

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 16, 2019, at 3:00 p.m. on at the Lincoln Campus, Room V-103/104, 8800 "O" Street, Lincoln, Nebraska.

ROLL CALL:

Present:

Nancy Seim, Lincoln
Robert Feit, Lincoln
Kathy Boellstorff, Johnson
Dale Kruse, Beatrice
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
Derek Aldridge, Legal Counsel
Lynda Heiden, SCC Area

Registered Visitors:

Stu Osterthun, SCC Area
Jose J. Soto, SCC Area
Edward Koster, SCC Milford
Sarah Kramer, SCC Area
Bob Morgan, SCC Beatrice
Robin Moore, SCC Area
Bev Cummins, SCC
Bruce Tangeman, SCC Area
Kathy Eitzman, SCC
Bob Redler, Faculty Association

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 8, 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

- 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 19, 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) Entity Authorization

Mr. Garver moved approval of the consent agenda. Seconded by Dr. Weissinger.

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		
Boellstorff		
Feit		
Weissinger*		
Price		
Garver		
Ottmann		
Yates		
Hammons		
Kruse*		
Seim		

Motion Carried

*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.

Dale Kruse V0689804
Ellen Weissinger V0689977, V0690472, V691086, V0692229

FINANCIAL REPORT

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

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$1,800,366)	
Tuition	(\$1,036,659)	
Other	\$159,968	
Total Revenues	(\$2,677,057)	-4.16%
Expenses		
Personal Services	(\$4,935,517)	
Operating	\$525,644	
Travel	(\$143,002)	
Equipment	\$159,334	
Total Expenses	(\$4,393,541)	-6.5%
Net Position	\$1,716,484	

The budget report ending showed:

Percentage of Budget year	75%
Percentage of Budget spent	70.5%
Percentage of Board budget spent	58.2%

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

Chairperson Seim asked for discussion. There was none.

FINANCIAL REPORT (continued)

Roll call vote follows:

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

BOARD MEMBER REPORTS

Board members reported attendance at the following:

Logo Unveiling

Mr. Feit
Mr. Schluckebier

Groundbreaking-Milford

Mr. Feit
Mr. Schluckebier
Ms. Boellstorff
Mr. Hammons
Dr. Kruse

Forum(s)

Ms. Boellstorff
Mr. Hammons (Johnson & Pawnee County forums)

Dr. Weissinger attended an event by the Lincoln Home Builders Association. Scholarships were awarded, and one of the scholarship winners will be attending SCC.

BOARD TEAM REPORTS

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

HR/Equity. The team met and discussed the Faculty Association contract and a proposed policy change.

Finance & Facilities. Ms. Boellstorff stated the team met prior to the Board meeting. A hand out on the Facilities Project Status was provided. Ms. Boellstorff also reviewed items that are scheduled for approval later on the agenda.

May 7 is for the groundbreaking ceremony for the Beatrice Campus multi-purpose building.

Ms. Boellstorff also indicated that the Falls City Learning Center should be completed by September this year.

ACCT. Mr. Feit reminded Board members to sign up soon if attending ACCT in San Francisco as rooms are going quickly.

TCA. Mr. Ottmann stated that The Career Academy Joint Board will meet next month.

PRESIDENT'S REPORT

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

- LB 256 has been passed; it authorizes insurance coverage for community college boards of governors' members.
- Work on a new strategic plan continues for SCC.
- He has been conducting community forums.
- Preliminary budget will be presented in May.
- The budget in June or July will deal with facilities.
- A fire report has been received. It will be reviewed at a work session.
- Attended the recent SCC Educational Foundation meeting.
- The College is implementing a payment plan for students who need additional options.
- Dr. Illich is hosting the PTK ceremony/luncheon.
- The SCC logo rollout went extremely well.
- SCC will host this fall's NCCA annual conference. It will deal with resiliency skills. It will be more interactive. There will be round tables in morning. The plan is to give each school an opportunity to showcase what they are working on.

Mr. Garver indicated he attended a meeting with the county assessor's office, there may be county-wide adjustments in valuations.

FACULTY ASSOCIATION REPORT

Mr. Redler reported:

- The long negotiations session has been completed with an affirmative vote from the Faculty Association members

- Subaru donated a 2018 Subaru BRZ coupe to the SCC Milford Automotive Technology program, a WRX to SCC Lincoln Automotive Technology, and gave permission to SCC to be a Subaru U school last year which enables students to get online training from Subaru
- The Ag Department hosted Ag Day April 23.
- Business Administration program is promoting their BSAD certificate on the Milford Campus. The certificate requires only up to four additional courses for students to take beyond their program classes.

STUDENT ACTIVITIES REPORT

Nicole Daharsh reported on the Lincoln Campus student activities. The Student Senate is revising their constitution. They have had an increase in program representation on the Student Senate, approximately a 33% increase. She is the vice president.

This week they have had student appreciation activities. Also had programs with mental health awareness. They will be having a blood drive in the near future.

Ms. Daharsh graduated from Bishop Neuman last May. She started this past fall, and having participated in SENCAP she was already familiar with SCC. She plans to attend UNL, with possible major of Elementary Education.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

INSTRUCTIONAL PRESENTATION: OFFICE PROFESSIONAL

Presenter: Karen Hermsen, Program Chair/Instructor
Deb Kay, Instructor, assisting

Presentation: Introduction to program and changes made moving to semesters, hands-on activity, and possible typing test completion.

Handouts were provided on changes made to the program as a result of moving to semesters.

Ms. Hermsen reviewed changes to the program.

- Some curriculum changes were based on other community colleges offerings.
 - Combined Word Applications I and II into Word Applications
 - Separated Spreadsheet and Database Applications
 - Advanced Spreadsheet Applications
 - Advanced Database Applications
- New Office Professional Capstone course cross listed for both classroom and online students
 - Show employees working in a brick-and-mortar setting while others are working from home
 - Use a jigsaw method of instruction
 - Students in groups (division of organization) each having individual tasks/responsibilities
 - Groups collaborate to reach overall goal while completing their individual tasks
 - Students will rotate being responsible for overall objectives during rotations

Ms. Hermsen also showed the Board members the “blank” keyboards that students learn on. The software also disables the backspace key. Ms. Hermsen stated that two students this current year have keyed 100+ wpm on blank keyboards, using software where the backspace is disabled on a five-minute timing with 5 or fewer errors. (Industry standard is one error per minute.)

Ms. Kay handed out copies of the Microsoft Office Alphabet keyboard shortcuts.

COMMUNITY COLLEGE MONTH PRESENTATION

1) Signing Ceremony – Community College Month

Nancy Seim read the proclamation for Community College Month. Chairperson Seim and Kathy Boellstorff, Board Secretary, signed the proclamation for 2019.

2) Student Panel

A student panel shared their backgrounds and successes with the Board. The students were:

Richard Shea of Sterling, Nebraska
Darius Herron of Chicago, Illinois
Theresa Frary of Auburn, Nebraska

Ms. Frary indicated she is attending the Beatrice Campus. She also plays volleyball. She pointed out that the faculty are willing to work with students. She has a volleyball scholarship that helps pay her tuition or college.

Mr. Herron stated that he is in his fifth quarter. He enjoys his educational-experience at SCC Lincoln Campus. He indicated he has a passion to help people. He likes the small class sizes and when looking for schools he looked for an institution in the Midwest, and SCC fit his needs. He enjoys his involvement in the Student Senate. His major concern is with the cost of textbooks.

Mr. Shea stated that he is in the Precision Machine program on the Milford Campus. He joined the Marines out of high school. He graduated from the Diesel Truck program in December. He appreciates the help instructors will give when students don't understand something. The GI bill is paying for his education.

Chairperson Seim thanked the students for attending.

The Board had an informal opportunity to interact with the students during a recess.

*Chairperson Seim declared the Board in recess at 4:05 p.m.

*Chairperson Seim declared the Board in regular session at 4:25 p.m.

ACCT ANNUAL DUES

The annual dues notice from ACCT was received. Dues for 2019-2020 are \$6,287. Last year's dues were \$6,104. This will be brought back for approval in May.

PROGRAM REVIEWS

Dr. Headrick stated that program reviews are aimed at fulfilling requirements for the Coordinating Commission for Postsecondary Education. The criteria for each program are 10 graduates every year (five-year average) and generation of 275 semester hours per faculty FTE. This is a threshold that is used for all colleges and all programs.

Seven programs were reviewed this year: Licensed Practical Nursing, Medical Assisting, Associate Degree Nursing, Paramedic, Pharmacy Technician, Surgical Technology, and Professional Truck Driving Training.

The recommendation for four of these programs is to continue without monitoring, but these three programs are recommended to continue with monitoring: Paramedic, Pharmacy Technician, and Surgical Technology.

The Program Reviews will be brought back for approval next month. Upon Board approval, information will be sent on to the Coordinating Commission.

CALENDAR TEAM PRESENTATION

Members of the Calendar Team provided a presentation on the status of the calendar conversion initiative. They discussed various details of the process including communication activities, Ellucian programming, student advising, curriculum, and pilot testing. The team members attending the meeting and providing information were: Stu Osterthun, Bev Cummins, Dennis Headrick, Bruce Tangeman, Bruce Exstrom, Robin Moore, Amy Jorgens, Mike Pegram, and Al Brunkow.

- Showed the website which showed monthly updates
- The fall class schedule is out, as is the College catalog.
- Student advising guides are out.
- Courses are being converting for fall semester.

- Registration is open, and it provides a longer registration time.
- Pop-up advising is used.
- Recruiting events have been used to inform students of the change to semesters
- Financial aid calculations are being adjusted.
- They are editing programs for degree audit.
- They are reviewing and adjusting information for international students.
- Financial information and processes are being completed for tuition, fees, waivers, and upcoming tasks involve the residence halls, cafeteria, bookstore, and payment plans.

- Testing of the conversion of student records continues – there are 5 million records to convert.
- Testing in progress of course section records

The plan is to convert records over the July 4 weekend, which has the potential of 1 to 2 days of downtime.

Items for Board Action

2019-20 TUITION GRANTS & WAIVERS

Ms. Jorgens reviewed the proposed 2019-20 tuition grants and waivers.

Dr. Kruse moved to adopt the enclosed schedule for 2019-20 tuition grants and waivers.
Seconded by Mr. Feit.

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		
Feit		
Boellstorff		
Yates		
Schluckebier		
Hammons	<i><u>Motion Carried</u></i>	
Ottmann		
Garver		
Price		
Weissinger		
Seim		

2019-20 COLLEGE CATALOG CHANGES

You reviewed the attached list last month, and there are no additional changes.

Mr. Garver moved to adopt the 19-20 Catalog changes as presented. 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>
Garver		
Hammons		
Schluckebier		
Kruse		
Boellstorff		
Feit	<i><u>Motion Carried</u></i>	
Ottmann		
Yates		
Price		
Weissinger		
Seim		

DENTAL ASSISTANT PROGRAM STATEMENT

Proposal for New Instructional Program – Associate of Applied Science Degree in Dental Assisting

Mr. Morgan and Dr. Headrick reviewed the program statement for the Dental Assistant program. Board approval is necessary. Upon approval the program statement will be submitted to the Coordinating Commission for their approval.

Mr. Garver moved to approve the Dental Assisting proposal for new instructional program to include the Associate of Applied Science Degree. Seconded by Dr. Kruse.

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		
Kruse		
Ottmann		
Price		
Weissinger		
Feit	<i><u>Motion Carried</u></i>	
Boellstorff		
Yates		
Schluckebier		
Hammons		
Seim		

GMP FOR HEALTH SCIENCES FACILITY - LINCOLN CAMPUS

Discuss, consider and take all necessary action with regard to the amendment to the construction management at risk contract between the Southeast Community College Area and regarding the Guaranteed Maximum Price proposal for the Health Sciences Building on the Southeast Community College – Lincoln Campus.

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area should and does hereby approve the amendment to the construction manager at risk contract effective November 20th, 2018, between SCC and Hausmann Construction, Inc. for the new Health Science Building project on the SCC Lincoln Campus setting forth on Exhibit A the Guaranteed Maximum Price Agreement (GMP Agreement), including the 16 Division spreadsheet incorporated by reference therein, in the sum of Twenty-Five Million, Five Hundred Twenty-Five Thousand, Nine Hundred Ninety-Eight and No/100ths DOLLARS \$25,525,998.00), in the form attached to this Motion and on file with official SCC records and as presented at this meeting or with such changes as are deemed necessary and in the best interest of SCC and approved by the SCC President, and further hereby delegates authority to and authorizes and directs the SCC President, or his designee, to sign,

execute and deliver the GMP Agreement, and to take all other action necessary to carry such GMP Agreement 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>
Boellstorff		
Ottmann		
Yates		
Price		
Weissinger		
Kruse	<i><u>Motion Carried</u></i>	
Schluckebier		
Hammons		
Garver		
Feit		
Seim		

FACULTY CONTRACT

Sarah Kramer and Bruce Tangeman briefly reviewed the new three-year agreement, which had been approved by the Faculty Association. A copy was handed out.

To minimize the financial impact to faculty, the contract went from 213 days to 185 days. The second year of the contract will be 180 days, with the third year for 175 days.

Others who worked on negotiations were: Amy Jorgens, Dennis Headrick, and for the Faculty Association Bob Redler, Jim Iceman, and their attorney Ryan Sullivan.

Dr. Kruse indicated they kept the HR team updated. The process took a lot of work, and they appreciate all that has been done.

Dr. Kruse 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 Faculty Association for the 2019-2020, 2020-2021 and 2021-2022 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. 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>
Kruse		
Schluckebier		
Hammons		
Yates		
Boellstorff		
Feit		
Weissinger		
Price		
Garver		
Ottmann		
Seim		

Motion Carried

HVAC REPLACEMENT - BEATRICE

Replacement of HVAC Unit for the Kennedy Center 500 wing.

The HVAC project is for the College to purchase the AAON roof unit directly from Gartner & Associates for the sum of \$44,400 and bid out the water tight installation of the new roof top unit. New unit will mount on a standard roof curb or a welded steel curb adaptor which will adapt the foot print of the new unit to the existing roof curb.

One bid for installation was received from Beatrice Mechanical for the sum of \$38,210.00

Mr. Ottmann moved to award the bid for the purchase of the AAON roof top unit from Gartner & Associates for the amount of \$44,400 and award the installation of the new roof top unit over the 500 wing of Kennedy center in the amount of \$38,210.00 for a total project cost of \$82,610.00. Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

Motion Carried

ROOF REPLACEMENT - BEATRICE

Kennedy Center Roof Replacement

This project will replace the existing approximately 34,000 square feet of EDPM roofing. The low bid for the project was for Alternate # 1 to tear off existing roof to existing insulation and installing diamond crickets over the existing insulation - screw down densdeck prime - fully adhere 60 mil EDPM.

The two bids were:

Weathercraft bid of \$321,664.00
Stonebrook Exterior bid of \$360,166.00

Ms. Boellstorff moved to award the bid for the Kennedy Center Roof project to Weather Craft in the Amount of \$321,664.00. Seconded by Mr. Garver.

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		
Garver		
Ottmann		
Kruse		
Hammons		
Schluckebier	<u>Motion Carried</u>	
Yates		
Feit		
Weissinger		
Price		
Seim		

DUNLAP ROOF BID - MILFORD

This was reviewed with the Facilities and Finance Team last month. Documentation is attached.

Mr. Feit moved to award the Roof Replacement Bid for the Dunlap Center Milford Campus to Weathercraft Company of Lincoln in the amount of \$110,195. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (11):

AGAINST (0)

ABSENT (0)

Feit
Ottmann
Yates
Price
Weissinger
Garver
Boellstorff
Hammons
Schluckebier
Kruse
Seim

Motion Carried

TIME AND PLACE FOR MAY MEETING

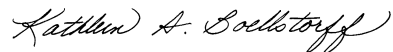
Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, May 21, at 3 p.m., at the Milford Campus.

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 5:20 p.m.



Kathy Boellstorff
Secretary

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

April 9, 2019

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Hosch, Matthew	Help Desk Technician – Technology	N16			X			4/29/19	Replaces Joseph Hunter
Kastens, Roxanne	Accountant – Administrative Services	A7		X				4/29/19	Expanded
Liska, Brian	Assistant Parts Manager – Administrative Services	N9					X	7/01/19	Reclassification
Martin, Donna	Custodian I – Physical Plant	N5				X		4/18/19	Resignation
Mayfield, Cindy	Administrative Assistant, Financial Aid – Student Affairs.	N8			X			4/01/19	Replaces Lauren Rinne
McConkey, Nancy	Administrative Director, Registration & Records – Student Affairs	A5			X			5/01/19	Replaces Diane Rink
Nelson, Randy	Senior Administrative Director Career Academies & K-12 Connections – Instructional	A5					X	4/01/19	Reorganization
Payne, Lily	Student Services Technician – Student Affairs	N10			X		X	4/01/19	Replaces John Mamaril

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

April 9, 2019

Personnel Report: Faculty

ACTION TAKEN

NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Galitz, Pat	Instructor, Business Administration – Business				X		6/12/19	Retirement
Kreis, Russell	Instructor, Electronics – Construction & Electronics Division						4/08/19	Deceased

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer