

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, June 18, 2019, at the Continuing Education Center, Rooms 303/304, 301 S. 68th St, Lincoln, Nebraska.

ROLL CALL:

Present:

Nancy Seim, Lincoln
Dale Kruse, Beatrice
Robert Feit, Lincoln
Kathy Boellstorff, Johnson
James Garver, Lincoln
Keith Hammons, Weeping Water
Steve Ottmann, Dorchester
Edward Price, Lincoln
Lynn Schluckebier, Seward
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Linda Hartman, Faculty Representative
Nicole Daharsh, 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
Robin Moore, SCC Area
Bruce Tangeman, SCC Area
Katy Novak, SCC Area
Stefanie Zahourek, SCC Area
Bruce Exstrom, SCC Area
Dennis Headrick, SCC Area
Ed Koster, SCC Milford
Bob Morgan, SCC Beatrice
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, June 10, 2019, 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

Dr. Kruse moved approval of the consent agenda.

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of May 21, 2019 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) Approval of Bid to Remodel Beatrice Bookstore

Approval of bid for Beatrice Bookstore not to exceed \$125,000.

- 7) Approval of Bid to Remodel the Entry Space at Education Square

Approval of Bid to remodel the Education Square Entry Space not to exceed \$300,000.

- 8) Approval of Administrators' Organizational Chart for 2019-20

Seconded by Mr. Feit.

Chairperson Seim added Brian Torrence resignation effective August 31, 2019.

Ms. Boellstorff briefly reviewed Consent Items 6 & 7 since the Facilities Team did not meet.

Roll call vote follows:

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

*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 the voucher number (listed below) and vote to approve all other bills and claims and all other Consent Agenda items.

Ms. Weissinger: V0698216, V0698455, V0699658, V0700105, and V0700682

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through May 31, 2019. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$386,238)	
Tuition	(\$808,500)	
Other	\$205,291	
Total Revenues	(\$989,447)	-1.17%
Expenses		
Personal Services	(\$5,958,749)	
Operating	\$1,610,065	
Travel	(\$135,315)	
Equipment	\$1,237,572	
Total Expenses	(\$3,246,427)	-3.9%
Net Position	\$2,256,980	

FINANCIAL REPORT (continued)

The budget report ending May 31, 2019 showed:

Percentage of Budget year	92%
Percentage of Budget spent	88%
Percentage of Board budget spent	70%

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Garver		
Schluckebier		
Kruse		
Hammons		
Boellstorff	<i><u>Motion Carried</u></i>	
Feit		
Ottmann		
Yates		
Price		
Weissinger		
Seim		

BOARD MEMBER REPORTS

Board members reported attendance at the following:

Graduation – Lincoln

Nancy Seim
Jim Garver
Ellen Weissinger

Graduation – Milford

(noted that veterans graduating were recognized)

Bob Feit
Steve Ottmann

Graduation – Beatrice

(noted the PTK Outstanding Faculty Award went to Rebecca Burt)

Keith Hammons
Kathy Boellstorff

BOARD TEAM REPORTS

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

Finance & Facilities. Ms. Boellstorff indicated that the Board member of the team were not able to meet, but a progress report was provided.

HR/Equity. Dr. Kruse indicated the team met and there are items for approval later in the meeting.

ACCT. Mr. Feit reminded Board members if they plan to attend the ACCT conference in October to be sure to get registered and make hotel reservations.

PRESIDENT'S REPORT

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

- Rotary Club presentation
- 15 county community forums
- Budget work session July 30
- Monitoring enrollment under semester calendar

FACULTY ASSOCIATION REPORT

Linda Hartman reported in the absence of Bob Redler. She indicated the Faculty Association Executive Team has done strategic planning recently.

STUDENT ACTIVITIES REPORT

Nicole Daharsh, Lincoln Campus student representative, stated she was recently elected president of the Lincoln Student Senate. She reported that recent activities included FunFest (attended by 260), sexual assault awareness, recycling event, relaxation day (attended by 131), and had the therapy dogs available at the end of quarter.

Ms. Daharsh thanked the Board for being so welcoming when she first attended a meeting.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

PRESENTATION ON CONVERSION TO NEW COURSE MANAGEMENT SYSTEM

Bruce Exstrom, Dean – Instruction Assessment, and Stefanie Zahourek, Associate Dean – Virtual Learning, conducted a presentation on the College’s conversion to course management system, CANVAS. The steps involved in the conversion process were presented and some of the key features of the new system were highlighted.

In switching to a new course management system, initially they had an evaluation using a market scan of 23 peer institutions, vendor visits in the winter of 2018, with a final decision in the spring of 2018 to go to CANVAS. They ran a pilot project the fall of 2018. College-wide training has been taking place this past winter. Full implementation will be this fall with the transitioning to semesters.

2019-20 PRELIMINARY BUDGET: GENERAL GUIDANCE

Dr. Illich gave an overview of the 2019-20 general fund budget including three potential budget scenarios. Budget assumptions, expanded projects, and capital projects were also discussed. *(See last page of minutes – page 14 – for the budget scenarios.)*

Ms. Jorgens provided a handout on valuations.

Dr. Illich pointed out Scenario #2 is the administration’s recommendation in order to accomplish their goals.

EXECUTIVE SESSION

Ms. Boellstorff moved to go into closed session for the purposes of discussion of strategy with respect to negotiations of the terms and conditions of employment contract between the College and the College President, Dr. Paul Illich, and for the protection of the public interest. Seconded by Mr. Schluckebier.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Boellstorff		
Schluckebier		
Yates		
Hammons		
Feit		
Weissinger		
Price		
Garver		
Ottmann		
Kruse		
Seim		
	<i><u>Motion Carried</u></i>	

Chair Seim declared the Board in executive session at 4:23 p.m.

Attending: Seim, Boellstorff, Schluckebier, Yates, Weissinger, Price, Garver, Ottmann, Kruse, Hammons, Kruse, Feit, Schultze.

Ms. Boellstorff moved to come out of executive session at 4:50 p.m. Seconded by Mr. Hammons.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Motion Carried

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

PRESIDENT'S CONTRACT

Dr. Kruse moved that the Board of Governors of this College should and does hereby appoint and employ Dr. Paul Illich (College President) as the College President for the Southeast Community College area for a term beginning July 1, 2019 and ending June 30, 2022, unless continued or extended by mutual agreement of the College President and the Board of Governors, under the terms of the Contract of Employment with College President (Contract) attached hereto as Exhibit 1, which contract should be and the same is hereby accepted and approved in its entirety, and that the President and Secretary, or other Board members of this College, should be and are hereby authorized to sign, execute, and deliver the Contract pursuant to its terms and to put its provisions into effect. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

2019-20 PRELIMINARY BUDGET: GENERAL GUIDANCE

(See last page of minutes – page 14 – for the budget scenarios.)

Dr. Weissinger moved that the Board of Governors of this College should and does hereby approve and authorize the President of the College, and his designees, to make any and all required or necessary expenditures for and on behalf of the College consistent with the pending 2019-20 fiscal year budget guidance report until the 2019-20 fiscal year budget is approved by the Board of Governors. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Dr. Weissinger moved to amend the previous motion to approve and authorize the President of the College, and his designees, to make all required and/or necessary expenditures for and on behalf of the College consistent with Scenario No. 1 regarding the pending 2019-2020 fiscal year budget guidance report until the 2019-2020 fiscal year budget is approved by the Board of Governors. Seconded by Dr. Yates.

Mr. Feit questioned where cuts would be made. Dr. Weissinger expressed concern with the property tax issue and emphasized the expertise of Dr. Illich in coming up with solutions.

There was a question if something different could be passed in September. It was indicated that was possible. Dr. Illich indicated that direction is needed for July 1. If Scenario #1 is passed, then he would have to proceed as going with #1. In August authorization for publishing budget will be needed.

Roll call vote follows:

FOR (3):

Weissinger
Yates
Price

Motion Failed

AGAINST (8):

Schluckebier
Hammons
Kruse
Ottmann
Garver
Feit
Boellstorff
Seim

ABSENT (0)

Dr. Kruse moved to approve and authorize the President of the College, and his designees, to make all required and/or necessary expenditures for and on behalf of the College consistent with Scenario No. 2 regarding the pending 2019-2020 fiscal year budget guidance report until the 2019-2020 fiscal year budget is approved by the Board of Governors. Seconded by Mr. Feit.

FOR (8):

Kruse
Feit
Garver
Boellstorff
Hammons
Schluckebier
Ottmann
Seim

AGAINST (2):

Weissinger
Yates

ABSTAINED (1):

Price

ABSENT (0)

Motion Carried

2019-20 Employee Classification System

Ms. Jorgens handed out information on the 2019-20 Employee Classification System, which reflects compensation adjustments. She indicated it is 3.4% total compensation increase.

Mr. Garver moved to approve the 2019-20 Employee Classification System. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. It was pointed out that hourly and yearly salaries should be differentiated better.

Roll call vote follows:

FOR (11):

Garver
Schluckebier
Hammons
Yates
Boellstorff
Feit
Weissinger
Price
Ottmann
Kruse
Seim

AGAINST (0)

ABSENT (0)

Motion Carried

PROFESSIONAL ASSOCIATION CONTRACT

A new agreement with the Professional Association has been negotiated. Mr. Tangeman indicated they had been negotiating since last fall. The agreement has been approved by their membership.

Mr. Feit moved that the Board of Governors of this Southeast Community College should and does hereby approve the Negotiated Agreement between the College and the Southeast Community College Professional Association for the 2019-2020 and 2020-2021 contract years (Negotiated Agreement), a copy of which has been placed on file in the records of the College, and further hereby authorizes the President of the College to sign, execute and deliver the Negotiated Agreement, and to take all other action necessary to carry such contract into effect. Seconded by Mr. Hammons.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Feit		
Hammons		
Schluckebier		
Kruse		
Boellstorff	<i><u>Motion Carried</u></i>	
Garver		
Ottmann		
Yates		
Price		
Weissinger		
Seim		

2019-20 SALARY LIST

The salary list was handed out. With the approval of the Classification System and agreements in place with the Faculty Association and Professional Association, salaries were ready to be approved.

Mr. Garver moved to approve the 2019-20 salaries as presented. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (11):</u>	<u>AGAINST (0)</u>	<u>ABSENT (0)</u>
Garver		
Ottmann		
Kruse		
Price		
Weissinger	<i><u>Motion Carried</u></i>	
Feit		
Boellstorff		
Yates		
Schluckebier		
Hammons		
Seim		

SUPPLEMENTAL ROOM AND BOARD RATES

On the Milford Campus the current housing contracts are exceeding capacity of the new Prairie Hall and Pioneer Halls, therefore Cornhusker Hall will need to be used this August. Currently there are 282 housing contracts which means there are potentially 70 students to house in Cornhusker Hall.

When the room and board rates were approved for 2019-20, Cornhusker Hall rates were not submitted. Since there is now a need to use Cornhusker Hall, the following rates are proposed:

Hall/room	Fall/Spring Semester		Summer Terms		
	Full 16-week cost	Co-op 8-week cost	10-week	5-week	3-week
Prairie/Homestead single	\$3,998	\$1,999	\$2,494	\$1,247	\$748
Prairie/Homestead double	\$3,858	\$1,929	\$2,406	\$1,203	\$722
Washington, Roosevelt, Eisenhower double	\$3,998	\$1,999	\$2,494	\$1,247	\$748
Pioneer double	\$3,107	\$1,554	X	X	X
Cornhusker single	\$2,898	\$1,449	X	X	X
Cornhusker double	\$2,758	\$1,379	X	X	X

Mr. Ottmann moved to approve room and board rates for Cornhusker Hall for 2019-20 and additional supplemental rates to those already approved. Seconded by Mr. Garver.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (11):

Ottmann
Garver
Feit
Yates
Price
Weissinger
Boellstorff
Hammons
Schluckebier
Kruse
Seim

AGAINST (0)

ABSENT (0)

Motion Carried

TIME AND PLACE FOR JULY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, July 16, at 3 p.m., at the Beatrice Campus.

July 30 a work session will be held in Lincoln.

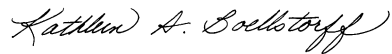
GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim thanked everyone for their patience.

With the fiscal year ending, expense items should be submitted.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:41 p.m.



Kathy Boellstorff
Secretary

Southeast Community College
2019-20 General Fund Budget Revenue & Expense Summary at June 18, 2019

General Fund Assumptions 2019-20

	Budget <u>2018-2019</u>	Scenario 1 @ 7.07 <u>2019-2020</u>	Scenario 2 @ 7.37 <u>2019-2020</u>	Scenario 3 @ 7.57 <u>2019-2020</u>
State Aid Increase/(Decrease)	Actual	2.0%	2.0%	2.0%
Property Valuation % Change	2.3%	4.0%	4.0%	4.0%
Enrollment Change	-4.0%	-3%	-3%	-3%

General Fund Levy

	Budget <u>2018-2019</u>	Scenario 1 @ 7.07 <u>2019-2020</u>	Scenario 2 @ 7.37 <u>2019-2020</u>	Scenario 3 @ 7.57 <u>2019-2020</u>
General Fund	\$ 7.07	\$ 7.07	\$ 7.37	\$ 7.57

2018-2019 General Fund Budget Summary

	Budget <u>2018-2019</u>	Scenario 1 @ 7.07 <u>2019-2020</u>	Scenario 2 @ 7.37 <u>2019-2020</u>	Scenario 3 @ 7.57 <u>2019-2020</u>
Revenues Continuation				
State Aid	\$ 27,372,774	\$ 27,920,229	\$ 27,920,229	\$ 27,920,229
Taxes	41,585,413	43,248,829	45,083,999	46,307,445
Tuition	20,213,634	19,363,164	19,363,164	19,363,164
Other	682,753	600,000	600,000	600,000
Expanded	-	48,960	48,960	48,960
Total Revenues Continuation	89,854,574	91,181,182	93,016,352	94,239,798
Expenditures Continuation				
Salary & Benefits	\$ 74,009,487	\$ 74,746,050	\$ 74,746,050	\$ 74,746,050
Salary & Benefits Faculty Agr 19-20		1,821,897	1,821,897	1,821,897
Operating	13,436,799	14,088,564	14,088,564	14,088,564
Travel	401,153	409,579	409,579	409,579
Equipment	2,007,135	2,373,867	2,373,867	2,373,867
	89,854,574	93,439,957	93,439,957	93,439,957
Expanded Expenditures				
Total Expanded Budget		848,960	848,960	848,960
Total Expenditures	\$ 89,854,574	\$ 94,288,917	\$ 94,288,917	\$ 94,288,917
Net Increase/(Decrease)	\$ -	\$ (3,107,735)	\$ (1,272,565)	\$ (49,119)