

# **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 19, 2018, at the Continuing Education Center, Room 304, 301 South 68 Street Place, Lincoln, Nebraska.

## **ROLL CALL:**

### **Present:**

Nancy Seim, Lincoln  
James Garver, Lincoln  
Kathy Boellstorff, Johnson  
Dale Kruse, Beatrice  
Terrence Kubicek, Lincoln  
Steve Ottmann, Dorchester  
Edward Price, Lincoln  
Donald Reiman, Virginia  
Lynn Schluckebier, Seward  
Kristin Yates, Lincoln

### **Absent:**

Robert Feit, Lincoln  
Pat Galitz, Faculty Representative

### **Others Attending:**

Paul Illich, President  
Derek Aldridge, Legal Counsel  
Lynda Heiden, SCC Area

### **Registered Visitors:**

Stu Osterthun, SCC Area  
Bob Morgan, SCC Beatrice  
Robin Moore, SCC Area  
Edward Koster, SCC Milford  
Bev Cummins, SCC Lincoln  
Dennis Headrick, SCC Area  
Toni Landenberger, SCC Beatrice  
Bruce Tangeman, SCC Area  
Jose J. Soto, SCC Area  
Arlyn Uhrmacher, District 5 Board Candidate  
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, June 11, 2018, 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

The following items were on the Consent Agenda:

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of May 15, 2018 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 Increase of Maximum Contribution to Group Retirement Account

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

A question was raised about Item No. 6 of the Consent Agenda. At this point, Mr. Tangeman explained that it was not a bargaining factor. It was offered to the Faculty Association, and they declined it. It has been offered to the Professional Association. Since the Professional Association is still in negotiations, it is unknown whether they will accept the increase or not.

A question was asked about the voucher numbers for those with expense reimbursement. It was suggested that those with expense reimbursement indicate so as usual when they voted.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

**FOR (9):**

Garver

Kruse

Ottmann

Price

Boellstorff\*

Yates

Schluckebier

Reiman\*

Seim\*

**AGAINST (0)**

**ABSTAINED (1)**

Kubicek

**ABSENT (1)**

Feit

\*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 my expense reimbursement and vote to approve all other bills and claims and all other Consent Agenda items.

Ms. Boellstorff  
Mr. Reiman  
Ms. Seim

(The voucher numbers were:

Ms. Boellstorff Voucher No. V0655960  
Mr. Reiman Voucher No. V0652642 & Voucher No. V0656211  
Ms. Seim Voucher No. V0656276)

## Financial Report

Dr. Illich reviewed the financial report for the period through May 31, 2018. He also reviewed the investment accounts.

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

<b>Revenue:</b>	<b>Variance:</b>	
State Aid	(\$335,451)	
Local Taxes	\$829,109	
Tuition	(\$647,028)	
Other	\$233,871	
<b>Total Revenues</b>	<b>\$80,502</b>	<b>0.10%</b>
<b>Expenses</b>		
Personal Services	(\$6,189,465))	
Operating	\$289,918	
Travel	(\$124,772)	
Equipment	91,762	
<b>Total Expenses</b>	<b>(\$5,932,557)</b>	<b>-7.3%</b>
<b>Net Position</b>	<b>\$6,013,059</b>	

The budget report ending May 31, 2018 showed:

Percentage of Budget year	92%
Percentage of Budget spent	84.8%
Percentage of Board budget spent	88.1%

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (10):</u>	<u>AGAINST (0)</u>	<u>ABSENT (1)</u>
Boellstorff		Feit
Garver		
Ottmann		
Yates		
Price	<u>Motion Carried</u>	
Kubicek		
Kruse		
Schluckebier		
Reiman		
Seim		

## BOARD MEMBER REPORTS

Board members reported attendance at the following:

### ***Milford Groundbreaking***

Ms. Seim

### ***Culinary Ribbon Cutting***

Ms. Seim

Ms. Boellstorff

Mr. Garver

Mr. Ottmann

### ***Beatrice Groundbreaking***

Ms. Boellstorff

Mr. Feit

### ***Commencement – Handed out diplomas***

Beatrice - Ms. Boellstorff

Lincoln – Dr. Kruse

Milford – Rev. Price

## BOARD TEAM REPORTS

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

**Finance & Facilities.** Ms. Boellstorff stated the team met prior to the Board meeting. She handed around a picture of the Lincoln Campus remodeling project of what the hallways will look like. Completion will be around late July / early August. Approximate cost is \$350,000.

Ms. Boellstorff indicated that Mr. Epps gave the Team information, showing each projects update status. Ms. Boellstorff indicated that the Learning Center in Falls City is moving ahead.

Equity / HR. Mr. Schluckebier stated the team met and reviewed the salary schedule.

## **PRESIDENT'S REPORT**

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

- Facilities update – indicated that a detailed discussion will take place on June 28 during the work session.
- Financing was completed May 23.
- A Lincoln Campus parking lot is being resurfaced
- Attended graduation ceremonies in Beatrice and Lincoln
- As part of the College's global program, staff and students are providing health care in Guatemala
- Security has been updated for all campuses with new security cameras. Beatrice has recently updated their entrance systems with all doors being digitized recently.

## **FACULTY ASSOCIATION REPORT**

Mr. Redler gave a brief summer break report.

## **STUDENT ACTIVITIES REPORT**

No Report.

## **PUBLIC COMMENT**

There was no public comment.

## **PRESENTATION ON RESIDENCE LIFE**

- NAMES/TITLES OF PRESENTERS:
  - Lacey Jurgens, Residence Life Manager, Beatrice Campus
  - Liz Molsen, Residence Life Manager, Milford Campus
  - Toni Landenberger, Assistant Campus Director/Dean of Students, Beatrice Campus

Toni Landenberger presented information on students living on campus, Beatrice and Milford. She indicated for their mission they have a broad set of goals. Students serve as Resident Assistants. Beatrice has 12 Resident Assistants, and Milford Campus has 7 Resident Assistants. Beatrice Campus has 4 residence halls and Milford has 3 residence halls. Programming activities are

planned relative to welcome activities, social, recreational, educational, service, and wellness. When classes are in session, there are usually three activities on the average per week.

After the presentation of the overview of Residence Life, a team-building activity followed. This activity is typical of one used during Resident Assistant training.

## **INSTITUTIONAL RESEARCH PRESENTATION**

- NAMES/TITLES OF PRESENTERS:
  - Robin Moore, Administrative Director of Institutional Research
  - Jose Soto, Vice President Access/Equity/Diversity

Ms. Moore presented an overview of the results from a recent faculty/staff survey conducted by the Office of Institutional Research. Mr. Soto discussed the results from the survey related to inclusion and diversity, and the results from similar questions included in a student climate survey.

Overall, staff is satisfied, but there is room for improvement. A brief discussion followed on how to best approach dealing with the problems that exist.

\*Chairperson Seim declared the Board in recess at 4:18 p.m.

\*Chairperson Seim declared the Board in regular session at 4:28 p.m.

## **EXECUTIVE SESSION**

Ms. Boellstorff moved the Board 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:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (1)</u></b>
Boellstorff		Feit
Schluckebier		
Reiman		
Yates		
Kubicek	<b><i>Motion Carried</i></b>	
Price		
Garver		
Ottmann		
Kruse		
Seim		

Chairperson Seim declared the Board in executive session at 4:30 p.m.

Attending: Boellstorff, Schluckebier, Reiman, Yates, Kubicek, Price, Garver, Ottmann, Kruse, Seim, Aldridge

Ms. Boellstorff moved that the Board come out of executive session at 4:40 p.m. Seconded by Mr. Schluckebier.

Roll call vote follows:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (1)</u></b>
Boellstorff		Feit
Schluckebier		
Reiman		
Garver		
Kruse	<b><i>Motion Carried</i></b>	
Ottmann		
Yates		
Price		
Kubicek		
Seim		

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

### **2018-19 PRELIMINARY BUDGET: GENERAL GUIDANCE**

Dr. Illich reviewed the basic assumptions used in setting the budget: 1% reduction in state aid, 4% (instead of 6%) increase in property valuations), and keeping the tax levy the same. Due to uncertainty with valuations the motion will not include authorization of the amount to publish. Dr. Illich also reviewed expanded positions, self-supporting funds, and capital improvement funds.

Mr. Kruse 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 2018-19 fiscal year budget guidance report until the 2018-19 fiscal year budget is approved by the Board of Governors. Seconded by Mr. Ottmann.

Roll call vote follows:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (1)</u></b>
Kruse		Feit
Ottmann		
Garver		
Price		
Kubicek	<b><i>Motion Carried</i></b>	
Boellstorff		
Yates		
Schluckebier		
Reiman		
Seim		

Comments were made, indicating that they were holding the budget line and trying to be responsible.

## 2018-19 Employee Classification System

Ms. Jorgens handed out the 2018-19 Employee Classification System, indicating that it reflected compensation adjustments.

Mr. Schluckebier moved to approve the 2018-19 Employee Classification System. Seconded by Mr. Ottmann.

Roll call vote follows:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (1)</u></b>
Schluckebier		Feit
Ottmann		
Garver		
Price		
Kubicek		
Boellstorff		
Yates		
Schluckebier		
Reiman		
Seim		
	<b><i>Motion Carried</i></b>	

## 2018-19 SALARY LIST

Ms. Jorgens presented the salary list, indicating that the Professional Association has not yet settled so there are no professional level employees included in the list.

Dr. Kruse moved to approve the 2018-19 salaries as presented. Seconded by Ms. Boellstorff.

Roll call vote follows:

<b><u>FOR (10):</u></b>	<b><u>AGAINST (0)</u></b>	<b><u>ABSENT (1)</u></b>
Kruse		Feit
Boellstorff		
Yates		
Schluckebier		
Reiman		
Ottmann		
Garver		
Price		
Kubicek		
Seim		
	<b><i>Motion Carried</i></b>	



## PRESIDENT'S CONTRACT

Ms. Boellstorff 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, 2018 and ending June 30, 2021, 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.

Roll call vote follows:

**FOR (10):**

Boellstorff  
Ottmann  
Yates  
Price  
Kubicek  
Garver  
Reiman  
Schluckebier  
Kruse  
Seim

**AGAINST (0)**

*Motion Carried*

**ABSENT (1)**

Feit

## TIME AND PLACE FOR JULY MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, July 17, 2018, at 2 p.m., at the Hebron Learning Center.

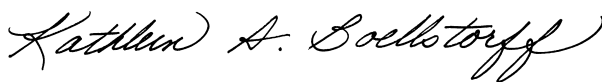
Chairperson Seim also reminded Board members of the work session on June 28, at 12:30 p.m.

## 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 4:59 p.m.



Kathy Boellstorff, Secretary

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**June 8, 2018**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
<b>NAME</b>	<b>ASSIGNMENT</b>		<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Balas, Seada	Custodian I – Physical Plant				X		6/08/18	
Belina, Stacy	Administrative Assistant I – Business Division			X			6/25/18	Replaces Jessica Schuster
Bauer, Rebecca	Enterprise Systems Specialist (FTT) – Technology			X			6/11/18	Temporary replacement for Marty Rowland.
Brewer, Trokon C.	Associate Director Financial Aid – Student Services				X		8/07/18	
Huttenmaier, Shirley	Placement Specialist – Student Services				X		9/06/18	Retirement
Kreutzer, Heather	Admissions Advisor – Student Services			X			6/12/18	Replaces Karen Sachtleben
Pawlowski, Luke	Media Services Specialist						7/01/18	Reclassification
Rasmussen, Lyndsi	Administrative Director, Library Services		X				7/02/18	Internal Transfer
Ruhl, Peter	Administrative Director, Accounting and Finance – Administrative Services			X			6/11/18	Replaces Janet Nason

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**June 8, 2018**

<b>Personnel Report: Staff (Non-Faculty)</b>								
<b>ACTION TAKEN</b>								
<b>NAME</b>	<b>ASSIGNMENT</b>	<b>SALARY</b>	<b>AD</b>	<b>RP</b>	<b>RS</b>	<b>TR</b>	<b>EFFECTIVE DATE</b>	<b>COMMENT</b>
Simpson, Austin	Financial Aid Technician – Student Services				X		5/28/18	
Schmidt, Dennis	Information Systems Technician – Technology				X		9/26/18	
Vivier, Kassandra	Assistant Resident Services Manager – Student Services			X			5/04/18	Replaces Austin Godoy
Vivier, Kassandra	Assistant Resident Services Manager – Student Services				X		6/04/18	Termination

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE  
Personnel Changes**

**June 8, 2018**

**Personnel Report: Faculty**

ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Coffin, Vicki	Instructor, Nursing Assistant – Health Sciences Division			X			7/10/18	Replaces Gabe Bodeman
Elwood, Garrett	Instructor Welding – Transportation/Welding/Ag Division			X			7/10/18	Replaces Dan Zabel
Johnson, Gabrielle	Instructor Biological Sciences – Arts & Sciences Division			X			10/2/18	Replaces Heather Edwards
Kohnke, Candace	Food Service Instructor – Community Services & Extended Learning			X			7/10/18	Replaces Vicki Rethmeier
Lyhane, Tyler	Precision Ag Instructor – Transportation/Welding/Ag Division			X		X	7/10/18	Reassignment Replaces Chris Bargmann
McCann, Kathleen	Instructor, Chemistry – Arts & Sciences Division			X			7/10/18	Replaces Bob Eddy
Mieth, Judy	Instructor, Radiology – Health Sciences Division				X		6/30/18	Retirement
McNally, Drake	Instructor Welding – Transportation/Welding/Ag Division		X				7/10/18	15/16 Expanded
Renshaw, Dawn	Instructor, Practical Nursing – Health Sciences Division				X		6/30/18	
Schumacher, Katherine	Instructor, Chemistry – Arts & Sciences Division			X			7/10/18	Replaces John Austin
Stamps, Leah	Medical Lab Technology – Health Sciences Division			X			7/10/18	Replaces Joyce Colombe

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer