

SOUTHEAST COMMUNITY COLLEGE

Chairperson Nancy Seim called the regular meeting of the Southeast Community College Board of Governors to order at 2:00 p.m. on Tuesday, July 17, 2018, at the SCC Hebron Learning Center, 610 Jefferson Street, Hebron, Nebraska.

ROLL CALL:

Present:

Nancy Seim, Lincoln
James Garver, Lincoln
Robert Feit, Lincoln
Kathy Boellstorff, Johnson
Dale Kruse, Beatrice
Steve Ottmann, Dorchester
Donald Reiman, Virginia
Lynn Schluckebier, Seward
Kristin Yates, Lincoln

Absent:

Terrence Kubicek, Lincoln (arrived at 2:16 p.m.)
Edward Price, Lincoln
Pat Galitz, Faculty Representative

Others Attending:

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

Registered Visitors:

Stu Osterthun, SCC Area
Bruce Tangeman, SCC Area
Bev Cummins, SCC Lincoln
Dennis Headrick, SCC Area
Robin Moore, SCC Area
Bob Redler, SCC Faculty Association
Edward Koster, SCC Milford
Jose J. Soto, SCC Area
Mike Pegram, SCC
Crystal Fangmeier, SCC Learning Center at Hebron
Denise Schlake-Ideus, SCC

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, July 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

The following items were on the Consent Agenda:

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of June 19, 2018 (regular Board meeting) and June 28, 2018 (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
- 6) Approval of Revised Tuition Remission Policy – College Policy E-3i(20)

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Schluckebier
Feit*
Boellstorff
Yates
Reiman*
Garver
Ottmann*
Kruse*
Seim*

AGAINST (0)

ABSENT (2)

Kubicek
Price

*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.

Mr. Feit – V0657303

Mr. Reiman – V0659037
Mr. Ottmann – V0658160
Dr. Kruse – V0658568
Ms. Seim – V0658370

Financial Report

Dr. Illich reviewed the financial report for the period through June 30, 2018. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
State Aid	(\$503,175)	
Local Taxes	(\$766,959)	
Tuition	(\$755,324))	
Other	\$264,078	
Total Revenues	(\$1,761,380)	-1.97%
Expenses		
Personal		
Services	(\$6,135,723)	
Operating	\$591,006	
Travel	(\$146,254)	
Equipment	211,305	
Total Expenses	(\$5,479,666)	-6.1%
Net Position	\$3,718,286	

The budget report ending June 30, 2018 showed:

Percentage of Budget year	100%
Percentage of Budget spent	93.9%
Percentage of Board budget spent	93.4%

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

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Garver
Boellstorff
Reiman
Schluckebier
Kruse
Feit
Ottmann
Yates
Seim

AGAINST (0)

Motion Carried

ABSENT (2)

Kubicek
Price

BOARD MEMBER REPORTS

There were no reports.

BOARD TEAM REPORTS

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

Finance & Facilities. Ms. Boellstorff handed out copies of the Project / Construction status as provided by Aaron Epps at their Facilities Team meeting prior to the regular Board meeting.

ACCT. Mr. Feit reminded Board members that the early bird deadline for registration at the ACCT conference in New York is August 17.

NCCA. Mr. Schluckebier indicated that the next meeting of the NCCA Board is August 6.

PRESIDENT'S REPORT

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

- A donor is working to extend the Learn to Dream program to the second year. This is a tremendous opportunity for individuals who qualify for free and reduced lunches, as per agreements being drawn up. Dr. Illich reviewed the retention factors for students, etc.
- Excavation has started on the Phase I Residence Hall for the two housing units.
- Evaluation is being done for the CMR for Diesel Technology. Design work for the Health Sciences building will kick off in the next couple of weeks.

- Small construction projects are also underway.
- Budget will be brought back for approval to advertise in August, with the budget being approved at the September meeting.

*Terry Kubicek arrived at 2:16 p.m.

- The use of the semester calendar system will begin in the fall 2019. Communication on the conversion continues to keep all informed.
- At next month's Board meeting, a presentation will be given on the qualitative initiative and the student survey results.
- City of Lincoln is considering driverless shuttles,
- Attended various meetings this month: Milford luncheon, Admin Team meetings, etc.

FACULTY ASSOCIATION REPORT

Bob Redler reported they are pleased with the ongoing negotiations and hope to complete as soon as possible.

STUDENT ACTIVITIES REPORT

There was no report.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

DATA SECURITY COMPLIANCE PRESENTATION

- NAMES/TITLES OF PRESENTERS:
 - Ed Koster, Vice President for Research, Planning & Technology/Milford Campus Director
 - Mike Pegram, Dean of Student Enrollment

Ed Koster and Mike Pegram updated the Board on the current climate and regulations regarding data security in higher education and how the College is being proactive in addressing this.

Mr. Pegram reviewed regulations on the need for data security. Legislation was enacted in 1999 – the Gramm-Leach-Bliley Act. The purpose was to set standards for development of protocol and safeguards that protect customer information. Schools that handle Title IV money are subject to this legislation. It provides guidance of the continued obligation to protect data used in all aspects of the administration of Title IV. The Department of Education requires that any security breach, detected or suspected, be reported the same day.

Mr. Koster reported what has been done so far.

- Selected a small team of key stakeholders to begin assessment (Ed Koster, Mike Pegram, Al Brunkow, Randy Williams, Jenna Zachek, Sara Pegram, Diana Oglesby, and Rod Richards)
- Identified assessment standards and technology framework - National Institute of Standards (NIST) (5 framework areas: identify, protect, detect, respond, recover)
- Completed an assessment: internal assessment going through 101 different questions (when scoring themselves they received a 1.6 out of 5 or 32%; getting a second opinion of Symantec to analyze things, they received a 30.2%; the area scored highest in was recovery-79%)

Next steps are to work on the five framework areas:

- #1 – identify - Focus on governance: review acceptable use of technology policy and create a security policy; create governance/compliance role with it
- #2 – protect: focus on information, processes and procedures
- #3 – detect – focus on anomalies and events
- #4 – respond – focus on response planning
- #5 – recovery – focus on business continuity

Mr. Koster indicated that they are working to accomplish all that needs to be done to catch up. They are making it a priority to avoid a breach, bringing in vendor support to get it done as soon as possible. A request was made that periodic updates be provided to measure progress made.

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

PROFESSIONAL ASSOCIATION AGREEMENT

Mr. Garver moved that the Board of Governors of Southeast Community College approve the Negotiated Agreement between the College and the Southeast Community College Professional Association for the 2018-2019 contract year.

Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

PROFESSIONAL ASSOCIATION SALARY LIST

Bruce Tangeman handed out the salary list for the Professional classification. HE indicated it would be retroactive to July 1, 2018.

Mr. Feit moved to approve the 2018-19 salaries of the Professional level employees as presented. Seconded by Mr. Schluckebier.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

FALLS CITY LEARNING CENTER AGREEMENT WITH CMR

Mr. Schultze reviewed the Falls City Learning Center agreement for construction management at risk, with AHRS Construction, Inc., salary of 8.7% of the project cost. The proposed contract with AHRS Construction, Inc, of 533 Railroad Street, Bern, Kansas for construction management at risk services for the Southeast Community College – Falls City Learning Center (FCLC), Falls City, Nebraska Project consists of the construction of an approximate 10,000 square feet learning center building, which will contain general classroom space, healthcare related training space, manufacturing related training space, and general support areas.

Ms. Boellstorff moved that the Board of Governors of the Southeast Community College Area (College Area) should and does hereby approve the Agreement between the College Area and AHRS Construction, Inc, of 533 Railroad Street, Bern, Kansas (AHRS), construction manager at risk services to be performed by AHRS for the construction of the Falls City Learning Center (FCLC), Falls City, Nebraska Project consisting of the construction of an approximate 10,000 square foot learning center building which will contain general classroom space, healthcare related training space, manufacturing related training space, and general support areas; such Agreement being in the form presented to the Board of Governors, a copy of which has been placed on file in the records of the College Area; and further hereby authorize the Board president to sign, execute and deliver the Agreement to AHRS, and to take all other action necessary to carry such contract into effect. Seconded by Mr. Ottmann.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (10):

Boellstorff

Ottmann

Garver

Kruse

Kubicek

Feit

Reiman

Schluckebier

Yates

Seim

AGAINST (0)

ABSENT (1)

Price

Motion Carried

GMP FOR HOUSING PROJECTS IN BEATRICE AND MILFORD

Mr. Schultze indicated that the following is an amendment in regard to the construction management at risk contract between the Southeast Community College Area and Sampson Construction Company regarding the Guaranteed Maximum Price Proposal of Sampson Construction Company for the Beatrice Campus - New Residence Hall Project. It was determined that after a contract was entered into that the originally plans completed by Clark

Enersen that a different process was used. After a review by Sampson Caspers, it reflects a savings of over \$1 million from originals as written.

These projects had at least three bidders.

1) Beatrice Campus Housing

Mr. Ottmann 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 Sampson Construction Company of Lincoln, Nebraska 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 July 10, 2018, for the Beatrice Campus - New Residence Hall Project in the sum of EIGHT MILLION ONE HUNDRED FIFTY-TWO THOUSAND FOUR HUNDRED TWENTY-FIVE DOLLARS (\$8,152,425.00), all in the form attached to this Motion; and, hereby authorize the Chairperson of the Board of Governors, 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 Ms. Boellstorff.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

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

2) Milford Campus Housing

Mr. Garver 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 Sampson Construction Company of Lincoln, Nebraska 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 July 10, 2018, for the Milford Campus - New Residence Hall Project in the sum of SEVEN MILLION NINE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED ONE DOLLARS (\$7,981,801.00), all in the form attached to this Motion; and, hereby authorize the President of the Board of Governors, 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:

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

TIME AND PLACE FOR AUGUST MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, August 19, 2018, at 3 p.m., at the Lincoln Campus, 8800 O Street.

GOOD OF THE ORDER AND PUBLIC COMMENT

Dr. Headrick introduced the Hebron Learning Center Coordinator, Crystal Fangmeier.

Ms. Fangmeier pointed out that a year ago was the ribbon cutting. She pointed out that the Learning Center has been embraced by Thayer County and Hebron. People are continually asking for events and programs.

She pointed out that when the building was vacated by the public schools, many people assumed the building would be bulldozed. Now many are pleased that the building has been put to good use.

There were 12 credit classes that ran. The demand for credit classes is good. There are also a lot of leisure learning classes. She indicated that this past year there were 243 students who

took classes through leisure learning. Her goal is to increase it to 500 for next year. She indicated she is very goal driven and on a mission.

Ms. Fangmeier also pointed out that they received grant money from the 2017 USDA/RUS Distance Learning and Telemedicine Grant Program award. As a result they will be offering nurse aide training this fall, bringing in technology, using some robotic mannequin.

Ms. Fangemeier indicated signage was also discussed earlier, and she and Mr. Osterthun will work on it.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 3:21 p.m.

A handwritten signature in cursive script that reads "Kathleen A. Boellstorff".

Kathy Boellstorff, Secretary

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 9, 2018

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Buesing, Allie	Fitness & Wellness Coordinator – Student Services	N04				X		8/03/18	
Ginsburg, Robert	Property & POAA Coordinator/Facilities Assistant – Campus Staff	P03					X	7/01/18	New Position
Hunter, Joseph	Help Desk Technician – Technology	N16			X			7/16/18	Replaces Tess McKinney
Petsch, Janalee	Library Resources Center Specialist – Technology	N13					X	7/01/18	Restructuring of Technology Division
Roth, Lora	Account Clerk II – Administrative Services	N09				X		8/06/18	Retirement
Sassman, James	Custodian II – Physical Plant	N12				X		8/14/18	Retirement
Shimmin, Jo	Library Resources Center Specialist – Technology	N13					X	7/01/18	Restructuring of Technology Division

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 9, 2018

Personnel Report: Faculty

ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Brandes, Nichole	Instructor, Professional Truck Driving – Transportation Division			X			7/10/18	Replaces Don Kuszak
Gaspard, Deborah	Instructor, Business – Business Division				X		12/31/18	
Ison, Celia	Instructor, Science (.75 FTE)				X		9/28/18	
Merrill, Susan	Instructor, Developmental English				X		6/08/18	Retirement
Mieth, Judy	Instructor Radiologic – Health Sciences Division				X		6/30/18	Retirement
Riley, Cayden	Instructor, Auto Collision – Transportation Division			X			7/10/18	Replaces Eldon Schoonveld

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer