

SOUTHEAST COMMUNITY COLLEGE

Chairperson Seim called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, September 18, 2018, Milford Campus, Dunlap Center, Conference Rooms A & B, Milford, Nebraska.

ROLL CALL:

Present:

Nancy Seim, Lincoln
James Garver, Lincoln
Robert Feit, 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
Pat Galitz, Faculty Representative
Samantha Pflieger, Milford Student Representative

Absent:

None

Others Attending:

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

Registered Visitors:

Stu Osterthun, SCC Area
Bruce Tangeman, SCC Area
Dennis Headrick, SCC Area
Robin Moore, SCC Area
Jose J. Soto, SCC Area
Bob Redler, SCC Faculty Association
Bob Morgan, SCC Beatrice
Bev Cummins, SCC Lincoln
Arlyn Uhrmacher, SCC Area & SCC Board Candidate

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 Sunday, September 9, 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

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 August 21, 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

Mr. Feit moved approval of the consent agenda. 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>
Feit		
Garver		
Ottmann		
Kruse		
Price		
Kubicek		
Boellstorff		
Yates		
Schluckebier		
Reiman		
Seim		

Motion Carried

FINANCIAL REPORT

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

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	\$99,750	
Tuition	(204,728)	
Other	(1,440)	
Total Revenues	(106,417)	-0.77%
Expenses		
Personal Services	(\$861,386)	
Operating	(830,071)	
Travel	(40,633)	
Equipment	28,057	
Total Expenses	(1,704,033)	-11.5%
Net Position	\$1,597,616	

The budget report ending August 31, 2018 showed:

Percentage of Budget year	17%
Percentage of Budget spent	14.6%
Percentage of Board budget spent	12%

Mr. Garver moved acceptance of the financial report. 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		
Schluckebier		
Reiman		
Boellstorff	<i>Motion Carried</i>	
Feit		
Ottmann		
Yates		
Price		
Kubicek		
Seim		

BOARD MEMBER REPORTS

No Board member reports.

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 out the information on Project Status & Project Construction Status. Construction on the Milford Campus can be observed at www.southeast.edu/webcams. At Beatrice Campus, drones are taking pictures of construction.

Ms. Boellstorff also showed a rendition of what the Diesel Tech building will look like. Also the two last action items on today's agenda will be presented for action probably at the October meeting.

NCCA. No report.

ACCT. No report.

PRESIDENT'S REPORT

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

- CMR for Diesel Technology facility in Milford and for the Health Science facility in Lincoln will be selected by the first week of October.
- There has been an Office of Civil Rights (OCR) review ongoing for past couple of years. The College and OCR are negotiating an agreement for strategies to deal with their concerns.
- The Qualitative Initiative will be submitted to the Higher Learning Commission within next couple of weeks.
- Handout of administrators retreat, of the six guiding principles and definitions.
- The revenue bond went to market today (September 18).
- A half-day Board work session will be held sometime the end of October to discuss various issues.
- Room and board rates will be presented next month for the semester calendar.
- Dr. Illich asked Kim Shirks of Human Resources to discuss the process of policy development and policy updating. She handed out a new policy that was developed

and on the agenda for approval, B-5. This is part of the Higher Learning Commission accreditation requirements.

- Last week Dr. Illich and Greg Adams met with the Coordinating Commission to discuss state aid funding for the biennium. They are requesting 3.5% and felt the Coordinating Commission were very positive about it.
- The October 16 Board meeting will be held at Falls City, at 1:30 p.m., at the Community Medical Center.

FACULTY ASSOCIATION REPORT

Bob Redler reported for the Faculty Association:

- Elijah Knight (Biological Sciences) recently passed the American College of Sports Medicine exam to be a Registered Clinical Exercise Physiologist.
- Elina Pierce, Psychology instructor, was asked to submit an abstract to speak at the Women in Educational Leadership Conference in Lincoln.
- The SCC Science Department has acquired a Scanning Electron Microscope from the University of Nebraska School of Veterinary Medicine and Biomedical Science. It is housed in the Geology Laboratory on the Lincoln Campus.
- Rachel Hruza, English and Composition Instructor in Milford, has written a book, *Dear Isaac Newton, You're Ruining My Life*, about her experiences with scoliosis. This book was recently featured in the *Lincoln Journal Star*.
- Precision Machining and Automation Program in Milford was recently awarded a \$15,000 donation to their program scholarship fund from the Gene Haas Foundation. Gene Haas owns Haas CNC Equipment, located in Oxnard, California.

STUDENT ACTIVITIES REPORT

Samantha Pflieger indicated she is a 5th quarter student in Non-destructive Testing. She will graduate in December. She is from Wisconsin and lives on campus.

Upcoming activities: Welcome Week and a pancake breakfast the first day of school. The Student Senate is also working on changes within the Senate to find ways to make students want to be representatives and be more involved.

STUDENT ACTIVITIES REPORT (continued)

She chose SCC Milford because a company in Milwaukee offers a lot of scholarships to students in this program as they send all accepted applicants to Milford's program. (There are only two such Nondestructive Technology programs in the U.S.) Her brother got a scholarship but she didn't. But she figured if her brother could succeed in the program she could too! To outdo her brother she has worked multiple jobs. But she is not going back to Wisconsin. She has a job offer in Kansas she hopes will work out.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

SEMESTER CALENDAR CONVERSION UPDATE

Dr. Dennis Headrick, Bev Cummins, Al Brunkow, Robin Moore, Stu Osterthun presented information about the semester calendar conversion process. They discussed marketing, systems programming, advising, communication, etc. They developed a dedicated, continuously updated website to keep everyone informed.

The conversion process has been communicated in numerous ways, including a monthly email/newsletter to SCC employees and students. The methods included online, print, broadcast, and direct mail. They have a huge communication campaign to the students.

A few of the things that have needed changes because of the conversion involved developing student course schedules, converting course credit hours, developing program advising guides, establish intake planning, financial aid, updating processes in the Business Office, converting student records, etc.

There will be no summer term in 2019. This will be a quiet time to do the conversion. There will be things that can't be done until the conversion takes place.

Other concerns / issues that Board members want more information on: facilities usage, Moodle and Canvas, actual semester calendar.

It was also suggested that the conversion website be reviewed prior to the work session.
<https://www.southeast.edu/quarter-to-semester-calendar-conversion/>

2018-2019 BUDGET HEARING AND PUBLIC COMMENT

Chairperson Seim convene the 2018-2019 public budget hearing at 4:17 p.m.

Dr. Illich presented the 2018-2019 budget. Property valuation increase for the SCC area is 2.296%. He reviewed the budget information:

Unrestricted	\$ 89,854,574.00
Self Supporting Funds	75,400,000.00
Capital Improvement Fund	<u>77,269,343.00</u>
	<u>\$242,523,917.00</u>

In response to questions from Board members on the amount of money listed for the housing construction, Dr. Illich indicated that the whole amount is used to provide budget authority to make those budget expenditures even though the total amount for those projects will not be spent this fiscal year. Ms. Jorgens indicated they monitor the budget all the time.

Chairperson Seim asked for public comment. There was none.

Chairperson Seim declared the budget hearing closed at 4:24 p.m.

2018-2019 PROPERTY TAX REQUEST/TAX LEVY HEARING AND PUBLIC COMMENT

Chairperson Seim convened the 2018-2019 tax levy hearing at 4:24 p.m.

Dr. Illich briefly reviewed the budget history, property valuations for 2018 for SCC and for the other areas, and SCC's tax levy history. He indicated the levy for this year will be the same for last year, 9.07.

Chairperson Seim asked for public comment. There was none.

Chairperson Seim declared the tax levy hearing closed at 4:27 p.m.

DIESEL TECHNOLOGY – TRUCK & DIESEL – AG EQUIPMENT SERVICE TECHNOLOGY PRESENTATION

- NAMES/TITLES OF PRESENTERS:
 - Lester Breidenstine

Lester Breidenstine, Program Chair / Instructor of Diesel - Ag Equipment Service Technology & diesel Technology – Truck introduced three students to help with his demonstration:

Shaun Washburn
Tristen Steffan
Michael Kniesche

Packets were handed out for the demonstration. Mr. Breidenstine indicated that each Ag Tractor or Heavy Duty Truck will have well over one thousand different kinds of threaded fasteners (screws / bolts). Technicians are required to identify these fasteners many times per day.

Mr. Breidenstine indicated that this demonstration will allow the Board members to personally identify standard and metric screws by Grade, Size, Threads, and Length using a simple tool that they could take home and use to organize their own can of fasteners.

*Chairperson Seim declared the Board in recess at 4:45 p.m.

*Chairperson Seim declared the Board in regular session at 5:00 p.m.

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

BUDGET RESOLUTION 2018-2019

Mr. Feit moved to adopt the 2018-2019 budget resolution as follows and to authorize Chairperson Seim to sign the resolution.

2018-19 BUDGET RESOLUTION

BE IT RESOLVED that the Board of Governors of Southeast Community College Area does hereby adopt the proposed Budget Statement for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in the amount of \$ 242,523,917 of budgeted expenditures prepared on State of Nebraska 2018-19 Basic Budget Form and does hereby authorize and direct the Secretary of the Southeast Community College Area Board of Governors to certify a copy of said adopted Budget Statement, attach thereto a copy of the proof of publication of the notice of hearing, and file the same with the Boards of Equalization of Lancaster, Gage, Jefferson, Cass, Fillmore, Johnson, Nemaha, Otoe, Pawnee, Richardson, Saline, Saunders, Seward, Thayer and York Counties, on or before September 20, 2018, and with the Auditor of Public Accounts of the State of Nebraska, all as provided by law.

BE IT FURTHER RESOLVED that the Board of Governors of Southeast Community College Area does hereby approve the amount of budgeted restricted funds as defined by L.B. 989, found in State Statute Sections 13-518 through 13-522, for the fiscal year beginning July 1, 2018, and ending June 30, 2019, equal to last year's total of budgeted restricted funds of \$ 86,812,155.90, plus the statutory 2.5% increase equal to \$ 2,170,303.90 plus allowable growth of \$ 0 plus an additional 1% increase of \$ 868,121.56 approved by at least 75% of the Governing Board resulting in total restricted funds authority of \$ 89,850,581.36 and the carryforward to future budget years of unused restricted funds authority in the amount of \$ 18,709,432.95. Such unused restricted funds authority may be used in later years as the Board of Governors deems appropriate to increase total restricted funds allowed by law.

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>
Feit		
Schluckebier		
Reiman		
Yates		
Boellstorff	<i>Motion Carried</i>	
Kubicek		
Price		
Garver		
Ottmann		
Kruse		
Seim		

PROPERTY TAX REQUEST AND LEVY RESOLUTION 2018-2019

Dr. Kruse moved to adopt the 2018-2019 property tax request and tax levy resolution as follows and to authorize Chairperson Seim to sign the resolution.

2018-2019 PROPERTY TAX REQUEST AND 2018 PROPERTY TAX LEVY RESOLUTION

BE IT RESOLVED that the Board of Governors of Southeast Community College Area does hereby set for said area for its fiscal year beginning July 1, 2018, and ending June 30, 2019, a property tax request of \$ 42,005,467.31 which based on a valuation of \$ 59,413,673,703 results in a levy of 7.07 cents per \$100 of actual valuation for the purpose of supporting operating expenditures of Southeast Community College Area, and a property tax request of \$ 11,882,734.74 which based on a valuation of \$ 59,413,673,703 results in a levy of 2.00 cents per \$100 of actual valuation for the purpose of, establishing a capital improvement fund, a bond sinking fund, or for the retirement of general obligation bonds if and when any such bonds may be validly issued by Southeast Community College Area, and further does hereby authorize and direct the Secretary of the Southeast Community College Area Board of Governors to certify these property tax requests and resulting levies to the Boards of Equalization of Lancaster, Gage, Jefferson, Cass, Fillmore, Johnson, Nemaha, Otoe, Pawnee, Richardson, Saline, Saunders, Seward, Thayer, and York Counties, on or before October 15, 2018.

Seconded by Ms. Boellstorff.

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		
Boellstorff		
Garver		
Feit		
Ottmann	<i>Motion Carried</i>	
Yates		
Price		
Kubicek		
Schluckebier		
Reiman		
Seim		

POLICY, PROCEDURE, ADMINISTRATIVE GUIDELINE OR INITIATIVE DEVELOPMENT/REVISION

Dr. Illich indicated that in accordance with the Higher Learning Commission (HLC) Guidelines this policy was developed to address the need for consistent revision and/or development of SCC College Policies and Procedures.

Mr. Ottmann moved to approve Policy B-5 titled, "Policy, Procedure, Guideline or Initiative Development/Revision" as presented. 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>
Ottmann		
Garver		
Price		
Kruse		
Kubicek	<i>Motion Carried</i>	
Feit		
Boellstorff		
Yates		
Schluckebier		
Reiman		
Seim		

GMP FOR BEATRICE DINING FACILITY

Rex Schultze, legal counsel, stated that the GMP for the Beatrice Dining Facility was negotiated, and completed through Aaron Epps and Project Control. The amount is \$700 lower than originally planned. The maximum price is \$3,874,397.

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area should and does hereby approve the amendment to the March 20, 2018 contract between the College and Caspers Sampson SCC Joint Venture setting forth the Guaranteed Maximum Price Agreement (GMP Agreement) and attached GUARANTEED MAXIMUM PRICE (GMP) PROPOSAL FROM CONSTRUCTION MANAGER, including the 16 Division spreadsheet incorporated by reference therein, submitted and presented by Sampson Construction Company on September 14, 2018, for the Beatrice Campus - Dining Hall Project in the sum of THREE MILLION EIGHT HUNDRED SEVENTY-FOUR THOUSAND THREE-HUNDRED NINETY-SEVEN DOLLARS (\$3,874,397.00), all in the form attached to this Motion; and, hereby authorize the President of the College, administration and legal counsel to prepare, negotiate and execute the GMP Agreement and to take all action necessary to carry out the provisions of the Construction Management at Risk agreement between the College and Sampson Construction Co. relating to the acceptance of the GMP proposal of Sampson Construction Co. according to the terms of such agreement. 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		
Kubicek	<i>Motion Carried</i>	
Reiman		
Schluckebier		
Kruse		
Garver		
Feit		
Seim		

13e. CMR FOR DIESEL TECHNOLOGY FACILITY IN MILFORD

(action delayed until October meeting)

13f. CMR FOR HEALTH SCIENCE FACILITY IN LINCOLN

(action delayed until October meeting)

TIME AND PLACE FOR OCTOBER MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, October 16, at 1:30 p.m., at the Falls City Community Hospital.

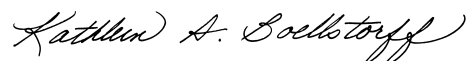
GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim suggested that Board members review the website about the semester conversion – www.southeast.edu/q2s/

Ms. Boellstorff reminded Board members of the NCCA annual meeting November 4 & 5, in Norfolk, Nebraska. Deadline for registration and hotel room reservations is October 12. Registration and hotel reservations can be arranged through Lynda Heiden.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:10 p.m.



Kathy Boellstorff
Secretary

Project Status

- Complete
- About ready to start
- Still in the future

	Board approval of program	CCPE approval of program	RFP for design services	Selection of design services	RFP for CM@R	Board approval of financing	Board approval of CM@R contract	Construction begins!
Residence Halls (M,B)	●	N/A	●	●	●	●	●	●
Diesel Tech (M)	●	●	●	●	●	●	○	○
Classroom Bldg (B)	●	●	●	●	○	●	○	○
Health Sciences (L)	●	●	●	●	●	●	○	○
Learning Center (Falls City)	●	N/A	●	●	●	N/A	●	○

Project Construction Status

- Complete
- About ready to start
- Still in the future

	Ground Breaking	Site Work	Framing	Drying In Building	MEP Work	Finish Work	Punch List	Move In!
Residence Halls (M,B)	●	○	○	○	○	○	○	○
Diesel Tech (M)	○	○	○	○	○	○	○	○
Classroom Bldg (B)	○	○	○	○	○	○	○	○
Health Sciences (L)	○	○	○	○	○	○	○	○
Learning Center (Falls City)	○	○	○	○	○	○	○	○

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes

September 10, 2018

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Aupperle, Renee	Custodian I – Plant	N5			X			8/20/18	Replaces Seada Balas
Butcher, Linda	Financial Aid Technician – Student Affairs	N10			X			8/27/18	Replaces Austin Simpson
Campbell, Jackie	Custodian I - Plant	N5			X			8/20/18	Replaces Tracy LaBrie
Kelly, Kevin	Information Systems Technician – Technology	N17				X		10/1/18	Retirement
Vandenberg, Michael	Executive Chef – Course Restaurant	P1		X				9/10/18	Expanded 18/19
Wilson, Peggy	Associate Director Financial Aid – Student Affairs	P2			X		X	9/04/18	Replaces Charles Brewer

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

September 10, 2018

Personnel Report: Faculty

ACTION TAKEN

NAME	ASSIGNMENT	SALARY	AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Dunning, Guila	Instructor, Associate Degree Nursing – Health Sciences Division				X		9/21/18	Resignation
Paavola, Chad	Instructor, Criminal Justice – Community Services		X				8/27/18	Expanded 18/19

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer