

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, November 17, 2020, at Southeast Community College – Beatrice Campus, Academic Excellence Center Building, Multipurpose Room 134, located at 4771 West Scott Road - Beatrice, Nebraska, and with viewing and listening location by Video Conference Call in Conference Room 220, as a preventative measure to avoid possible COVID 19 exposure/infection.

ROLL CALL:

Present:

Nancy Seim, Lincoln
Kathy Boellstorff, Johnson
Keith Hammons, Weeping Water
Tim Cerveney, Wilber
Robert Feit, Lincoln
Dale Kruse, Beatrice
Lynn Schluckebier, Seward
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Linda Hartman, Faculty Representative
Channing Holm, Beatrice Campus Student Representative

Absent:

Edward Price, Lincoln (arrived at 3:14 p.m.)

Also Attending:

Paul Illich, President
Rex Schultze, Legal Counsel (on Zoom)
Derek Aldridge, Legal Counsel
Lynda Heiden, SCC Area (on Zoom)

Also on Zoom/Conference Call:

Jose Soto
Amy Jorgens
Bev Cummins
Bruce Tangeman
Bob Morgan
Doug Kennedy
Ed Koster
Katy Novak
Shawna Herwick
Joel Michaelis
Amy Chesley
Robin Moore
Bob Redler

Toni Landenberger
Kerry Gustafsson

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 Tuesday, November 10, 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 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 October 20, 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 / Resignations Terminations of Instructional Staff
- 6) Board Participation Report: Hospitalization, Medical, Surgical, Accident, Sickness, or Term Life Insurance Coverage

Pursuant to Nebraska State Statute 85-1509 and SCC Policy A-11:

Approval of the first quarter report of 2020-21 that lists the Board member(s) who have elected to participate in such insurance coverage. The list shall also be made available in the office of the Board for review by the public upon request.

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

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
Feit		
Boellstorff		
Yates		
Schluckebier		
Hammons		
Weissinger*		
Cervený		
Kruse		
Seim		

MOTION CARRIED

*Upon being called for their 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 the voucher number (listed below) and vote to approve all other bills and claims and all other Consent Agenda items.

Ellen Weissinger V0751964, V0751965, V0752676, V0752677, V0752678, V0752679, V075233, V0754014, F0754015

FINANCIAL REPORT

Dr. Illich reviewed the financial report for the period through October 31, 2020. He also reviewed the investment accounts.

Actual Revenue & Actual Expenses

Revenue:	
Local Taxes	\$15,904,988
Tuition	8,949,452
Other	140,905
Total Revenues	\$30,702,213
Expenses	
Personal Services	\$23,385,061
Operating	5,019,827
Travel	10,451
Equipment	399,667
Total Expenses	\$28,815,006
Net Position	\$1,887,207

The budget report ending October 31, 2020 showed:

Percentage of Budget year	33.3%
Percentage of Budget spent	30.8%
Percentage of Board budget spent	12.9%

Ms. Boellstorff moved acceptance of the financial report as outlined. 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>
Boellstorff		Price
Schluckebier		
Kruse		
Hammons		
Garver		
Feit		
Cervený		
Yates		
Weissinger		
Seim		

MOTION CARRIED

*Rev. Price arrived at 3:14 p.m.

BOARD MEMBER REPORTS

Board members attending the Health Sciences ribbon cutting were: Mr. Feit, Ms. Boellstorff, Mr. Cervený, Mr. Garver, Chairperson Seim, and Ms. Hartman.

BOARD TEAM REPORTS

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

Chairperson Seim stated that a work session will be held on the evaluation of Dr. Illich. It will be held December 3, from 9 a.m. to 11 a.m., at the Continuing Ed Center, 301 S 68th Street, Lincoln.

Finance & Facilities. Ms. Boellstorff stated the team met prior to the Board meeting. The Facilities Progress report was handed out. She reviewed the status of the various projects

The ribbon cutting was postponed for the Academic Excellence Center in Beatrice.

Dr. Illich stated that a work session will be held in January to review the various facility projects with the Board and get the new Board members oriented to the facilities master planning.

PRESIDENT'S REPORT

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

- The land purchase adjacent to the Lincoln Campus closed November 12. Cost was \$2.9 million.
- The ribbon cutting for the Health Sciences building was held on November 10.
- COVID-19 cases average 60.
- He is working on the goals for his evaluation.
- The Higher Learning Commission accreditation full review is now scheduled for April 24-25, 2023.
- Dr. Illich reported that he continues to meet with potential donors.
- A multi-year, long-range facilities strategic plan is being developed.
- LB 27 would provide for flexibilities. In today's meeting during the tuition discussion the administration is looking at keeping tuition level and raising student fees for facilities.
- Dr. Illich announced the Lynda Heiden will be retiring in December.

FACULTY ASSOCIATION REPORT

Bob Redler reported for the Faculty Association. He indicated that this week is International Education Week.

He announced that the Cross Country Team (Beatrice Campus) is at nationals this week.

STUDENT ACTIVITIES REPORT

Channing Holm reviewed activities that they held to observe certain days/events: Suicide Prevention, Constitution Day, Fair Day, Domestic Awareness, Depression Screening, Aware Pink Day, Alcohol Awareness, First Generation Day, and Day of the Dead.

Ms. Holm indicated she is from Hershey, Nebraska.

PUBLIC COMMENT

There was no public comment.

Administrative Presentation/Board Review

NCCA UPDATE & DUES

Greg Adams, Executive Director of the NCCA, presented information on legislation this past year and upcoming legislation. When he is asked about a specific community college, he directs the person to that community college, but when it is regarding the community college system he will provide information.

Mr. Adams stated he is looking forward to taking senators through the new Health Sciences building on the Lincoln Campus. He wants to do that when there are students in the building.

Mr. Adams reviewed the Open Meetings laws. Earlier this year because of the pandemic, the Governor issued an executive order, allowing governmental meetings to be conducted electronically, from homes. They have asked the Governor to reinstate that executive order, but it is not expected that it will be reinstated. Legislation will be offered this upcoming session to provide for exceptions. Mr. Schultze indicated he had prepared a draft for the upcoming session, and he will send to the other community college attorneys for their input.

Mr. Adams reported that their building took a hit during the riots. They recently got their windows replaced, and their lease runs out soon. In the meantime the building has a new owner, and they can stay in the building but will need to move down to the basement. The basement was recently remodeled, and it has more square feet than the first floor, but the rent will stay the same. They have been in the building for the past 20 years.

Chairperson Seim stated that the invoice for NCCA dues for 2021 has also been received in the amount of \$61,070.87. (Dues for 2020 were \$63,648.63.)

ROOM AND BOARD RATES

Amy Jorgens, Vice President of Administrative Services, discussed potential room and board rates for 2021-22. She reviewed detailed information on room and board rates for the Milford and Beatrice campuses. The meal plan will have a 4% increase. Due to outstanding bonds and the contract, the College must have net revenues available for Debt Service of not less than 110% of the Debt Service Requirements for each fiscal year.

TUITION AND FEE RATES

Amy Jorgens, and Dr. Illich discussed potential tuition and fee rates for 2021-22. Dr. Illich pointed out that the administration recommends Scenario 3. They are recommending keeping tuition the same, while increasing facility fees for students.

Ms. Jorgens pointed out that for every \$1 increase in fees, it will raise \$200,000. The increase in fees will go towards facilities. Tuition makes up 20% of budget.

*Chairperson Seim declared the Board in recess at 4:20 p.m.

*Chairperson Seim declared the Board in recess at 4:38 p.m.

2019-20 FINANCIAL AND FTE AUDIT PRESENTATION

2019-20 FINANCIAL AUDIT PRESENTATION

Ms. Jorgens introduced Kerry Gustafsson, auditor from Dana F. Cole.

Ms. Jorgens pointed out situations that affected the College's finances and enrollment this past year that the College converted from the quarter system to the semester system, there was no summer session in 2019, and COVID-19 created a pandemic.

Ms. Jorgens reviewed Management's Discussion and Analysis. This is information from the College summarizing the audit from the College's perspective. Ms. Jorgens reviewed the contents of the audit. She reviewed economic factors that could affect the future and facilities projects that have been completed and upcoming projects that affect the College's net position.

Ms. Jorgens stated that Resource Development does a great job of acquiring grants for the College, and expressed appreciation to them and to Financial Aid for administering the grants.

Ms. Jorgens went on to review the Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows.

Ms. Jorgens pointed out that \$2.8 million was contributed to the general fund cash reserves this past year for the land purchase for the Lincoln Campus.

Ms. Gustafsson reviewed the 2019-20 financial audit.

Ms. Gustafsson reported on federal award expenditures. Through financial aid this year due to COVID-19, \$1.8 million in federal money was provided to the College – half to students and half to the institution. The College has through 2020-21 to complete those federal expenditures.

There were over \$26.7 million of federal funds that flowed through the College this year.

Ms. Gustafsson reported they did not identify any significant deficiency and no reportable items of noncompliance related to internal controls over financial reporting

There was one reportable item: when a student borrower withdraws from school or fails to complete an exit counseling session, the College must mail written counseling materials to the student's last known address within 30 days after learning the student has withdrawn. Of the auditor's sample of 60 students, there were seven cases where the College did not have documentation to support that exit counseling materials were provided to the withdrawn student within the required timeframe.

It was determined that this was due to a change in personnel. Corrective action has been taken and things are back on track and exit requirements are being completed on a timely basis.

2019-20 FTE/REU AUDIT PRESENTATION

Robin Moore reviewed the FTE/REU audit. She provided a summary of the FTE/REU audit information and explained the weighting mechanism used for the Community College state funding system.

Ms. Gustafsson reported that the FTE/REU audit requires them to perform specific procedures designed to make sure reporting is accurate. To do this they review attendance records and transcripts.

Discuss, consider and take all necessary action

NCCA DUES

NCCA dues for 2021 were presented earlier in the meeting.

Mr. Feit moved to authorize payment of NCCA dues in the amount of \$61,070.87 for the period January 1 – December 31, 2021. 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>
Feit		
Kruse		
Cervený		
Garver		
Price		
Weissinger		
Boellstorff		
Yates		
Schluckebier		
Hammons		
Seim		
		<u>MOTION CARRIED</u>

DIPLOMA AWARD AUTOMOTIVE TECHNOLOGY

Last month a proposal for the addition of a diploma award in Automotive Technology was presented. There have been no changes to the proposal and is presented for approval.

Mr. Garver moved to authorize the award of Diploma for the Automotive Technology Program as proposed and to forward it to the Coordinating Commission for Postsecondary Education for approval by logical extension. 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		
Hammons		
Boellstorff		
Feit		
Cervený		
Yates		
Price		
Weissinger		
Kruse		
Seim		

MOTION CARRIED

CERTIFICATE & DIPLOMA AWARD FOR BIOTECHNOLOGY

The Certificate and Diploma award for Biotechnology has been approved by the Coordination Commission as a logical extension. In review we do not find where the awards were approved by the Southeast Community College Board of Governors as required by the Higher Learning Commission. There have been no changes to the proposal approved by the CCPE, and is now presented for approval by the Board.

Ms. Boellstorff moved to authorize the award of Certificate and Diploma for the Biotechnology Degree. Seconded by Mr. Cervený.

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		
Cervený		
Kruse		
Garver		
Price		
Weissinger		
Feit		
Yates		
Schluckebier		
Hammons		
Seim		

MOTION CARRIED

2019-20 FTE/REU AUDIT ACCEPTANCE

The 2019-20 FTE/REU audit was presented earlier in the meeting.

Dr. Kruse moved to accept the 2019-20 FTE/REU audit report as presented. Seconded by Mr. Hammons.

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		
Hammons		
Schluckebier		
Boellstorff		
Garver		
Feit		
Cervený		
Yates		
Price		
Weissinger		
Seim		

MOTION CARRIED

2019-20 FINANCIAL AUDIT ACCEPTANCE

Mr. Feit moved to accept the 2019-20 financial audit. 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		
Hammons		
Yates		
Boellstorff		
Weissinger		
Price		
Garver		
Cervený		
Kruse		
Seim		

MOTION CARRIED

LEGAL COUNSEL REPORT

No report.

TIME AND PLACE FOR NOVEMBER MEETING

Chairperson Seim reported that the next regular Board meeting is scheduled for Tuesday, December 15, at the Continuing Education Center, at 3:00 p.m.

GOOD OF THE ORDER AND PUBLIC COMMENT

Chairperson Seim reminded Board Members to review the Board book before each meeting. If anyone has any questions or concerns email Chairperson Seim or another member of the Executive Team. A work session is scheduled for December 3 to discuss the evaluation of the President.

ADJOURNMENT

Chairperson Seim adjourned the meeting at 5:18 p.m.



Keith Hammons
Secretary

*** Proof of Publication ***

State of Nebraska)
Lancaster County) SS.

SOUTHEAST COMMUNITY COLLEGE-LINCOLN

301 S 68TH ST PLACE Floor 5
LINCOLN, NE 68510

ORDER NUMBER 947867

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 November 10, 2020 and thereafter on _____, 20____ and that said newspaper is the legal newspaper under the statutes of the State of Nebraska.



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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

Nov 10, 2020

L. Boone Notary Public

NOTICE OF MEETING
NOTICE OF THE REGULAR MEETING OF THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA: Tuesday, November 17, 2020, 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 Tuesday, November 17, 2020, at the Southeast Community College - Beatrice Campus, in the Academic Excellence Center Building, Multipurpose Room 134, or other location therein, located at 4771 West Scott Road, Beatrice, Nebraska. Reasonable arrangements will be made for the public to attend, hear, and speak at the meeting. At least one copy of all documents being considered will be available to the public.
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
947867 11 Nov 10

