

## **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, March 17, 2020, via Zoom/telephone conference call. An amended agenda was posted on the College's website that 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. Sites were located at the Continuing Education Center, Room 301, 301 S. 68<sup>th</sup> Street Place, Lincoln, Nebraska, and at the Beatrice Campus, Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, Nebraska.

### **ROLL CALL:**

#### **Present:**

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

#### **Absent:**

Edward Price, Lincoln (excused absence)  
Kristin Yates, Lincoln (excused absence)

#### **Also on Zoom Conference Call:**

Stu Osterthun, SCC Area  
Robin Moore, SCC Area  
Dennis Headrick, SCC Area  
Bob Morgan, SCC Beatrice  
Amy Jorgens, SCC Area

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, March 9, 2020, as well as posted on the bulletin board in the Area Office and the website, along with the amended information which was posted on the College's website on Sunday, March 15, 2020.

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 each site. A specific agenda item is reserved for Public Comment, #11. To testify during this time any member of the audience may approach the Board. 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 February 18, 2020 Regular Board Meeting & Minutes of February 25, 2020 Work Session
  - 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

Mr. Garver moved approval of the consent agenda. Seconded by Mr. Feit.

Chairperson Seim 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>
Garver		Price
Feit		Yates
Boellstorff		
Cervený		
Schluckebier*		
Hammons		<b><u>Motion Carried</u></b>
Kruse		
Weissinger *		
Seim		

\*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.***

Lynn Schluckebier      V0724196 and V0724198

Ellen Weissinger      V0724152, V0728292, V0729466, and V0729467

## FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through February 29, 2020. He also reviewed the investment accounts.

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

<b>Revenue:</b>	<b>Variance:</b>	
Local Taxes	\$1,070,386	
Tuition	(\$3,409,071)	
Other	\$76,931	
<b>Total Revenues</b>	<b>(\$2,261,754)</b>	<b>-3.96%</b>
<b>Expenses</b>		
Personal Services	(\$7,211,677)	
Operating	\$1,286,406	
Travel	(\$179,637)	
Equipment	\$1,322,450	
<b>Total Expenses</b>	<b>(\$4,782,458)</b>	<b>-7.7%</b>
<b>Net Position</b>	<b>\$2,520,704</b>	

The budget report ending February 29, 2020 showed:

Percentage of Budget year	67%
Percentage of Budget spent	61%
Percentage of Board budget spent	39%

Dr. Weissinger moved acceptance of the financial report. Seconded by Mr. Cerveny.

Chairperson Seim 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>
Weissinger		Price
Cerveny		Yates
Feit		
Garver		
Boellstorff		
Hammons		<b><u>Motion Carried</u></b>
Schluckebier		
Kruse		
Seim		

## **BOARD MEMBER REPORTS**

Board members reported attendance at the following:

*Crete Carrier Diesel Technology and  
Welding Center Ribbon Cutting (February 19)*

Chairperson Seim  
Mr. Schluckebier  
Mr. Feit  
Mr. Hammons  
Mr. Garver

Mr. Feit indicated he served on the committee to select the Construction Manager@Risk review.

## **BOARD TEAM REPORTS**

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

## **PRESIDENT'S REPORT**

Dr. Illich reported that an Incidence Response Team was formed to deal with COVID 19, and they have been meeting every day. Some things that have been undertaken:

- Shifting courses to online
- No classes this week to train faculty on online courses
- Be able to innovate and do some special things
- No more than 10 people together
- Will still having labs as long as there are no more than 10 students in the groups
- Emergency leave policy was created for all employees, which is leave outside of sick leave. This is similar to what UNL did. It may be able to be reimbursed by FEMA.

Communication is an ongoing challenge. The situation is creating anxiety and worry.

The College's website has coronavirus information available.

The College is committed to the health and well-being of our students, faculty, staff, and communities.

## **FACULTY ASSOCIATION REPORT**

Linda Hartman reported that faculty are grateful to be on CANVAS instead Moodle.

Publishers are allowing open access to publications.

## **STUDENT ACTIVITIES REPORT**

There was no report.

## **PUBLIC COMMENT**

There was no public comment.

## **COLLEGE CATALOG CHANGES**

Dr. Headrick reviewed proposed catalog changes. These requested changes are for the 2020-2021 College catalog.

The requested changes are:

Health Sciences – Associate Degree  
Early Childhood Education – Associate Degree

Electrical & Electromechanical – Certificate in Electrical Construction (this is a logical extension to an AAS degree)

Also, a new award for 2021/22 is proposed (which was discussed further in following agenda item):

Powersports Technology – Associate Degree (logical extension from a diploma and name change yet to be approved) (current program name is Motorcycle, ATV and Personal Watercraft)

The changes for 2020/2021 will be brought back for approval next month.

Dr. Headrick also informed the Board that they have moved to a digital catalog called Digarc.

## **MOTORCYCLE/ATV AND PERSONAL WATERCRAFT TECHNOLOGY A.A.S. DEGREE**

Bob Morgan, Vice President of Program Development/Beatrice Campus Director, and Dr. Headrick discussed the potential addition of an A.A.S. degree in Motorcycle/ATV and Personal Watercraft Technology. The College currently offers a diploma in this field.

Currently the program is 47.5 hours. A diploma award is 32 credit hours. With an AAS it will be 60 credit hours. This proposed change needs approval yet from the Board, Coordinating Commission, and Higher Learning Commission. Upon approval the changes would take place in 2021/22. The title of the program would be changed to Power Sports Technology to modernize the name of program/image.

## **2020-21 TUITION GRANTS & WAIVERS**

Dr. Illich reviewed the current and projected tuition grants and waivers for 2020-2021

This will be brought back for approval next month.

## **2020-2021 BOARD MEETING SCHEDULE**

Chairperson Seim stated that last month the Board reviewed the proposed 2020-2021 Board meeting schedule. This meeting schedule includes holding a Board meeting in August in Nebraska City and the meeting in April 2021 in Falls City.

Dr. Kruse moved to adopt the proposed 2020-2021 Board meeting schedule. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Kruse  
Schluckebier  
Hammons  
Cervený  
Garver  
Weissinger  
Feit  
Boellstorff  
Seim

**AGAINST (0)**

**ABSENT (2)**

Price  
Yates

**Motion Carried**

## **BUSINESS PARK BUILDING (BEATRICE) RENOVATION**

Last month the Facilities and Finance Team discussed the Business Park Building (Beatrice) renovation project. Information is enclosed for review. The low bid from Hampton is presented for consideration.

Ms. Boellstorff moved to approve the bid from Hampton to complete the renovation of the Business Park Building (Beatrice) for an amount of \$1,358,070. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Boellstorff  
Feit  
Cervený  
Weissinger  
Kruse  
Schluckebier  
Hammons  
Garver  
Seim

**AGAINST (0)**

**ABSENT (2)**

Price  
Yates

**Motion Carried**

## **RATIFY REIMBURSEMENT RESOLUTION**

Dr. Illich pointed out that the following motion is presented to clarify and ratify the action of the Board at the February 18, 2020, regular meeting to approve the Resolution to authorize the reimbursement of costs from tax-exempt interest-bearing obligations related to the construction and equipping the second new Milford Residence Hall.

Mr. Garver moved that the Board of Governors of the Southeast Community College Area should and does hereby ratify the action of the Board on February 18, 2020, approving the Resolution entitled "THE OFFICIAL INTENT OF THE BOARD OF GOVERNORS OF SOUTHEAST COMMUNITY COLLEGE TO REIMBURSE CERTAIN EXPENSES IN CONNECTION WITH THE CONSTRUCTION OF STUDENT HOUSING FACILITIES FROM THE PROCEEDS OF TAX-EXEMPT INTEREST BEARING OBLIGATIONS", and the Board hereby again approves the such Resolution as presented by this action; such Resolution being incorporated herein by this reference. Seconded by Mr. Cervený.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Garver  
Cervený  
Kruse  
Weissinger  
Feit  
Boellstorff  
Schluckebier  
Hammons  
Seim

**AGAINST (0)**

**ABSENT (2)**

Price  
Yates

**Motion Carried**

## **TIME AND PLACE FOR APRIL MEETING**

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, April 21, at 3 p.m., at Education Square.

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

Dr. Headrick addressed the Board about his upcoming retirement at the end of March. He indicated he had attended 330 regular Board meetings over his employment. He thanked the Board for their dedication. He indicated he would be sending them a letter of appreciation, and review some history of the College and offer a few suggestions.

## **ADJOURNMENT**

Chairperson Seim adjourned the meeting at 3:56 p.m.

A handwritten signature in cursive script that reads "Keith Hammons".

Keith Hammons  
Secretary



**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**March 9, 2020**

<b>Personnel Report: Staff (Non-Faculty)</b>									
<b>ACTION TAKEN</b>									
<b>NAME</b>	<b>ASSIGNMENT</b>	<b>RANK</b>	<b>SALARY</b>	<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Allsman, Allen	Safety & Security Specialist – Human Resources Division	N13			X			3/16/20	Replaces Darrell Eastin
Hoke, Maggie	Administrative Assistant I – Health Sciences Division	N08			X		X	3/02/20	Reassignment to replace Alyssa Meyer
Moody, Amber	Administrative Assistant I – Student Affairs	N08				X		3/06/20	Resignation
Oglesby, Diana	Associate Director Institutional Compliance – Access/Equity/Diversity Division	P02						1/02/20	Reorganization Department Change

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**March 9, 2020**

**Personnel Report: Staff (Faculty)**

**ACTION TAKEN**

NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Bashore, Scott	Instructor Land Surveying Civil Engineering - Construction/ Electronics/CIT & Manufacturing Division			X			3/02/20	Replaces Mike Sizer
Hood Reese, Chelsea	Instructor, Business – Business Division			X		X	8/10/20	Reassignment to replace Susan Holland
Mittan, Tim	Instructor, Business – Business Division			X		X	8/10/20	Reassignment to replace Barb Neuwerth
Wehling, Misty	Instructor, Biology/Microbiology – Arts & Sciences Division			X		X	8/10/20	Reassignment to replaces Robert Williams

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**Amended notice of the meeting of the Board of Governors of the Southeast Community College Area.**

March 17, 2020  
3:00 P.M.

SCC Beatrice Campus Jackson Hall Conference Room  
4771 West Scott Road, Beatrice, Nebraska

Notice is hereby given that the regular meeting of the Board of Governors of the Southeast Community College Area, will be held at 3:00 p.m. on the 17th day of March, 2020, in the Southeast Community College Area - Beatrice Campus Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, Nebraska. Notice is further hereby 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 may be held by telephone conference call. The possible telephone conference location at which some Board of Governors of the Southeast Community College Area may be present besides that listed above is the Southeast Community College - Continuing Education Center, 301 South 68th Street, Lincoln, Nebraska; check at front desk, for exact room to be assigned. Reasonable arrangements will be made for the public to attend, hear, and speak at the meeting, including seating, recordation by audio recording devices, and public comment. At least one copy of all documents being considered will be available to the public at each of the sites of the telephone conference call.

The matters to be considered at the Board of Governors meeting are shown on an Agenda, which is kept continuously current and is available for public inspection at the office of the President of Southeast Community College located at the Southeast Community College - Continuing Education Center, 301 South 68th Street, Lincoln, Nebraska.

**SOUTHEAST COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**Tuesday, March 17, 2020**

**Beatrice Campus  
Jackson Hall Conference Room  
4771 West Scott Road  
Beatrice, Nebraska**

**REGULAR MEETING AGENDA - 3:00 P.M.**

- |   |           |
|---|-----------|
| 1. Meeting Called to Order  | 3:00 p.m. |
| 2. Roll Call  | 3:05      |
| 3. Public Meeting Law Compliance Statement  | 3:06      |
| 4. Consent Agenda   | 3:08      |
| 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 February 18, 2020 Regular Board Meeting & Minutes of February 25, 2020 Work Session |           |
| 3) Approval and Ratification of Bills and Claims  |           |
| 4) Approval of Personnel Changes for College Administrative and Support Personnel                             |           |
| 5) Approval of Hiring / Resignations / Terminations of Instructional Staff                                    |           |
| 5. Financial Report   | 3:11      |
| 6. Board Member Reports   | 3:13      |
| 7. Board Team Reports   | 3:17      |
| 8. President's Report   | 3:25      |
| 9. Faculty Association Report   | 3:35      |
| 10. Student Activities Report   | 3:40      |
| 11. Public Comment  | 3:45      |
| 12. Administrative Presentation/Board Review  |           |
| a. Instructional Presentation: Academic Transfer: Theatre   | 3:50      |
| b. 2019 Graduate Report   | 4:00      |
| c. Motorcycle/ATV A.A.S Degree  | 4:20      |
| BREAK   |           |
| d. College Catalog Changes  | 4:40      |
| e. 2020-2021 Tuition Grants & Waivers   | 4:50      |
| <b>13. DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO:</b>                                    |           |
| a. 2020-2021 Board Meeting Schedule   | 5:00      |
| b. Business Park Building (Beatrice) Renovation   | 5:10      |
| 14. Legal Counsel Report (Executive/closed session possible)  | 5:25      |
| 15. Time and Place for April Meeting  | 5:30      |
| 16. Good of the Order and Public Comment  | 5:35      |
| 17. Adjournment   | 5:40      |

