

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, August 18, 2020, via Zoom/ telephone conference call. At least one member of the community college Board of Governors was present at each site of the video conference call identified on the agenda. Some Board of Governors attended the meeting from the following remote locations as a preventative measure to avoid possible COVID 19 exposure/infection. The video/telephone conference locations accessible to the public were:

- The Southeast Community College – Continuing Education Center, – Conference Room 304 and 301, Lincoln, NE
- The Southeast Community College - Nebraska City Learning Center, Learning Center Conference Room, 819 Central Ave, Nebraska City, NE
- The Southeast Community College - Beatrice Campus - Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, NE
- The Southeast Community College - Milford Campus, Eicher Building – LRC 198A Conference Room, 600 State St, Milford, NE

At least one copy of all documents being considered were available to the public at each of the sites of the telephone conference call.

ROLL CALL:

Present:

Nancy Seim, Lincoln (CEC, Room 304)
Kathy Boellstorff, Johnson (Nebraska City Learning Center)
Keith Hammons, Weeping Water (CEC, Room 304)
Tim Cerveny, Wilber (CEC, Room 304)
Robert Feit, Lincoln (CEC, Room 304)
Dale Kruse, Beatrice (Beatrice-Jackson Hall)
Edward Price, Lincoln (CEC, Room 304)
Ellen Weissinger, Lincoln (CEC, Room 301)
Kristin Yates, Lincoln (CEC, Room 301)
Linda Hartman, Faculty Representative

Absent:

James Garver, Lincoln (arrived at 4:12 p.m.) (CEC, Room 304)
Lynn Schluckebier, Seward (arrived at 3:10 p.m.) (Milford, Eicher Building)

Also Attending:

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

Also on Zoom/Conference Call:

Amy Jorgens
Bob Redler
Jose Soto
Al Brunkow
Katy Novak
Aaron Epps
Doug Kennedy
Bruce Tangeman
Bob Morgan
Shawna Herwick
Joel Michaelis
Terry Stutzman
Ed Koster
Robin Moore

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 Thursday, August 13, 2020, 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 for the public, 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. In general, oral testimony by individuals is limited to five minutes. Written testimony will also be accepted for the public record.

CONSENT AGENDA

Mr. Cerveny moved approval of the consent agenda.

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of July 21, 2020, 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

Seconded by Mr. Feit.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

<u>FOR (7):</u>	<u>AGAINST (0)</u>	<u>ABSENT (2)</u>
Cervený		Schluckebier
Feit		Garver
Boellstorff	<i>Not Voting Due to</i>	
Hammons	<i>Technical Issues (2):</i>	
Price	Weissinger	
Kruse	Yates	
Seim		

MOTION CARRIED

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through June 30, 2020. He also reviewed the investment accounts.

*Mr. Schluckebier arrived at 3:10 p.m.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Actual
Local Taxes	\$ 738,342
Tuition	\$5,573,787
Other	\$ 11,538
Total Revenues	\$6,323,667
Expenses	
Personal Services	\$6,053,357
Operating	\$1,121,998
Travel	\$ 3,556
Equipment	
Total Expenses	\$7,178,911
Net Position	(\$ 855,244)

The budget report ending July 31, 2020 showed:

Percentage of Budget year	8.3%
Percentage of Budget spent	7.7%
Percentage of Board budget spent	3.4%

Mr. Feit moved acceptance of the financial report. Seconded by Mr. Hammons.

Chairperson Seim asked for discussion. There was none.

Roll call vote follows:

FOR (8):

Feit
Hammons
Schluckebier
Kruse
Boellstorff
Cervený
Price
Seim

AGAINST (0)

***Not Voting Due to
Technical Issues (2):***

Weissinger
Yates

ABSENT (1)

Garver

MOTION CARRIED

BOARD MEMBER REPORTS

There were no Board member reports.

BOARD TEAM REPORTS

Executive. Chairperson Seim stated the team met and set the agenda. She has tabled the Board's self-evaluation on attendance at events.

NCCA. Dr. Kruse reported that the NCCA annual conference will not be held this year. The NCCA budget will be less for the next year. Membership dues will be decreased. Mr. Adams did not accept an increase in salary.

TCA. Dr. Weissinger reported that a couple weeks ago they met with other administrators and formally approved the reopening plan of The Career Academy. The plan was primarily built off of Lincoln Public School's reopening plan.

They also had a brief discussion on the expectation for a national search for a new executive director.

Finance & Facilities. Ms. Boellstorff reported that the Facilities Team met prior to the meeting. She provided an update on facility projects. The furniture has arrived for the Beatrice general classroom building. Truck Driving has moved to Milford. The design for the Student Services area remodel is being worked on. They are looking at a new location for the York and Nebraska City Learning Centers.

PRESIDENT'S REPORT

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

- There is an agenda item to discuss the return to onsite operations.
- Because the John Deere Program will be moved to Beatrice, this created a need for an Ag facility, with an approximate cost of \$14 million.
- Dr. Illich showed pictures of the different construction projects in progress: Milford Campus's second dorm; ag complex (completion August 2022); Ag Hall (completion August 2020 – this is the former Beatrice Business Park building); Soccer Field (completion August 2020 - now in warranty and close-out phase); Beatrice Academic Center (completion August 2020); Lincoln Health Sciences (completion November 2020)

CARES Act – all money associated with scholarships, \$2.1 million, has been spent. There were 500 applications in a few hours, but only 50 received money.

FACULTY ASSOCIATION REPORT

Bob Redler reported that faculty are glad to be back. Some people still have concerns, but overall most are glad to have students back in the classroom. Everyone is hoping for the best but preparing for the worst.

STUDENT ACTIVITIES REPORT

There was no report.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

ADMINISTRATIVE PRESENTATION/BOARD REVIEW

2020-21 SOUTHEAST COMMUNITY COLLEGE BUDGET REVIEW

Dr. Illich and Amy Jorgens, Vice President of Administrative Services, provided an overview of the 2020-21 General Fund and Capital Fund Budget.

Ms. Jorgens reviewed state aid, valuation and levy summary (valuations are due August 20 and most counties do not have their valuations certified yet), FTE/REU summary (updated as of August 5), tuition and fees, expanded positions, general fund assumptions for 2020-21, general fund levy for 2020-21, and the preliminary general fund budget summary and

the budget by PCS. This was followed by potential capital improvement projects, and the funds available for projects in fiscal 2020-21.

Ms. Jorgens noted that as a result of recent legislation, the budget hearing must be held separately from the regularly scheduled meeting and cannot be limited by time. As a result we will still have our meeting date as September 15 with the budget hearing scheduled at 3 p.m. The regular meeting would follow at 4:00 p.m. or as soon thereafter as the budget hearing is completed. (The key is that the budget herein is not time limited.)

RETURN TO OPERATIONS PLANNING

Dr. Illich reviewed the return to onsite operations. He reviewed highlights of the plan.

Phase 3 started on August 10. The courses are offered as shown on the 2020 fall class schedule with appropriate safety and control protocols. The proportion of courses by delivery format will be based on student demand. Staffing levels on site will be based on recommendations and directives in place at the time.

Guidance documents for return to onsite operations are located on the portal.

The safety and control protocols for classroom and lab guidance include: face covering, distancing (class capacity of 24 in some divisions), cleaning, and hygiene.

Pivot planning: guidance include: being prepared to pivot, shift lab activities to earlier in semester, record materials and discussions and have available to students taking the course remotely, prepare activities for students needing to be remote due to illness or quarantining, identify another instructor who could cover the class if necessary.

All full-time faculty will have an SCC issued laptop. Additional pivot planning parts: have laptop available to ensure one can work remotely if necessary, have a comprehensive online component for the face-to-face class, provide an avenue for online submission of work and exams, and participate in a mock class prior to the start of the semester.

Elements of the exposure response: self-isolate, monitor, complete TIPS report, 14-day quarantine, provide instructions on how to continue class/work during 14 days, and notify supervisor.

Dr. Illich stated they worked on protocols with the Health Department. They also have student housing protocols and athletic team protocols.

All fall sports have been moved to spring except for cross country.

*Mr. Garver arrived at 4:12 p.m.

Dr. Illich stated that they will continue to move forward on the 2020-24 Strategic Plan. They are prepared to respond to new opportunities that develop from COVID-19.

Mr. Koster reviewed the Milford Campus challenge to review everything and keep it moving forward. He also pointed out that if isolation of any students is needed they will provide the student a laptop to continue their education if they are able to do so. They are also limiting groups and guests on campus.

Mr. Morgan reported that they have four international students, and according to rulings by the Governor they had to be quarantined. These four students are now out of quarantine and happy to be out.

On the Beatrice Campus they have limited the number of people who can help students move in. They have isolation rooms and quarantine rooms in Roosevelt Hall. They will do safety checks on any students isolated or quarantined.

Dr. Illich pointed out that faculty are encouraging students to sit with friends or next to dorm mates as much as possible so as to not mix any more than necessary.

2020-2021 BUDGET/ADVERTISING AUTHORIZATION

Mr. Garver moved to approve the advertising of the 2020-21 proposed budget per the Notice of Budget Hearing and Budget Summary totaling:

General Fund	\$ 93,604,636.00
Self Supporting Funds	131,703,000.00
Capital Improvement Fund	<u>54,736,461.00</u>
Notice of Budget Hearing and Budget Summary Total 2020-2021	<u>\$ 280,044,097.00</u>

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>
Garver		
Schluckebier		
Kruse		
Hammons		
Boellstorff		
Feit		
Cervený		
Yates		
Price		
Weissinger		
Seim		

MOTION CARRIED

OCCUPATIONAL THERAPY ASSISTANT

The proposed Occupational Therapy Assistant Program was presented for approval.

Mr. Feit moved to authorize the establishment of the Occupational Therapy Assistant Program as proposed and to forward it to the Coordinating Commission for Postsecondary Education for approval. Seconded by Mr. Schluckebier.

Roll call vote follows:

FOR (11):

Feit
Schluckebier
Hammons
Kruse
Cervený
Garver
Price
Weissinger
Boellstorff
Yates
Seim

AGAINST (0)

ABSENT (0)

MOTION CARRIED

TIME AND PLACE FOR SEPTEMBER MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, September 15, at 3 p.m.

GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim pointed out that August 18 was the 100th anniversary of the 19th Amendment passage.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 4:56 p.m.



Keith Hammons
Secretary

**SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

Tuesday, August 18, 2020

By Video Conference Call

Viewing and Listening Location:

Southeast Community College - Continuing Education Center Room 304

301 South 68th Street, Lincoln, Nebraska

(see page 2 of agenda for additional locations)

REGULAR MEETING AGENDA – 3:00 P.M.

- | | |
|---|-----------|
| 1. Meeting Called to Order | 3:00 p.m. |
| 2. Roll Call | 3:05 |
| 3. Public Meeting Law Compliance Statement | 3:06 |
| 4. Consent Agenda | 3:08 |
| 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 July 21, 2020 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 | |
| 5. Financial Report | 3:11 |
| 6. Board Member Reports | 3:13 |
| 7. Board Team Reports | 3:17 |
| 8. President's Report | 3:25 |
| 9. Faculty Association Report | 3:35 |
| 10. Student Activities Report | 3:40 |
| 11. Public Comment | 3:45 |
| 12. Administrative Presentation/Board Review | |
| a. 2020-21 General Fund and Capital Budget | 3:50 |
| b. Return to Operations Planning | 4:05 |
| 13. Discuss, Consider, and Take All Necessary Action with Regard to: | |
| a. Authorization to Advertise 2020-21 Budget | 4:20 |
| b. Occupational Therapy Assistant Program | 4:25 |
| 14. Time and Place for September Meeting | 4:30 |
| 15. Good of the Order and Public Comment | 4:35 |
| 16. Adjournment | 4:40 |

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.

At least one member of the community college Board of Governors will be present at each site of the video conference call identified this agenda. The video/telephone conference locations accessible to the public at which some Board of Governors of the Southeast Community College Area will be present shall be at the following locations:

The Southeast Community College – Continuing Education Center, – Conference Room 304 or other location therein, 301 South 68th Street, Lincoln, Nebraska.

The Southeast Community College - Nebraska City Learning Center, Learning Center Conference Room, 819 Central Ave, Nebraska City, NE 68410.

The Southeast Community College - Beatrice Campus - Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, NE 68310-7042.

The Southeast Community College - Milford Campus – Dunlap Center, Rooms A & B, 600 State St, Milford, NE 68405.

The public should check at front desk of the location of the video conference for any change in the room where the video conference and board member will be located. Some Board of Governors will be attending the meeting from the foregoing remote locations as a preventative measure to avoid possible COVID 19 exposure/infection. The public is required to wear mask if attending the meeting on person at all video conference locations.

Reasonable arrangements will be made for the public to attend, hear, and speak at all meeting locations, including seating, recordation by audio recording devices, and public comment. Members of the public and media may access the meeting by video conference call by calling (402) 323-3400 and providing contact information to obtain authorization to enter the meeting, or by physically attending. At least one copy of all documents being considered will be available to the public at each of the sites of the telephone conference call.

*** Proof of Publication ***

State of Nebraska)
Lancaster County) SS.

NOTICE OF THE REGULAR MEETING OF THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA.

August 18, 2020
beginning at 3:00 P.M.

Notice is hereby given that the regular meeting of the Board of Governors of the Southeast Community College Area, will be held at 3:00 p.m. on the 18th day of August, 2020, video/telephone conference call. At least one member of the community college Board of Governors will be present at each site of the video conference call identified in this public notice. The video/telephone conference locations accessible to the public at which some Board of Governors of the Southeast Community College Area will be present shall be at the following locations:

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The matters to be considered at the Board of Governors meeting are shown on an Agenda, which is kept continuously current and is available for public inspection at the office of the President of Southeast Community College located at the Southeast Community College - Continuing Education Center, 301 South 68th Street, Lincoln, Nebraska.

THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA
931789 11 Aug 13

SOUTHEAST COMMUNITY COLLEGE-LINCOLN

ACCOUNTS PAYABLES

301 S 68TH ST PLACE Floor 5

LINCOLN, NE 68510

ORDER NUMBER 931789

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

one successive times(s) the first insertion having been on August 13, 2020 and thereafter on _____, 20____ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska.

Mary Wade

Section: Class Legals

Category: 0099 LEGALS

PUBLISHED ON: 08/13/2020

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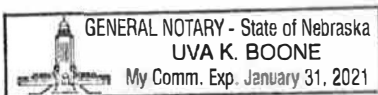
FILED ON: 8/13/2020

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

Subscribed in my presence and sworn to before me on

August 13, 2020

U. Boone Notary Public



**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

August 10, 2020

Personnel Report: Staff (Non-Faculty)									
ACTION TAKEN									
NAME	ASSIGNMENT	RANK		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Bettinger, Amy	Help Desk Technician – Technology Division	N16				X		8/14/20	Resignation
Bonczynski, Karen	Executive Administrative Assistant – Student Affairs	N12				X		1/04/21	Retirement
Ciin, Cing	Financial Aid Technician – Student Affairs	N10				X		8/11/20	Resignation
Flessner, Deanne	College Advisor – Student Affairs	P02				X		9/16/20	Resignation
Jobman, Karie	Administrative Director, Student Accounts – Administrative Services	A05		X			X	8/03/20	Expanded
Jobman, Merle	Maintenance Worker II – Physical Plant	N15				X		9/18/20	Retirement
LaBrie, Tracy	Custodian II – Physical Plant	N12			X			8/17/20	Replaces Myron Ham
Mayfield, Cindy	Administrative Assistant I Career Advising – Student Affairs	N08				X		8/07/20	Retirement
Priefert, Audrey	Account Clerk III, Administrative Services – Administrative Services	N12				X		10/23/20	Retirement

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

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

August 10, 2020

Personnel Report: Staff (Faculty)

ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Broadhurst, Kayla	Instructor, Speech – Arts & Sciences Division			X			8/10/20	Replaces Amanda Fahrer
Campbell, Dylan	Instructor, Land Surveying Civil Engineering – Const/Elec/CIT/Mfg. Division			X			8/10/20	Replaces Dale Mueller
House, Eric	Instructor, John Deere Ag Tech – Ag/Welding/Transportation Division			X			8/10/20	Replaces Tyler Lyhane
Jordening, Jonah	Instructor, Business – Business Division			X			8/10/20	Replaces Tim Mittan
Loudon, Anne	Instructor, Business – Business Division			X			8/10/20	Replaces Chelsea Hood Reese
McCleery, Robin	Instructor, Mathematics – Arts & Sciences Division				X		12/31/20	Retirement

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