

SOUTHEAST COMMUNITY COLLEGE

Chairman Dale Kruse called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, July 18, 2017, at the Beatrice Campus, Jackson Hall Conference Room, 4771 West Scott Road, Beatrice, Nebraska.

ROLL CALL:

Present:

Dale Kruse, Beatrice
James Garver, Lincoln
Robert Feit, Lincoln
Kathy Boellstorff, Johnson
Terrence Kubicek, Lincoln
Steve Ottmann, Dorchester
Donald Reiman, Virginia
Lynn Schluckebier, Seward
Kristin Yates, Lincoln
Pat Galitz, Faculty Representative
Jesse Carias, Beatrice Campus Student Representative

Absent:

Nancy Seim, Lincoln (absent due to surgery)
Edward Price, Lincoln (arrived at 3:05 p.m.)

Others Attending:

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

Registered Visitors:

Stu Osterthun, SCC Area
Dennis Headrick, SCC Area
Edward J. Koster, SCC Milford
Bruce Tangeman, SCC Area
Bob Redler, Faculty Association
Bob Morgan, SCC Beatrice
Shawn Herwick, SCC Area
Robin Moore, SCC Area

Chairman Kruse welcomed everyone to the meeting.

PUBLIC MEETING LAW COMPLIANCE STATEMENT

Chairman Kruse stated the public meeting notice had been published in the *Lincoln Journal Star* on July 14, 2017, as well as posted on the bulletin board in the Area Office and the website.

He indicated that the meeting is conducted according to the principles of the revised *Robert's Rules of Order*.

Chairman Kruse 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, #13. 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.

APPROVAL/ADDITIONS TO MINUTES OF 6/20/2017

Mr. Garver pointed out on page 5 of the June 20 minutes that the completion date of the culinary project is December 2017, not December 2018.

Mr. Garver moved approval of the minutes of 6/20/2017 as corrected. Seconded by Mr. Kubicek.

Chairman Kruse asked for discussion. There was none.

Roll call vote follows:

FOR (9):

Garver
Kubicek
Feit
Boellstorff
Yates
Schluckebier
Reiman
Ottmann
Kruse

AGAINST (0)

Motion Carried

ABSENT (2)

Price
Seim

EMERGENCY CHANGES TO CURRENT AGENDA

There were no emergency changes to the current agenda.

RATIFICATION OF BILLS AND CLAIMS

Ms. Boellstorff moved ratification of bills and claims. Seconded by Mr. Schluckebier.

Chairman Kruse asked for discussion. There was none.

Roll call vote follows:

<u>FOR (9):</u>	<u>AGAINST (0)</u>	<u>ABSENT (2)</u>
Boellstorff		Price
Schluckebier		Seim
Reiman		
Garver		
Feit	<i>Motion Carried</i>	
Ottmann		
Yates		
Kubicek		
Kruse		

FINANCIAL REPORT

*Rev. Price arrived at 3:05 p.m.

Dr. Illich reviewed the financial report for the period through June 30, 2017. He also reviewed the investment accounts.

Budgeted Revenue/Actual Revenue & Budgeted Expenses/Actual Expenses

Revenue:	Variance:	
Local Taxes	(\$519,005)	
Tuition	(\$3,464,464)	
Other	\$182,063	
Miscellaneous		
Total Revenues		-5.58%
Expenses		
Personal Services	(\$4,634,500)	
Operating	(\$342,757)	
Travel	(\$293,558)	
Equipment	(\$708,416)	
Total Expenses	\$(5,979,231)	-6.9%
Net Position	\$1,158,927	

FINANCIAL REPORT (continued)

The budget report ending June 30, 2017 showed:

Percentage of Budget year	100%
Percentage of Budget spent	93%
Percentage of Board budget spent	153.4%

Mr. Garver moved acceptance of the financial report. Seconded by Mr. Schluckebier.

Chairman Kruse asked for discussion. There was none.

Roll call vote follows:

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

BOARD MEMBER REPORTS

Board members reported attendance at the following:

Hebron Learning Center Ribbon Cutting

Dale Kruse
Jim Garver
Bob Feit
Kathy Boellstorff
Lynn Schluckebier
Don Reiman
Steve Ottmann

Rev. Price reported that he accompanied his wife on an educational trip to China recently.

BOARD TEAM REPORTS

Executive. Chairman Kruse stated the team met and set the agenda.

Finance & Facilities. Mr. Ottmann stated the team met prior to the Board meeting, and their discussion will be reported on later in the agenda.

NCCA. Rev. Price indicated that China does not have community colleges. Also on the trip to China were three state senators and a regent from UNL.

PRESIDENT'S REPORT

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

- Work session on July 11 – Dr. Illich indicated that it is clear that the Board is supportive on moving forward. He has hired consultants who work in project management to help navigate things as they move forward.
- Semester calendar conversion – The Higher Learning Commission has approved the semester calendar conversion on a temporary basis, and it has been recommended for approval by the Postsecondary Commission.
- Assurance review looks good. There is an item on the agenda for later in this meeting.
- Positions for a facilities director and a director of advancement will be opened up soon.
- Benefits Fair – Mr. Tangeman and the Human Resources staff put on a benefits fair in early July for SCC employees. There were about 300 people that attended.
- Graduation ceremonies have changed – Milford and Lincoln Campuses have moved to holding two graduations per year. Beatrice has only been having two graduations per year.
- Work session – Dr. Kruse expressed appreciation for the information that was shared at the work session. He indicated that Dr. Illich will come back with a recommendation as quickly as possible and yet be thorough.

It was pointed out that when they were at the Hebron Learning Center ribbon cutting that they had noticed a job fair posting already. The support throughout the region that has been conveyed for the Hebron Learning Center was pointed out.

FACULTY ASSOCIATION REPORT

Bob Redler reported:

- The Faculty Association is getting their new contract implemented. They are working on a set of guidelines to help everyone out with different issues.
- There were 237 students and advisors that attended a national leadership skills conference in Kentucky. There were 6500 students who competed. There were two divisions: the high school division and the college divisions which included two- and four-year institutions.
- A question was asked about how the move towards the semester system is going. Mr. Redler indicated that they are waiting to see how it will be accepted and how tuition revenue will be affected. They are wanting to see a calendar so they can figure out how they need to work things out.

STUDENT ACTIVITIES REPORT

President of the Beatrice Student Senate, Jesse Carias reported on recent activities: during welcome back week they grilled out; upcoming events are softball leagues, sand volleyball league, basketball, and Frisbee golf. The Student Senate added a club – pop culture – where they discuss politics and documentaries on Netflix.

On August 21 they will be providing activities and yard games for students the day of the solar eclipse. Mr. Morgan stated that on August 21 they are expecting 40,000 to 50,000 for the solar eclipse. They are working on security. He indicated that the Beatrice Campus will be a neat place to watch the eclipse. Classes will be canceled 11:00 a.m. to 3:00 p.m.

Mr. Carias stated that he is from Columbus, Nebraska. He was recruited to play baseball which didn't work out for him. His next step is nursing school and to become a nurse practitioner.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE

Shawna Herwick reviewed the assurance report that is due to the Higher Learning Commission in August. She indicated that Dr. Illich or she will send them a link to access the report.

Ms. Herwick discussed the Year 4 assurance review. She indicated that it was a collaborative effort among employees. The steering team consisted of 29 employees.

HIGHER LEARNING COMMISSION ASSURANCE REPORT UPDATE (continued)

Ms. Herwick presented some of the findings. She stated that there are five broad policy areas, and under these areas are 21 subsets to provide evidence that the criteria is met. The five policy areas are:

- Mission
- Integrity
- Teaching and learning: quality resources and support
- Teaching and learning: evaluation and improvement
- Resources, planning, and institutional effectiveness

Dr. Illich indicated when they are sent the link to review the report, if there are any concerns they are looking for high level feedback.

BEATRICE LEARNING RESOURCE CENTER PRESENTATION

Lyndsi Rasmussen, Director of the LRC in Beatrice, reviewed their digital resources. She also pointed out that each campus has a Learning Resource Center, and the three work closely together. She also emphasized that they all have the same larger goals yet unique goals as each campus has unique programs. Goals that the three LRCs focus on are:

- Access to high quality information resources
- Provide learning opportunities that lead to improved information literacy skills
- Provide an environment that fosters learning in its many forms.

Their digital resources consist of online databases, ebooks, digital magazines, and digital video.

PERSONNEL CHANGES

- 1) Hiring (Additions/Replacements) and/or Transfers of non-teaching staff (if any)
- 2) Resignations of non-teaching staff members (if any)
- 3) Transfers of teaching staff members (if any)

Mr. Tangeman reviewed personnel changes. There are three actions for non-faculty and three for faculty. Two of these changes involve contract status changes. There are 6 actions in the vacancies.

*Chairman Kruse declared the Board in recess at 4:20 p.m.

*Chairman Kruse declared the Board in regular session at 4:39 p.m.

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

HIRING (Additions/Replacements), AND/OR RESIGNATIONS OF FACULTY STAFF MEMBERS

Faculty: New Hires & Resignations

Ms. Boellstorff moved to accept the hiring and employment contracts of the following individuals for the College effective on the date of the execution of such employment contract for each named prospective faculty member:

Faculty Name	Date of Contract
Julie Wollberg – Reduction in Contract	7/7/17
Mike Yueill – Reduction in Contract	7/7/17

Seconded by Mr. Feit.

Roll call vote follows:

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

Faculty: Resignations:

Mr. Feit moved to accept the resignation from employment as a faculty member with the College of the following named employees effective on the date of the resignation received from each named faculty member.

Faculty Name	Date of Resignation
Emily Suh	6/09/17

Seconded by Mr. Schluckebier.

HIRING (Additions/Replacements), AND/OR RESIGNATIONS OF FACULTY STAFF MEMBERS (continued)

Roll call vote follows:

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

MILFORD METAL ROOF BID

Mr. Koster handed out information on the need for replacement of the metal roof over areas of Automotive Technology. This was discussed in June, and it is recommended for approval.

Ms. Boellstorff moved approval of the base bid items to Ironhide Construction in the amount of \$66,370.50 plus contingencies for any unexpected issues that may be undiscovered for a price not to exceed \$73,008. Seconded by Mr. Ottmann.

Roll call vote follows:

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

LEGAL COUNSEL REPORT

There was no report from Rex Schultze.

TIME AND PLACE FOR AUGUST MEETING

Chairman Kruse reported that the next regular Board meeting is scheduled for Tuesday, August 15, 2017, at 3 p.m. This meeting will be held at Education Square, Room 105.

GOOD OF THE ORDER AND PUBLIC COMMENT

Dr. Kruse indicated that members of the Facilities Team would be taking a trip to Madison, Wisconsin, to visit facilities with Dr. Illich, August 22 and 23.

ADJOURNMENT

Chairman Kruse adjourned the meeting at 4:45 p.m.

A handwritten signature in black ink, appearing to read "James Garver". The signature is written in a cursive style with a large initial "J" and "G".

James Garver, Secretary

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 11, 2017

Personnel Report: Staff (Non-Faculty)								
ACTION TAKEN								
NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Maples, Robert	Instructional Design Assistant – Virtual Learning Division						5/29/17	Deceased
Pinnow, Eleise	Instructional Design/Training – Virtual Learning Division				X		7/13/17	Resignation
Saffer, Lynn	Assistant Director Adult Education – Continuing Education Division			X		X	7/3/17	Replaces Tate Lauer

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 11, 2017

Personnel Report: Faculty

ACTION TAKEN

NAME	ASSIGNMENT		AD	RP	RS	TR	EFFECTIVE DATE	COMMENT
Suh, Emily	Developmental Instructor – Arts & Sciences Division				X		June 9, 2017	Resignation
Wollberg, Julie	Pharmacy Tech Instructor – Health Sciences Division						July 7, 2017	Temporary Reduction in Contract – 1.0 to .75 FTE
Yueill, Mike	Welding Instructor – Manufacturing Division						July 7, 2017	Reduction in Contract 1.0 to .8967 FTE

AD=Addition

RP=Replacement

RS=Resignation

TR=Transfer

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

July 11, 2017

Faculty; New Hires & Resignations

Motion by _____, Seconded by _____ that the Board of Governors should, and does hereby, accept, sanction and ratify

1. The hiring and employment contracts of the following individuals for the College effective on the date of the execution of such employment contract for each named prospective faculty member:

Faculty Name	Date of Contract
Julie Wollberg – Reduction in Contract	7/7/17
Mike Yueill – Reduction in Contract	7/7/17

2. The resignation from employment as a faculty member with the College of the following named employees effective on the date of the resignation received from each named faculty member:

Faculty Name	Date of Resignation
Emily Suh	6/09/17