

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, April 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:

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

Absent:

Lynn Schluckebier, Seward (excused absence)
Kristin Yates, Lincoln (excused absence)

Also Attending:

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

Also on Zoom Conference Call:

Stu Osterthun, SCC Area
Robin Moore, SCC Area
Bruce Exstrom, SCC Area
Bob Morgan, SCC Beatrice
Amy Jorgens, SCC Area
Ed Koster, SCC Milford
Bev Cummins, SCC Lincoln
Scott Keene, Piper Sandler & Co.
Mike Rogers, Gilmore & Bell, P.C.

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, April 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 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

- 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 March 17, 2020, 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 Order for Termination of the Instructor Contracts of Terry Spoor and Greg Burroughs by Reason of Reduction in Force

Approval of the Order for termination of the instructor contracts of Terry Spoor and Greg Burroughs by reason of reduction in force, when no hearing was requested, and the instructors are dismissed with honor, as copy of the Order being incorporated herein as if fully set forth, and is made part of the minutes.

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Cerveny
Kruse*
Garver
Price
Weissinger*
Feit
Boellstorff*
Hammons
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

*Upon being called for their 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.

Dr. Kruse	V0730668
Dr. Weissinger	V0730092, V0730658, V07300659, V0730660, V0730770
Ms. Boellstorff	V0731423

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through March 31, 2020. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	\$1,014,700	
Tuition	(\$2,924,447)	
Other	\$63,207	
Total Revenues	(\$1,846,540)	-8%
Expenses		
Personal Services	(\$7,963,583)	
Operating	\$1,479,290	
Travel	(\$189,728)	
Equipment	\$1,350,293	
Total Expenses	\$5,323,728	-7.7%
Net Position	\$3,477,188	

The budget report ending March 31, 2020 showed:

Percentage of Budget year	755%
Percentage of Budget spent	69%
Percentage of Board budget spent	43.8%

FINANCIAL REPORT (continued)

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

Chairperson Seim asked for discussion.

In response to a question regarding the financial impact of COVID-19, Dr. Illich reported there have been students dropping out and there are other deficits. However, there are other opportunities that are being created. Dr. Illich also reported that the CARES Act provides some funds for students and some for College operations. The funds allocated to higher education does have some requirements, the state cannot lower state aid by a certain percentage.

Roll call vote follows:

FOR (9):

Garver
Boellstorff
Hammons
Kruse
Feit
Cervený
Price
Weissinger
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

BOARD MEMBER REPORTS

There were no Board member reports.

BOARD TEAM REPORTS

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

HR/Equity. Dr. Kruse reported the team met by Zoom prior to this meeting. This will be discussed under Agenda Item 13a.

PRESIDENT'S REPORT

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

- To keep employees informed, he has been sending out a message every week, even if there are no changes.
- He has made videos, 38 videos so far
- March 30 is the date of the start of the College's move to a virtual environment

- He has started an Agility Planning Group, consisting of three other administrators to look at possible new markets to be identified as result of the pandemic and how to reposition for those who have become unemployed as a result of this.
- An Administrative Retreat will be held soon to prepare for full accreditation visit in 2022.
- The CARES Act funding was released last week - \$4.2 million. One half has to be used for student grants: living, technology, tuition remission. This is being handled by Financial Aid. There was also an emergency student fund established, with the donations flowing through the SCC Educational Foundation. A third source of help for students is the remaining balance from tuition remission.
- There have also been community action projects – Culinary has been making 100 meals a day for high risk people.
- Dr. Illich indicated he has been in negotiations to acquire 32 acres next to 88 and 0 Street.

In response to questions on the dining contract and Beatrice Campus farm:

- Ms. Jorgens reported that the Great Western contract ends May 7. The College has been paying a minimum contract fee to get through the end of the dining contract.
- Mr. Morgan indicated that the farm manager, Leon Lovitt, and his staff have been taking care of the animals and are doing the planting.

FACULTY ASSOCIATION REPORT

Bob Redler reported for the Faculty Association. He indicated there have been a few challenges for some faculty to figure out how to get things accomplished, especially when hands-on experience is necessary. He also pointed out that some vendors have allowed more of a discount to students as well as the college.

Ms. Hartman pointed out that as she had mentioned last month publishers are giving free access to materials.

STUDENT ACTIVITIES REPORT

No report.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

Revised Section B of College Policy

Dr. Kruse reviewed proposed changes of Section B. He asked Board members to review the changes, which remove all procedures, such as the CAT team.

He also reviewed the president-delegated powers and asked Board members to review those in anticipation of approval in May.

Revenue Bond for Milford Residence Hall

Amy Jorgens, Vice President of Administrative Services, reviewed information on the financing approach for the second Milford residence hall. She indicated the second residence hall is for 154 beds and would allow Cornhusker Hall to hopefully be demolished. Current CIF would provide the \$2 million and the rest will come from revenue bonds.

Scott Keene (Piper Sandler & Co.) and Mike Rogers (Gilmore & Bell, P.C.) discussed details related to the financing market and the document and information requirements, respectively.

The bonds will be bank qualified. The revenue bonds should be issued by late May.

ACCT Annual Dues

Chairperson Seim stated that a notice from ACCT had been received indicating that they **“have frozen our FY21 membership dues at the same low rates they’ve maintained for several years.”** Last year’s dues were \$6,287.

This will be brought back for approval in May.

Program Reviews

Dr. Illich introduced Bruce Exstrom. Dr. Exstrom is handling some of Dr. Headrick’s job duties, one of which is Program Reviews.

Dr. Exstrom stated the three programs reviewed for this past year are:

- Academic Transfer
- Building Construction Technology
- Physical Therapist Assistant

All three of these programs are recommended to continue without monitoring.

This will be brought back for approval next month.

2019 Graduate Report

Robin Moore, from the Office of Institutional Research, gave a presentation on the 2019 Graduate Report. This document includes graduation and placement data for each of career/technical and academic transfer programs. It also includes information on average annual salary by program and names of specific companies that employ SCC graduates.

Ms. Moore reported on data compiled by career services staff. This data comes from information self-reported by the graduates. In 2019:

Number of degrees awarded:	1397
Number of graduates:	1376
Number of responses received:	1258 (91%)
Employed:	929
Continuing education:	252
Seeking or not seeking:	77
Unknown	118

Of those who responded 94% of the graduates are either employed or continuing their education.

Of the employed graduates 89% are working in their field of study.

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

COVID-19 Emergency Management Declaration

Rex Schultze reviewed the Emergency Management Declaration (EMD) for the consideration of the Board of Governors and the Emergency Proclamation of the Lancaster County Board which the College (and all schools and other entities in the

County) are relying upon for authority to move forward with the proposed EMD under the Emergency Management Act (so we do not need to get a separate proclamation for the College). He indicated that while the statute is unclear with regard to entities that cover a multiple county area such as SCC, the College's principal offices are located in Lancaster County, therefore, the College is applying the declaration to all campuses in our 15-county area.

Dr. Weissinger moved to take all necessary action with regard to the current COVID 19 virus pandemic emergency including the adoption of a Board Emergency Resolution regarding the Coronavirus pandemic and delegating authority to the College Administration to take all necessary action to address the existent emergency conditions in the Southeast Community College Area. Seconded by Dr. Kruse

Roll call vote follows:

FOR (9):

Weissinger
Kruse
Cervený
Garver
Price
Feit
Boellstorff
Hammons
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

2020-21 Tuition Grants & Waivers

Ms. Jorgens briefly reviewed potential funding levels for 2020-21 tuition grants and waivers, which reflect approved tuition levels.

Mr. Cervený moved to adopt the enclosed schedule for 2020-21 tuition grants and waivers. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Cervený
Feit
Garver
Boellstorff
Hammons
Kruse
Price
Weissinger
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

2020-21 College Catalog Changes & New Award for 2021-22

Last month the proposed 2020-2021 catalog changes were reviewed as well as the proposed new award - AAS in Powersports Technology (Former Motorcycle, ATV, and Personal Watercraft).

The catalog changes are:

- Associate Degree – Health Sciences – AS Degree (Approved by SCC/CCPE/HLC)
- Associate Degree – Early Childhood Education - AA Degree (Approved by SCC/CCPE/HLC)
- Electrical & Electromechanical – Certificate in Electrical Construction – Logical Extension to the current AAS Degree

The proposed new award for 2021-2022:

- AAS in Powersports Technology - Proposed name change from Motorcycle, ATV, and Personal Water Craft and a Logical Extension from a Diploma to the AAS degree. Approval from the SCC Board of Governors is the first step in the approval process. The Logical Extension will then be approved by the CCPE and HLC.

Dr. Kruse moved to approve catalog changes as presented for the 2020-2021 year and to approve the Associate of Applied Science in Powersports Technology, as a logical extension from a diploma to the AAS degree, for 2021-22. Seconded by Mr. Garver.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Kruse
Garver
Cervený
Price
Weissinger
Feit
Boellstorff
Hammons
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

Bond Revenue Resolution

Ms. Boellstorff moved to authorize the issuance of revenue bonds to fund the construction of the new second Milford campus dormitory including adoption of the resolution therefore. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Boellstorff
Feit
Garver
Cervený
Price
Weissinger
Hammons
Kruse
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

New Milford Residence Hall

Mr. Schultze reviewed the process of how to proceed with the building of a second residence hall in Milford.

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area, should and does hereby approve:

- (1) The construction of a second 54,268 square foot Residence Hall building on the Southeast Community College - Milford Campus;**
- (2) The election by the College under paragraph 1.2.1 of the CONSTRUCTION MANAGEMENT AT RISK AGREEMENT BETWEEN THE SOUTHEAST COMMUNITY COLLEGE AREA, A POLITICAL SUBDIVISION OF THE STATE OF NEBRASKA, AND CASPERS SAMPSON SCC JOINT VENTURE, dated March 20, 2018, (CM@R Agreement) to construct the second 54,268 square foot Residence Hall building on the Southeast Community College - Milford Campus;**
- (3) The Second Amendment to the CM@R Agreement to establish the Maximum Personnel Expense cost and Overhead, Profit and Risk fee of Sampson/Caspers SCC, and the date of Substantial and Final Completion by Sampson Caspers SCC of the Residence Hall building on the Milford Campus, which is incorporated in this motion by reference as if fully set forth herein, and maintained in the records of the College; and,**

(4) The Guaranteed Maximum Price negotiated with Sampson/Caspers SCC for the construction of the Residence Hall building on the Milford Campus in the sum of \$9,381,936.00, as set forth in the Guaranteed Maximum Price Amendment to the Owner Construction Manger Agreement dated March 20, 2018, which is incorporated in this motion by reference as if fully set forth herein, and maintained in the records of the College.

Seconded by Mr. Garver.

Mr. Schultze stated the anticipated start date is May 2020, with a completion date of June 2022.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Boellstorff
Garver
Cervený
Kruse
Hammons
Feit
Weissinger
Price
Seim

AGAINST (0)

ABSENT (2)

Schluckebier
Yates

MOTION CARRIED

TIME AND PLACE FOR MAY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, May 19, at 3 p.m. This will be another Zoom meeting.

GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim reminded Board members to review their Board book prior to the meeting.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 4:53 p.m.



Keith Hammons
Secretary

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

April 13, 2020

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Baughman, Kenton	Associate Dean – Instructional Division	A05				X		09/08/2020	Retirement
Kreikemeier, Brittany	Child Development Center Supervisor – Administrative Services Division	N03				X		04/06/2020	Resignation
Rickords, Anna	TRIO Student Success Coach – Student Affairs Division	P02			X			04/27/2020	Replaces Gay Mason
Ruhl, Peter	Comptroller – Administrative Services Division	A02						03/02/2020	Reclassification

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

April 13, 2020

Personnel Report: Staff (Faculty)								
ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Burroughs, Gregg	Instructor, Fire Protection Technology						7/31/2020	Proposed reduction due to program closure
Spoor, Terry	Instructor, Fire Protection Technology						7/31/2020	Proposed reduction due to program closure
Tracy, Barbara	Instructor, Developmental – Arts & Sciences Division						4/1/2020	Change in FTE 1.0 to .40 due to LTD approval.

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

**Tuesday, April 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 | 3:02 |
| 3. Public Meeting Law Compliance Statement | 3:05 |
| 4. Consent Agenda | 3:06 |
| 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 March 17, 2020, Regular Board Meeting | |
| 3) Approval and Ratification of Bills and Claims | |
| 4) Approval of Personnel Changes for College Administrative and Support Personnel | |
| 5) Reduction in Force Order | |
| 5. Financial Report | |
| 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 | 4:00 |
| 11. Public Comment | 4:05 |
| 12. Administrative Presentation/Board Review | |
| a. Revised Section B of College Policy | 4:10 |
| b. Revenue Bond for Milford Residence Hall | 4:25 |
| c. ACCT Dues | 4:40 |
|
BREAK |
4:50 |
| d. Program Reviews | 5:00 |
| e. 2019 Graduate Report | 5:10 |
|
13. DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO: | |
| a. COVID-19 Emergency Declaration | 5:15 |
| b. 2020-21 Tuition Grants & Waivers | 5:20 |
| c. 2020-21 College Catalog Changes & New Award for 2021-22 | 5:25 |

- | | |
|--|------|
| d. Bond Revenue Resolution | 5:30 |
| e. New Milford Residence Hall | 5:40 |
| 14. Legal Counsel Report (Executive/closed session possible) | 5:50 |
| 15. Time and Place for May Meeting | 5:52 |
| 16. Good of the Order and Public Comment | 5:54 |
| 17. Adjournment | 6:00 |

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.

ORDER

WHEREAS, changes in circumstances have occurred in this College necessitating reductions in force, and such changes in circumstances specifically relate to teaching staff members Terry Spoor and Greg Burroughs; and,

WHEREAS, such instructor was notified that the College was considering the termination of their employment contracts with the College at the end of the 2019-2020 school year as a result of a change in circumstances necessitating a reduction in force; and,

WHEREAS, the instructors were notified of their rights to request a hearing within five (5) days from the date of such notification as required by law, and that in the event no request for hearing was made as required by law, the Board would proceed to take action to non-renew or terminate their employment contracts with the College without further notice; and,

WHEREAS, neither Terry Spoor nor Greg Burroughs requested a hearing within the time required by law, and to this date have not requested a hearing.

NOW, THEREFORE, be it resolved by the Board of Governors of this College since changes in circumstances have occurred necessitating a reduction in force, and since such changes in circumstances specifically relate to Terry Spoor and Greg Burroughs, and since such reductions in force cannot be obtained by the process of normal attrition or resignation, and since there are no vacancies on the teaching staff for which these instructors are qualified by endorsement or professional training to perform, and since no probationary certificated employee is being retained to render a service for which any of these instructors are qualified by reason of certification and endorsement to perform, or where not applicable by reason of college credits in the teaching area, that the employment contracts of Terry Spoor and Greg Burroughs, should be and are hereby terminated at the end of the 2019-2020 school and contract year on July 31, 2020, as a result of a reduction in force.

BE IT FURTHER RESOLVED that Terry Spoor and Greg Burroughs will be provided letters to such effect and recall rights, according to law.



Nancy A. Seim, Chairperson
Southeast Community College
Board of Governors



Date

