regard to the Consent Agenda items for Bills and Claims, I abstain from the action with regard to the voucher number (listed below) and vote to approve all other bills and claims and all other Consent Agenda items.

Mr. Garver	V0636813/Chk. No. 0226460
Mr. Schluckebier	V0635124/Chk. No. E0021521
Mr. Reiman	V0635596/Chk. No. 0225880 and V0640385/ Chk. No. 0226605
Mr. Ottmann	V0635218 and V0635219/Chk. No. 0225751
Dr. Kruse	V0635573/Chk. No. E0021397

## FINANCIAL REPORT

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

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	(\$170,944)	
Tuition	(\$408,036)	
Other	\$167,310	
<b>Total Revenues</b>	<b>(\$411,671)</b>	<b>(0.84%)</b>

<b>Expenses</b>		
Personal Services	(\$4,026,153)	
Operating	(\$99,862)	
Travel	(\$105,545)	
Equipment	57,743	
<b>Total Expenses</b>	<b>\$3,762,146</b>	<b>-8.0%</b>
<b>Net Position</b>		

The budget report ending January 31, 2018 showed:

Percentage of Budget year	58%
Percentage of Budget spent	53.9%
Percentage of Board budget spent	51.6%

## FINANCIAL REPORT (continued)

Questions were raised about the budget and budget cuts. Dr. Illich indicated a 3% cut is expected, but it may not be that much. He indicated he gave testimony to the Appropriations Committee. It was pointed out that State December receipts were up, and this will be watched closely. The Forecasting Board meets this week.

A question was raised about legal service costs ever getting lower. Mr. Schultze indicated the costs involve a number of different issues. He indicated as the constructions issues are dealt with and forms and practices are established then the costs should begin to be less.

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

## BOARD MEMBER REPORTS

Board members reported attendance at the following:

### **Legislative Day**

Nancy Seim  
Lynn Schluckebier  
Kathy Boellstorff  
Ed Price

It was noted that all SCC legislators and/or staff were visited with. The community college group was recognized in the gallery.

Ms. Boellstorff handed around the informational brochure produced by the NCCA on the community colleges that was provided to legislators.

## ACCT National Legislative Seminar

Mr. Garver

Rev. Price

Mr. Garver reported he served on the nominating committee. He reported on a new board member who brings a lot of diversity and knowledge to the committee. It was suggested that she be invited to SCC. Mr. Garver indicated he would pass her contact information on to staff.

## BOARD TEAM REPORTS

**The Career Academy.** Mr. Ottmann reported that he is the representative for the Joint Board of The Career Academy and that Dr. Yates is the alternate.

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

**Finance & Facilities.** Ms. Boellstorff reported that the members for the 2018 Facilities Team are: Mr. Feit, Dr. Yates, Mr. Ottmann, and herself. The Team met prior to the meeting and discussed the Welsh Center renovation bids. The roof bid was pulled and will be presented in March.

Ms. Boellstorff reported that the HVAC bid was higher than anticipated as some classrooms were included in the bid which had not originally been considered. The bid for the bleachers was under the anticipated cost, and the sound system and sound reduction were both higher than anticipated.

Mr. Morgan and Mr. Epps reported on the Falls City Learning Center. They will meet in Falls City Friday, along with Rick Blessen, on the proposed center.

**NCCA.** Mr. Schluckebier reported the NCCA board met recently and reviewed bills. A spreadsheet was provided to the NCCA board members with the legislative bill information. He indicated that if anyone wants a copy of the bills that he will forward the Excel file to them.

**ACCT.** Mr. Feit handed out information on the October 24-27 ACCT conference in New York City.

## PRESIDENT'S REPORT

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

- The Legislative Day went extremely well. He indicated he is watching the bills closely.
- Facilities Update
  - ✓ The Construction Manager at Risk (CM@R) process is being used for the student housing and Phase I projects. The request for CM@R proposals have been issued for the housing projects for Beatrice and Milford. The goal is to have a negotiated contract for the March Board meeting.
  - ✓ CM@R proposals will be requested in the near future for the Learning Center in Falls City.
  - ✓ The Diesel Tech proposal was approved by the Coordinating Commission January 25.

- ✓ The Coordinating Commission is reviewing the program statement for Beatrice General Purpose Classroom.
- ✓ Dr. Illich indicated they are still looking at possible replacement of Education Square.
- HLC Assurance Review – An action plan relative to facilities, as well as calendar conversion, co-curricular assessment, reviewing and updating policies and procedures, is requested by HLC to be submitted by SCC yearly.
- Dr. Illich asked Scott Keene, of Ameritas, and Mike Rogers, of Gilmore Bell, to review the resolutions for financing and certificate of participation for Phase I facility projects. The resolutions are to be presented for approval later in the meeting.

Mr. Keen reviewed the financing aspects. Mr. Rogers indicated the first resolution for student housing / dining pledges the revenues of the projects, with financing not to exceed \$19.5 million, and delegates authority to the president. The other resolution is shorter and authorizes certificates of participation, where the College lease purchases facilities, with an approval form of declaration of trust, with financing not to exceed \$65 million.

## **FACULTY ASSOCIATION REPORT**

Bob Redler indicated the Faculty Association is pleased that they officially are underway for contract negotiation for the calendar conversion. They hope to get things completed earlier if possible as they don't want a mass exodus of instructors.

Mr. Redler discussed an article on recruitment / retention regarding California's spending \$6 million to revive the reputation of the community colleges and to improve delivery. He also pointed out that many people don't know the existence or the value of vocational education.

A brief discussion followed on public / private partnerships. Mr. Schultze pointed out they are developing legislation to make public / private partnerships more tax friendly.

## **STUDENT ACTIVITIES REPORT**

Sarah Devall stated that she is a student in the Human Services program. She has been attending one year. She has been very excited since she has been here. Her parents attended Northeast Community College.

Recent events include: coffee with a counselor - five students attended, and this was the first time this event was held; Voices of Hope presentation – speaker about dating violence and domestic abuse – good attendance; blood drive - donors received a T-shirt, 49 donors; Heart Health Awareness – sold cinnamon popcorn and raised \$63 for a donation to the Heart fund; Funfest – free hot dogs, inflatable boxing ring, and cotton candy for students.

Upcoming events include a Cancer Awareness event, providing donations to the Heartland Cancer Foundation; Spring Break Safety Awareness event – quizzes, relaxation day, comedy sessions, tea bar, coloring pages, etc.

## **PUBLIC COMMENT**

There was no public comment.

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

## **SURGICAL TECHNOLOGY PRESENTATION**

Sharon Rehn, Program Chair, and Casey Glassburner, Clinical Coordinator, of the Surgical Technology Program, presented information on the Surgical Technology program.

Ms. Rehn reviewed the Surgical Technology program. She indicated the surgical technology started in the 1960s due to a shortage of nurses. Since 1973 their program has graduated 940 students to date. SCC offered the first online program nationwide. There are currently nine online programs. Twenty years ago SCC went to diploma program.

The typical duties of a surgical technologist:

- Gather all items
- Set up table with needed supplies and instruments
- Hand needed instruments
- Assist the surgeon during surgery

The Surgical Technology program has passionate faculty, and several things set them apart from other health occupations:

- Variety of duties
- Level of technical skills needed
- Fast pace of surgery
- Concept of teamwork

Statistics:

- The National pass rate average for board exam is 69.8%; SCC has been at 100% for the last 5 years.
- Routinely 2 to 3 job positions per graduate giving them the ability to choose where they wish to work – students enroll in the program that already have four-year bachelor's degree.

They are looking to develop two new programs:

- Certified surgical first assistant
- Certified sterile processing technician

Board members who volunteer received instruction on Sterile Gowning & Gloving and the use of skin staplers on chicken legs.

- Chairperson Seim declared the Board in recess at 4:38 p.m.
- Chairperson Seim declared the Board in regular session at 4:49 p.m.

## **2018-2019 BOARD MEETING SCHEDULE**

The 2018-19 Board meeting schedule was presented. It is responsive to the statutory budget requirements and ACCT meeting schedule.

## **2018-2019 TUITION**

Ms. Cummins reviewed the tuition information. This included the 2018-19 proposed tuition rates for Nebraska residents.

Option 1 is the current rate:

\$65.50/quarter credit hour with \$2 in fees for \$67.50/credit hour

Option 2:

Increase tuition by \$1, for \$66.50/quarter credit hour, with \$2 in fees

Option 3:

Increase tuition by \$2, for \$67.50/quarter credit hour, with \$2 in fees

Option 4:

Increase tuition by \$3, for \$68.50/quarter credit hour, with \$2 in fees

Option 5:

Increase tuition by \$4, for \$69.50/quarter credit hour, with \$2 in fees

## **2018-2019 ROOM & BOARD**

Mr. Morgan and Mr. Koster reviewed the handout of room and board rates. There will a 1% increase in Milford, with a 3% increase for the Pioneer Hall Complex due to renovation.

Mr. Morgan stated that Beatrice would not have any increase.

## **STUDENT PERFORMANCE REPORT**

Presentation of this report will be next month.



## BEATRICE CAMPUS CUSTOM FARMING AGREEMENT

The custom farming agreement was reviewed with the Board last month. There were no changes, and the agreement is ready for adoption.

Ms. Boellstorff moved to approve the Beatrice Campus custom farming agreement with the SCC Foundation. Seconded by Mr. Schluckebier.

Roll call vote follows:

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

## PRESIDENT'S GOALS FOR 2018

Dr. Kruse moved to approve the President's Goals for 2018. Seconded by Mr. Schluckebier.

It was suggested that the follow-up on the President's evaluation be discussed further at another time. Chairperson Seim indicated a team will be assigned to review this.

Roll call vote follows:

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

## HEALTH SCIENCE FACILITY PROGRAM STATEMENT

The program statement for the Health Sciences Facility was presented last month. There have been no changes, and it is now ready for approval.

The change in building location was questioned. Dr. Illich indicated it still could be changed.

Mr. Garver moved to approve the construction of a Health Sciences building on the Lincoln Campus; and to approve the Program Statement for this building and authorize the submittal of the Program Statement document to the Nebraska Coordinating Commission for Postsecondary Education for their approval. Seconded by Mr. Feit.

Roll call vote follows:

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

## WELSH CENTER GYM RENOVATION CONTRACTOR

Bids have been received for renovations to the Welsh Center Gym, with a review by the Finance & Facilities Team. Approval is requested.

Dr. Kruse moved to award the following bids for the Welsh Center Gym Renovations on the Milford Campus as follows:

- New HVAC System to Bryant Heating and Gartner & Associates for \$356,761
- New Bleachers to Consolidated Building Systems for \$94,376
- New Sound and Audio Visual Systems to BizCo for \$66,054
- Sound Reduction Panels to Acoustical Solutions for \$25,551.10

For a total cost of \$542,742.10

Seconded by Mr. Schluckebier.

**WELSH CENTER GYM RENOVATION CONTRACTOR (continued)**

The completion date was questioned. Mr. Koster indicated it should be completed for the June graduation.

Roll call vote follows:

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

**13e. CONSTRUCTION MANAGEMENT AT RISK (CMR) METHOD OF CONSTRUCTION FOR FALLS CITY LEARNING CENTER, GENERAL PURPOSE CLASSROOM BEATRICE, DIESEL TECHNOLOGY PROGRAM MILFORD, HEALTH SCIENCES FACILITY.**

Mr. Schultze indicated the following is a motion regarding selection of construction management at risk construction delivery method under the political subdivisions construction alternatives act, Neb. Rev. Stat. §§ 13-2901, for facilities projects. It will be used for four projects. It delegates authority to act to the President. It is based on qualification basis and not the low bid.

Mr. Feit moved that the Board of Governors of this College should, and does hereby:

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 for the following facilities construction projects (hereinafter referred to as "the Project" or "the Projects"),

Description	Location
Falls City Learning Center	Fall City, Nebraska - Campus
Milford Diesel Technology Building	Milford, Nebraska - Campus
Beatrice General Classroom Building	Beatrice, Nebraska - Campus
Lincoln Health Sciences Building	Lincoln, Nebraska - Campus

2. Directs and delegates to the President of the College all authority to initiate and carry out all actions necessary to comply with the requirements of the Act for each Project,

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, the appointment of the Selection Committee to evaluate the proposals received from firms in response to the Request for Qualifications and Proposals for the position of Construction Management at Risk for the Project or Projects, and, to rank the submitting firms and make recommendations to the Board of Governors regarding the selection of the construction manager or managers for the Projects, collectively or individually.

Seconded by Mr. Schluckebier.

Roll call vote follows:

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

## **FINANCING RESOLUTION FOR STUDENT HOUSING AND DINING PROJECTS IN BEATRICE AND STUDENT HOUSING PROJECT IN MILFORD**

Mr. Schultze stated that this resolution provides the College the authority to finance the student housing and dining facility in Beatrice and for student housing in Milford.

Mr. Garver moved that Southeast Community College (College) should, and does hereby, approve the Resolution attached hereto, and incorporated herein by this references, whereby the Board of Governors of Southeast Community College, in the State of Nebraska:

(1) Authorizes the issuance of revenue bonds, Series 2018, not to exceed \$19,500,000 principal amount to finance capital construction of student housing and dining projects at the Beatrice Campus and student housing projects at the Milford Campus, all facilities for the College program; (2) prescribes the form of the bonds and the covenants and agreements to provide for the payment and security thereof; (3) authorizes certain officers to determine final terms of the bonds; and, (4) authorizes certain actions and documents and prescribing other matters relating thereto.

Seconded by Dr. Kruse.

Roll call vote follows:

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

**FINANCING RESOLUTION FOR BUILDING CONSTRUCTION (INCLUDING A LEARNING CENTER IN FALLS CITY, GENERAL PURPOSE CLASSROOM FACILITY IN BEATRICE, DIESEL TECHNOLOGY FACILITY IN MILFORD, AND HEALTH SCIENCE FACILITY IN LINCOLN)**

Mr. Schultze indicated that this resolution provides the authority to finance four academic buildings in Phase 1: Classroom Facility in Beatrice, Diesel Technology Facility in Milford, Health Science Facility in Lincoln, and a Learning Center in Falls City).

Mr. Garver moved that Southeast Community College (College) should, and does hereby, approve the Resolution attached hereto, and incorporated herein by this references, whereby the Board of Governors of Southeast Community College, in the State of Nebraska:

- (1) Authorizes entering into a Lease-Purchase Agreement with a trustee (the "Lease Agreement") pursuant to which the College, as lessee, will lease-purchase and purchase on contract from the trustee, as lessor, various buildings for the College program, including but not limited to, a Learning Center at the Falls City Campus, General Purpose Classroom Facility at the Beatrice Campus, Diesel Technology Facility at the Milford Campus, and Health Science Facility at the Lincoln Campus, and pursuant to which the College makes various covenants and agreements for payment of its obligations under the Lease Agreement, including the levy of taxes;
- (2) authorizes execution and delivery of a license and easement in favor of the trustee for location of the Project on the College's campuses;
- (3) authorizes the approval of a declaration of trust by the trustee, pursuant to which the trustee will execute and deliver certificates of participation in a principal amount not to exceed \$65,000,000 evidencing proportionate interests of the owners thereof in basic rent payments to be made by the College under the Lease (the "Certificates of Participation");
- (4) authorizes certain officers to determine final terms of the Certificates of Participation; and,
- (5) authorizes certain actions and documents and prescribing other matters relating thereto.

Seconded by Ms. Boellstorff.

Roll call vote follows:

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

## **LEGAL COUNSEL REPORT**

Mr. Schultze reported that he and K-12 representatives are working on wording for a proposal to draft legislation to address and provide action to student violence in schools.

## **TIME AND PLACE FOR MARCH MEETING**

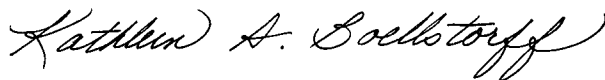
Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, March 19, at 3 p.m., at the Beatrice Campus.

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

There were no items for *Good of the Order* or *Public Comment*.

## **ADJOURNMENT**

Chairperson Seim adjourned the meeting at 5:40 p.m.



Kathy Boellstorff, Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**February 9, 2018**

<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>
Baker, Christopher	Custodian I – Physical Plant			X			2/12/18	Replaces Elaine Petersen
Barthelman, Jon	Teaching Lab Assistant II – Construction, Electronics CIT & Manufacturing Division			X			2/05/18	Replaces Jon Ren
Mamaril, John	Student Services Technician – Student Services Division		X			X	2/05/18	
McKinney, Tess	Help Desk Technician – Technology				X		2/21/18	Resignation
Schuster, Jessica	Administrative Assistant II – Business Division			X		X	2/05/18	Replaces Chelsey Koehn
Sanchez, Miranda	Administrative Assistant I – Arts & Sciences Division			X			1/16/18	Replaces Nicholas Lamblin

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**February 9, 2018**

**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>
Bargmann, Chris	Agribusiness Instructor – Transportation, Welding & Agriculture Division				X		2/16/18	Resignation
Kadavy, Michael	Human Services Instructor – Community Services & Extended Learning				X		2/08/18	Retirement

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer