Chairperson Neal Stenberg called the regular meeting of the Southeast Community College Board of Governors to order at 1:00 p.m. on Tuesday, November 15, 2022, at the Beatrice Campus, 4771 W. Scott Road, Beatrice, NE.

ROLL CALL:

Present:

Nancy A. Seim, Lincoln
Dale Kruse, Beatrice
Keith Hammons, Weeping Water
Arlyn Uhrmacher, Lincoln
Chuck Byers, McCool Junction
James Sherwood, Lincoln
Kathy Boellstorff, Johnson
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Richard LeBlanc, Lincoln
Linda Hartman, Faculty Representative
Neal Stenberg, Lincoln

Absent:

None

PUBLIC MEETING LAW COMPLIANCE STATEMENT

Chairperson Stenberg stated the public meeting notice had been published in the Lincoln Journal Star on Monday, November 7, 2022, as well as posted on the bulletin board in the Area Office and on the website. He indicated that the meeting is conducted according to the principles of the revised ***Robert's Rules of Order***.

Chairperson Stenberg stated that supplementary materials were available for the public, along with a copy of the Open Meetings Law. A specific agenda item is reserved for Public Comment, item number 7. 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.

Chairperson Stenberg stated this meeting would be combining work session discussion topics with regular meeting items and congratulated Dr. Illich for being selected as the recipient of the Western Region, Chief Executive Officer Award at the Association of Community College Trustees (ACCT) conference.

CONSENT AGENDA

Mr. Uhrmacher moved approval of the consent agenda. Seconded by Dr. Sherwood.

1) Approval of Agenda as Presented or Amended
2) Approval of Minutes of October 18, 2022, Regular Meeting
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

Chairperson Stenberg asked for discussion. There was none.

Roll call vote follows:

FOR (10):	**AGAINST (0)**	**ABSTAIN (1)**	**ABSENT (0):**
Uhrmacher		Kruse	
Sherwood			
Seim			
Boellstorff			
Byers			
Hammons			
Yates			
Weissinger			
LeBlanc			
Stenberg			

Motion Carried

Mr. Uhrmacher:
Mister President, with regard to the Consent Agenda item for Bills and Claims, I abstain from the action with regard to voucher number V0832459 and vote to approve all other bills and claims and all other Consent Agenda items.

Dr. Weissinger:
Mister President, with regard to the Consent Agenda item for Bills and Claims, out of an abundance of caution, I abstain from the action with regard to the five vouchers related to Redshaw Paint and vote to approve all other bills and claims and all other Consent Agenda items.

TOPICS FOR DISCUSSION

Chairperson Stenberg stated discussion topics would be new/revised college policies and athletics.

Dr. Illich reviewed history of Higher Learning Commission (HLC) assurance review process and improvement opportunities including policy review. Dr. Illich presented information on the College policy creation and revision processes, determining what is policy and what is procedure, goals 9.2 and 9.4 in the 2020-2024 Strategic Plan, and the policy review timeline.

Shawna Herwick, Administrative Director, Accreditation, Institutional Assessment, and Planning, presented information related to the remaining policies in sections C, D and E, due for review. She thanked the Board for commitment to the review project and handed out crosswalk documents for each section. She indicated that during the next review cycle, College handbooks will be reviewed to determine what can be moved from handbooks to policy and procedure.

Chairperson Stenberg declared the Board in recess at 1:45 p.m.
Chairperson Stenberg declared the Board in session at 2:03 p.m.

Ms. Herwick took questions and comments from the Board on policies presented and requested emails be sent to her attention. She indicated drafts for final review would be sent out prior to the December 13, meeting for consideration at that meeting.

Brett Bright, Vice-President for Student Success, Beatrice Campus Executive Director, gave an overview of the planning for men's and women's athletic teams including; wrestling, trapshooting, track, golf, rodeo, volleyball, tennis, and esports. Planning includes; campus locations, gym usage, use of off campus locations, equipment, housing and recruiting athletes, scholarships, part-time coaches, and mascot development. The Board requested an information sheet be developed listing all athletics and their campus locations.

Noting Dr. Carolee Ritter's attendance at this meeting, Mr. Uhrmacher congratulated Dr. Ritter on being selected as the recipient of the 2022 Nebraska Community College Association (NCCA) Administrator's Award.

Chairperson Stenberg declared the Board in recess at 3:02 p.m.
Chairperson Stenberg declared the Board in session at 3:17 p.m.

FINANCIAL REPORT

Financial Summary through October 31, 2022

General Fund	Budget 22-23	Year to Date through October 31, 2022 Budget	Actual	Variance	% Variance
Revenues:					
State aid	29,873,785	5,974,757	5,974,757	-	--
Local taxes	50,778,465	16,565,097	16,262,837	(302,260)	-1.82%
Tuition	16,352,786	9,484,616	8,563,912	(920,704)	-9.71%
Other	800,000	266,667	777,351	510,684	191.51%
Total Revenues	**97,805,036**	**32,291,137**	**31,578,857**	**(712,280)**	**-2.21%**
Expenses					
Personal services	79,558,385	26,519,461	24,050,124	(2,469,337)	-9.3%
Operating	16,842,756	5,614,252	5,655,272	41,020	0.7%
Travel	391,555	130,519	62,045	(68,474)	-52.5%
Equipment	1,012,340	198,002	251,320	53,318	26.9%
Total Expenses	**97,805,036**	**32,462,234**	**30,018,761**	**(2,443,473)**	**-7.5%**
Net Position	-	**(171,097)**	**1,560,096**	**1,731,193**	

Dr. Illich reviewed the financial report for the period through October 31, 2022. He indicated the summary is unaudited and before final adjusting journal entries. He also reviewed the investment accounts.

The budget report ending October 31, 2022 showed:

Percentage of Budget year:	33.3%
Percentage of Budget spent:	30.7%
Percentage of Board budget spent:	27.1%

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

Chairperson Stenberg asked for discussion. There was none.

Roll call vote follows:

FOR (11):	**AGAINST (0)**	**ABSENT (0):**
LeBlanc		
Boellstorff		
Yates		
Sherwood		
Kruse		
Seim		
Hammons		
Byers		
Uhrmacher		
Weissinger		
Stenberg		

Motion Carried

PUBLIC COMMENT

Chairperson Stenberg asked for public comment. There was none.

ADMINISTRATIVE PRESENTATION/BOARD REVIEW

NPPD Check Presentation: Gary Thompson (Goal 8.4)

Nebraska Public Power District (NPPD) representative, Gary Thompson, presented $5,000 scholarship award checks to each of the three campuses from the proceeds of the annual Nebraska Open golf tournament for community college scholarships. Mr. Thompson indicated he will be ending his thirty years of service on the NPPD Board in December.

NCCA Dues (Goal 9.4)

Dr. Illich presented the invoice for NCCA dues for 2023, received in the amount of $69,942.37. Dues for 2022 were $64,006.33.

2023-2024 Tuition and Fees (Goals 8.3, 8.5)

Amy Jorgens, Vice President of Administrative Services, presented potential tuition and fee rates for 2023-2024, showing a $2.00 increase in tuition per credit hour and $1.00 increase in fees. She indicated there is in importance in the tuition and fees timeline to allow for Financial Aid to package what the cost will be. Board members discussed proposed amounts and funding sources.

2023-2024 Room and Board Rates (Goal 7.6)

Ms. Jorgens distributed a document outlining potential room and board rates for 2023-2024. She presented a summary of residence hall facilities and related financing, budget assumptions, and proposed room and board charges.

New Credentials and Programs: Bev Cummins (Goals 1.3, 4.4, 4.7)

Bev Cummins, Vice President Program Development, Lincoln Campus Director, provided an overview of new credentials and programs that will be presented to the Board in December for consideration for submission to the Coordinating Commission.

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

College Policy Approval: C-15, Institutional Articulation, C-16 Transfer of Credit

Mr. Uhrmacher motioned to approve new policies C-15, Institutional Articulation, C-16, Transfer of Credit as Southeast Community College Policy, such policies on file with official College records and presented at this meeting, and, hereby direct the College Administration to take such action as to implement such policies effective immediately. Seconded by Dr. Sherwood.

Chairperson Stenberg asked for discussion. There was none.

Roll call vote follows:

FOR (11):	**AGAINST (0)**	**ABSENT (0)**
Uhrmacher		
Sherwood		
LeBlanc		
Boellstorff		
Byers		
Yates		
Weissinger		
Kruse		

Seim
Hammons
Stenberg

Motion Carried

NCCA Dues for 2023

Mr. Hammons motioned to authorize payment of NCCA membership dues in the amount of $69,942.37 for the period of January 1 – December 31, 2023. Seconded by Mr. LeBlanc.

Chairperson Stenberg asked for further discussion. There was none.

Roll call vote follows:

FOR (10):	**AGAINST (0)**	**ABSENT (0)**
Hammons		
LeBlanc		
Seim		
Weissinger		
Kruse		
Uhrmacher		
Boellstorff		
Byers		
Sherwood		
Yates		
Stenberg		

Motion Carried

TIME AND PLACE FOR DECEMBER MEETING

Chairperson Stenberg stated the next Board regular meeting is scheduled for December 13, 2022, 3:00 p.m., at the Jack J. Huck Continuing Education Center in Lincoln.

GOOD OF THE ORDER AND PUBLIC COMMENT

Ms. Boellstorff recognized military veteran faculty, staff, and Board Members. Ms. Seim requested time be scheduled at December meeting for Board Members to report on recent professional development opportunities attended.

ADJOURNMENT

Chairperson Stenberg adjourned the meeting at 4:35 p.m.

Keith Hammons

Secretary

Southeast COMMUNITY COLLEGE

Area Office	301 S. 68th St. Place	Lincoln, NE	68510-2449	402-323-3400/800-642-4075	FAX: 402-323-3420
Beatrice Campus	4771 W. Scott Rd.	Beatrice, NE	68310-7042	402-228-3468/800-233-5027	FAX: 402-228-2218
Lincoln Campus	8800 O St.	Lincoln, NE	68520-1299	402-471-3333/800-642-4075	FAX: 402-437-2402
Milford Campus	600 State St.	Milford, NE	68405-8498	402-761-2131/800-933-7223	FAX: 402-761-2324

Learning Centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York
Deaf TDD 402-437-2702
www.southeast.edu

SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS

Tuesday, November 15, 2022

Southeast Community College
Beatrice Campus
4771 W. Scott Road, Beatrice, Nebraska
Academic Excellence Center – Room 134

REGULAR MEETING AGENDA – 1:00 P.M.

1. Meeting Called to Order 1:00 p.m.
2. Roll Call 1:03
3. Public Meeting Law Compliance Statement 1:05
4. Consent Agenda 1:07
   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 October 18, 2022, 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/Resignations/Terminations of Instructional Staff
5. Topics for Discussion 1:12
   a. New/Revised College Policies: Shawna Herwick **(Goals 9.2, 9.4)**
   b. Athletics **(Goal 2.8)**

Break

6. Financial Report 3:00
7. Public Comment 3:10
8. Administrative Presentation/Board Review
   a. NPPD Check Presentation: Gary Thompson **(Goal 8.4)** 3:15
   b. NCCA Dues **(Goal 9.4)** 3:25
   c. 2023-2024 Tuition and Fees: Amy Jorgens & Campus Directors **(Goals 8.3, 8.5)** 3:30
   d. 2023-2024 Room and Board Rates: Amy Jorgens & Campus Directors **(Goal 7.6)** 3:40
   e. New Credentials and Programs: Bev Cummins **(Goals 1.3, 4.4, 4.7)** 3:50
9. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO:**
   a. Policies C-15, Institutional Articulation and C-16, Transfer of Credit 4:05
   b. NCCA Dues for 2023 4:10
10. Time and Place for December Meeting 4:15
11. Good of the Order and Public Comment 4:17
12. Adjournment 4:20

Southeast COMMUNITY COLLEGE

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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.

*** Proof of Publication ***

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SCC PUBLICATIONS OFFICE

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ORDER NUMBER 1118252

The undersigned, being first duly sworn, deposes and says that she/he is a Clerk of the Lincoln Journal Star, legal newspaper printed, published and having a general circulation in the County of Lancaster and State of Nebraska, and that the attached printed notice was published in said newspaper and that said newspaper is the legal newspaper under the statues of the State of Nebraska.

The above facts are within my personal knowledge and are further verified by my personal inspection of each notice in each of said issues.

Clerk of the Lincoln Journal Star

Signature Mary u Boone Date 11/8/22

Section: Class Legals
Category: 0099 LEGALS
PUBLISHED ON: 11/07/2022

TOTAL AD COST: 16.96
FILED ON: 11/8/2022

Subscribed in my presence and sworn to before me on

Nov 8, 2022

L Boone Notary Public

GENERAL NOTARY - State of Nebraska
UVA BOONE
My Comm. Exp. January 31, 2025

NOTICE OF MEETING
OF THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA
November 15, 2022, 1:00 P.M.,
Location: Beatrice Campus, Academic Excellence Center – Room 134, 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 1:00 p.m. on November 15, 2022, at the Southeast Community College Beatrice Campus, Academic Excellence Center, room 134, or other location therein, 4771 West Scott Road, Beatrice, NE. The agenda for the meeting, kept continuously current, is available for public inspection during regular business hours at the Jack J. Huck Continuing Education Center, 301 S. 68th Street Place, Lincoln, Nebraska.

THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA
1118252 11:7 ZNEZ

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes November 8, 2022

Personnel Report: Staff (Non-Faculty)									
				ACTION TAKEN					
NAME	**ASSIGNMENT**	**RANK**		**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Barajas-Spradley, Abigail	Administrative Assistant I-Arts & Sciences-ESQ	N08			X			11/07/22	Replacement: Sanchez, Miranda
Boehm, Janelle	From: Administrative Assistant II-Foundation (FTT) to Administrative Assistant II-Foundation (FTR)	N10		X				09/27/22	Moving from Full-Time Temporary to Full-Time Regular after expanded funding was approved
Carr, Holly	From: Learning Center Coordinator-Falls City to Temporary Project Coordinator-Lincoln	From: P03 to P02		X			X	10/03/22	Transfer to New/Grant Funded Position
Carr, Rebecca	From: Associate Director IR (FTR) – Lincoln to Temporary Project Coordinator (FTT)	A05			X		X	09/01/22	Moving from full-time regular role to full-time temporary role which includes Replacement of Rasmussen, Krisayla on temporary basis (Correction from Sept 22 Board Report)
Cook, Sarah	From: Safety & Security Officer-CEC (PT) to Public Safety Officer-Milford (FT)	N11			X		X	11/07/22	Transfer from PT to FT to Replace: Kroll, Sarah
Essam, April	Administrative Assistant I-Physical Plant-Beatrice	N08			X			12/05/22	Replacement: Itzen, Marge
Forch, Kevin	Director of Student Development & Engagement-Lincoln	P01				X		11/30/22	Resignation
Gomez, Jenica	Administrative Assistant I-Financial Aid-Lincoln	N08			X			12/05/22	Replacement: Bahr, Rachel

AD=Addition RP=Replacement RS=Resignation TR=Transfer

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes November 8, 2022

Personnel Report: Staff (Non-Faculty)

				ACTION TAKEN					
NAME	**ASSIGNMENT**	**RANK**		**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Hart, Sharon	From: Registration Technician-Lincoln to Associate Registrar-Lincoln	From: N10 to P02			X		X	07/06/22	Transfer to replace: Rocker, Susan
Hogan, Lori	Admissions Rep-Beatrice	P02			X			11/07/22	Replacement: Cook, Hannah
Hosch, Matthew	From: Help Desk Technician-To Instructor, Electrical & Electromechanical Tech - Milford	From: N16 to Faculty		X			X	08/29/22	Transfer from Non-Faculty to Faculty with funds that were reallocated outside of ELEM (Correction from Sept. 22 Board Report)
Hromek, Amanda	Account Clerk III-Milford	N12				X		10/21/22	Resignation
Kowalczyk, Makayla	From: Registration Admin Assistant-Lincoln to Registration Technician-Lincoln	From N08 to N10			X		X	10/03/22	Transfer to Replace: Hart, Sharon (Update from Oct. 22 Report
Lewis, Ruth	Custodian I-Milford	N05				X		01/13/23	Retirement
Linder, Theresa	From: Student Services Admin Assistant-Lincoln to Financial Aid Technician-Lincoln	N10		X			X	09/06/22	Transfer to New/Expanded Position
Long, Jessica	Administrative Assistant II Business Division-Lincoln	N10				X		01/25/23	Resignation
Mendoza, Jesse	Help Desk Technician-Lincoln	N16			X				Replacement: Saltzman, Adam

AD=Addition RP=Replacement RS=Resignation TR=Transfer

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes November 8, 2022

Personnel Report: Staff (Non-Faculty)

				ACTION TAKEN					
NAME	**ASSIGNMENT**	**RANK**		**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Morris, Kristine	Administrative Assistant I – Arts & Sciences Division	N08			X			07/05/22	Replaces: Loos, MarLeigha-updated from July 22 report with corrected start date
Padilla, Blanca	Executive Assistant-Area Office	N13			X			12/04/22	Replacement: Bassen, Amy
Pham, Thuy	From: Financial Aid Technician-Lincoln to Associate Director, Financial Aid-Lincoln	From: N10 to P02			X		X	11/01/22	Transfer to replace: Rinne, Lauren
Rupprecht, Misty	Associate Director, Registration & Records-Beatrice	P02			X			09/06/22	Replacement: Ohlsen, Rose
Sanchez, Miranda	Administrative Assistant I-Arts & Sciences-ESQ	N08				X		08/26/22	Resignation
Stotts, Amy	From: Assistant Director Adult Education (ABE/GED)-Lincoln to Assistant Director Adult Education (ESL)-Lincoln	P02			X		X	01/09/23	Transfer to replace: Kash-Brown, Susan
Vavra, Christopher	Associate Registrar-Milford	P02				X		12/12/22	Resignation
Wallin, Lindsay	Admissions Representative-Beatrice	P02			X			11/07/22	Replacement: Kreikemeier, Rachel
Wood, Trevor	Help Desk Technician-Beatrice	N16			X			11/07/22	Replacement: Hosch, Matthew Location: Beatrice

AD=Addition RP=Replacement RS=Resignation TR=Transfer

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes November 8, 2022

Personnel Report: Staff (Faculty)								
			ACTION TAKEN					
NAME	**ASSIGNMENT**	**SALARY**	**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Grummert, Kerri	From: Instructor, Practical Nursing-Lincoln to Instructor, Associate Degree Nursing - Lincoln			X		X	08/09/22	Transfer to Replace: Kinnett, Katie (Correction from Aug 22 Board Report)
Schweitzer, Daniel	Instructor, Electrical/Electromechanical-Milford						10/01/21	Active Duty Military Orders for a period of 440 days-unless otherwise ordered
Hosch, Matthew	From: Help Desk Technician-To Instructor, Electrical & Electromechanical Tech - Milford		X			X	08/29/22	Transfer from Non-Faculty to Faculty with funds that were reallocated outside ELEM (Correction from Sept. 22 Board Repot)
Steinfort, Kailee	Instructor, Livestock Management & Production-Beatrice			X			01/03/12	Replacement: Goes, Mark
Wolf, James	Instructor-Graphic Design/Media Arts-Lincoln				X		07/31/22	Resignation

AD=Addition RP=Replacement RS=Resignation TR=Transfer

Board Report	SOUTHEAST COMMUNITY COLLEGE		
	Approved Position Requistions		
Application Deadline Date	**Job Title**	**Justification**	**Status as of 11/9/2022**
Open until Filled	Instructor, Programming	Replacement	
Open until Filled	Custodian I - Beatrice	Replacement	
9/22/2022	Administrative Assistant II - Student Services	Replacement	Recommendation
9/23/2022	Instructor, Speech Communication - Beatrice	Replacement	To Team
9/26/2022	Milford Assistant Campus Director/Dean of Students	Replacement	To Team
9/30/2022	Instructor, Graphic Design/Media Arts Program	Replacement	Recommendation
10/6/2022	Admissions Technician	Replacement	Recommendation
10/10/20222	Admissions Representative	Replacement	Recommendation
10/11/2022	Custodian II	Replacement	Recommendation
10/14/2022	Instructor, Computer Information Technology - Networking	Replacement	To Team
10/16/2022	Executive Director, Work-Based Learning	New Grant Funded Position	To Team
10/17/2022	Instructor, Criminal Justice - Beatrice	Replacement	To Team
10/17/2022	Associate Dean	Replacement	To Team
10/18/2022	Instructor, Physics	Replacement	To Team
10/19/2022	Admissions Outreach Specialist - Milford	Expanded	To Team
10/20/2022	Instructor, Practical Nursing	Replacement	To Team
10/27/2022	Student Affairs Technician - Beatrice	Replacement	To Team
10/19/2022	Registration Technician	Expanded	To Team
10/30/2022	Instructor, Business - Lincoln	Replacement	To Team
10/30/2022	Administrative Assistant I - Health Sciences	Replacement	To Team
11/8/2022	Admissions Counselor	Replacement	To Team
11/8/2022	Data Analyst	Replacement	To Team
11/9/2022	Instructor, Pastry Chef	Replacement	
11/10/2022	Navigator, English Language Learners	Replacement	
11/14/2022	Instructor, Emergency Medical Services/Paramedic	Replacement	
11/14/2022	Learning Center Coordinator (Wahoo)	Replacement	
11/14/2022	Associate Director, Institutional Research and Data Analytics	Replacement	
11/14/2022	Instructor, Practical Nursing - Beatrice and Milford	Replacement	
11/14/2022	Administrative Assistant I - Financial Aid (evenings)	Replacement	
11/14/2022	Instructor, Automotive Technology	Replacement	
11/16/2022	Financial Aid Technician	Replacement	
11/21/2022	Scott Pathway Director	New Grant Funded Position	
11/21/2022	Computer Applications Workforce Trainer	New Grant Funded Position	