Chairperson Kathy Boellstorff called the regular meeting of the Southeast Community College Board of Governors to order at 3:00 p.m. on Tuesday, May 18, 2021, at Milford Campus, Dunlap Center, 600 State Street, Milford, Nebraska.

ROLL CALL:

Present:

Kathy Boellstorff, Johnson
James Garver, Lincoln
Chuck Byers, McCool Junction
Keith Hammons, Weeping Water
Neal Stenberg, Lincoln
Arlyn Uhrmacher, Lincoln
Ellen Weissinger, Lincoln
Kristin Yates, Lincoln
Dale Kruse, Beatrice
Linda Hartman, Faculty Representative

Absent:

Nancy A. Seim, Lincoln (excused absence until 3:16 p.m.)
Edward Price, Lincoln (unexcused)

Also Attending:

Paul Illich, Area Office
Derek Aldridge, Legal Counsel
Amy Bassen, Area Office

Registered Visitors:

Katy Novak
Terry Stutzman
Luke Pawlowski
Robin Moore
Jill Wightman
Sam Loos
Jacobi King
Amy Jorgens
Joel Michaelis
Ed Koster
Bruce Tangeman
Al Brunkow
Jon Kisby

Also attending via Zoom/Conference Call:

Stu Osterthun

Jose Soto
Doug Kennedy
Bob Morgan
Rick Blessen
Bev Cummins

Chairperson Boellstorff welcomed everyone to the meeting.

PUBLIC MEETING LAW COMPLIANCE STATEMENT
Chairperson Boellstorff stated the public meeting notice had been published in the Lincoln Journal Star on Monday, May 10, 2021, as well as posted on the bulletin board in the Area Office and on the website. She indicated that the meeting is conducted according to the principles of the revised ***Robert's Rules of Order***.

Chairperson Boellstorff 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, item number 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
Dr. Kruse moved approval of the consent agenda. Seconded by Mr. Uhrmacher.

1) Approval of Agenda as Presented or Amended
2) Approval of Minutes of April 20, 2021, 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) Professional Association Addendum 1
7) Annual Approval of Administrative Organizational Chart **(9.1)**

Chairperson Boellstorff asked for discussion.

Bruce Tangeman, Vice President Human Resources, indicated that the Professional Association Addendum 1 is currently in effect and was shared with the Human Resources and Equity Team in April.

Roll call vote follows:

FOR (9):	**AGAINST (0)**	**ABSENT (2):**
Kruse		Seim
Uhrmacher		Price
Stenberg		
Byers		

Hammons
Yates
Weissinger
Garver
Boellstorff ***Motion Carried***

FINANCIAL REPORT

Financial Summary through April 30, 2021

General Fund	Budget 20-21	Year to Date through April 30, 2021 Budget	Actual	Variance	% Variance
Revenues:					
State aid	28,534,342	22,827,473	22,827,473	-	--
Local taxes	45,672,299	34,810,332	35,819,164	1,008,832	2.90%
Tuition	18,354,203	17,620,035	15,565,592	(2,054,443)	-11.66%
Other	1,043,792	869,827	411,998	(457,829)	-52.63%
Total Revenues	**93,604,636**	**76,127,667**	**74,624,227**	**(1,503,440)**	**-1.97%**
Expenses					
Personal services	76,249,549	63,541,292	57,294,633	(6,246,659)	-9.8%
Operating	15,006,420	12,409,516	13,814,810	1,405,294	11.3%
Travel	121,498	101,247	27,951	(73,296)	-72.4%
Equipment	2,227,169	1,823,045	2,533,234	710,189	39.0%
Total Expenses	**93,604,636**	**77,875,100**	**73,670,628**	**(4,204,472)**	**-5.4%**
Net Position	-	**(1,747,433)**	**953,599**	**2,701,032**	

Dr. Illich reviewed the financial report for the period through April 30, 2021. He also reviewed the investment accounts.

The budget report ending April 30, 2021 showed:

Percentage of Budget year	83.3%
Percentage of Budget spent	78.7%
Percentage of Board budget spent	37.4%

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

Chairperson Boellstorff asked for discussion. There was none.

Roll call vote follows:

FOR (9):	**AGAINST (0)**	**ABSENT (2):**
Garver		Seim
Stenberg		Price
Byers		
Weissinger		
Kruse		

Uhrmacher
Hammons
Yates
Boellstorff ***Motion Carried***

BOARD MEMBER REPORTS
Board members reported attendance at the following:

All Board Members attended Commencement on May 5. Complimentary remarks were made about the ceremony and Commencement Address by Pete Ricketts, Governor of Nebraska.

Chairperson Boellstorff thanked the Board for attending Commencement and for participating in the video created for the ceremony. She indicated 652 scrolls were handed out to graduates.

Dr. Kruse, Mr. Hammons, and Ms. Boellstorff indicated that they attended the Student Academic Support Project Ground Breaking on April 28. Ms. Boellstorff spoke at this event and complimented the student that also spoke.

Ms. Boellstorff attended an Association of Community College Trustees (ACCT) webinar.

Mr. Hammons attended the Nebraska Community College Association (NCCA) quarterly meeting.

Ms. Seim represented the College at an ACCT event online regarding strategic planning.

BOARD TEAM REPORTS

Executive. Chairperson Boellstorff stated the Executive Team met prior to the board meeting and set the agenda.

Equity and Human Resources. Dr. Kruse stated the HR Equity Team did not meet.

Finance & Facilities. Dr. Yates indicated the team met prior to the Board meeting and provided an overview of the status of the projects included on the Facilities Project Status chart.

- **Beatrice Classroom Building and Lincoln Health Sciences Building:** Punch List items are being completed.
- **Milford Campus:**

- **Residence Hall:** Landscaping at Meadow Hall continues. Furniture is delayed. Planning to be open early in August. 317 students have signed up to reside there this fall.
- Nebraska Hall renovations are being considered.
- Request for Quote for Trades building is out.

- **Agriculture Facility:** Selection of design services is complete.
- **Student and Academic Support Project:** Project is underway. Groundbreaking was April 28.
- **STEM Facility**: Request for Quote will be going out for this facility in Lincoln.
- **Learning Center at Nebraska City**: Learning Center has moved to the new location.

Planning Team. Dr. Weissinger stated that she is now the Chairperson of this team and indicated that the team met prior to the board meeting. Dr. Illich is invited to attend all meetings. This team has been given two charges by Board Chairperson Boellstorff; working with Dr. Illich on the Redistricting Plan, and working with the Executive Team and Dr. Illich to provide four Board workshops.

Dr. Weissinger indicated that the Institutional Research division is creating an interactive data tool for the redistricting project, allowing new district lines to be drawn quickly. Principles used for 2011 continue, including; equal populations in each district, no more than 5% deviation, avoiding change to Board Member districts, and same geographical contiguity as before. Project should be finalized and approved by the Board in December.

NCCA Representative. Dr. Kruse indicated that the NCCA Board met May 3. Greg Adams gave legislative update. Is will not be known who can run for a district until the redistricting project is complete for the State in January.

Career Academy Joint Board. Dr. Weissinger stated this team did not meet.

PRESIDENT'S REPORT

Dr. Illich reported on the following:

- Finance and Facilities team discussed financing including parameters of use of Cares Act funds
- Potential Directed Health Measure changes for Summer Term
- Fall Term enrollment continues to increase, is up approximately 1,900 from last year. The increase is not specific to one campus.
- Dr. Illich thanked Bob Morgan, Vice President of Program Development, Beatrice, for his service and addressed his retirement. This position has been posted.
- Dr. Illich indicated intent to address LB60 more aggressively next year. This removes the General Fund and Capital Fund levy distinction, giving community colleges greater flexibility for budgeting needs.
- Dr. Illich indicated he was impressed with the May Commencement ceremony. Noted that participation of Governor Ricketts and the Board was meaningful to

students. He indicated that he spoke with Governor Ricketts who was complimentary of SCC's navigation during the pandemic.

- Dr. Illich stated that the Planning Team is guiding the work on the redistricting project, but that SCC should be doing bulk of work. He indicated that the project will have a timely completion.
- Dr. Illich stated that he spoke at the Student Academic Support Project Ground Breaking. He was complimentary of the ceremony and of Chairperson Boellstorff and the student speaker.

FACULTY ASSOCIATION REPORT

Ms. Hartman reported attending the Illuminations launch party. Content for this literary magazine comes from SCC faculty, staff, and students. It is published annually.

Ms. Hartman indicated a Virtual Faculty Forum was held by the Arts and Sciences Division on April 30, to present recent programs, grants and awards.

- Awards:
    - Undergraduate Research Grant form InnovateBIO
    - MentorLinks Grant
    - NSF IUSE Grant
    - Fulbright Scholarship
    - STEM-CONNECT Grant

STUDENT ACTIVITIES REPORT

Jacobi King, recent Milford Campus Manufacturing and Engineering Technology graduate, introduced herself and shared the activities happening at the Milford Campus, including:

- Casino night, truck pulls, blood drives, therapy dogs, roadside cleanup on HWY 6, opportunities for companies to talk to students about employment, and PTK Honor Society.

PUBLIC COMMENT

Bob Morgan thanked the Board for their dedication and support and expressed opinion that SCC changes lives and is going in a great direction. He thanked Dr. Illich for vision and leadership, and all SCC staff for their hard work and the opportunities he has been given in the past 31 years.

ADMINISTRATIVE PRESENTATION/BOARD REVIEW

Safety Presentation – Sam Loos, Safety and Security Coordinators and Bruce Tangeman, Vice President Human Resources (7.5, 7.7)

Sam Loos and Bruce Tangeman, provided a presentation on the overall safety and security operations at SCC. They discussed current staffing levels, safety and security training, and specific initiatives. They discussed the role of safety and security personnel during the pandemic.

Review of Preliminary 2021-22 Budget (1-9; 8.2, 8.6)
A preliminary 2021-22 Budget was presented for review. The budget included the continuation budget and expanded budget requests. Amy Jorgens, Vice President Administrative Services/Resource Development, and Dr. Illich, discussed relevant comparison trend data including State Aid, property valuation, property tax levy rates, and tuition and fee rates. Potential capital improvement projects were also be discussed. They indicated that there will be no change in general fund levy, it will remain at 7.37 cents.

BREAK: 4:47 p.m. – 5:00 p.m.

Institutional Research Office Presentation (3.4, 9.5, 9.6)
Jill Wightman, Institutional Outcomes Assessment Coordinator, provided an overview of the findings from the 2020 Student Diversity and Climate Survey. The survey was administered during the Fall 2020 Semester, which was during the height of the pandemic. The same survey was also administered in 2017. The 2020 survey also included poverty-related questions to assess specific student needs.

Jose Soto, Vice president for Access/Equity/Diversity, shared a brief presentation on building climate, environment and culture.

Program Reviews (4.7, 9.5)
The completed 2019-20 program reviews, as required by the Coordination Commission for Postsecondary Education, were presented for review. The comprehensive reviews were compiled by each program. Charts summarizing the findings and providing a basis for recommendations for Board action were provided. Dr. Michaelis, Vice President Instruction, provided an overview.

IT Moment
Terry Stutzman, Information Systems Technician, provided a brief presentation on what to do with phishing emails.

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

13a. ACCT Dues
Last month the annual dues notice from ACCT was reviewed in preparation to pay this month. The Executive Team recommends continued membership.

Dr. Kruse moved to approve to pay the 2021-22 ACCT dues in the amount of $6,476. Seconded by Mr. Byers.

Chairperson Boellstorff asked for discussion. There was none.

Roll call vote follows:

FOR (10):	AGAINST (0)	ABSENT (1)
Kruse		Price
Byers		
Yates		
Garver		
Stenberg		
Seim		
Hammons		
Uhrmacher		
Weissinger		
Bellstorff		

Motion Carried

13b. Program Reviews

Dr. Weissinger moved to adopt the 2019-20 program review schedule recommended actions and to forward the reviews and recommendation to the Coordinating Commission for Postsecondary Education as presented at this meeting**.** Seconded by Mr. Uhrmacher.

Chairperson Boellstorff asked for discussion. There was none.

Roll call vote follows:

FOR (10):	AGAINST (0)	ABSENT (1)
Weissinger		Price
Uhrmacher		
Garver		
Stenberg		
Byers		
Yates		
Kruse		
Seim		
Hammons		
Boellstorff		

Motion Carried

14. Request for Closed Session for strategy session with respect to employment contract with College President and protection of the public interest

Ms. Seim moved to approve the closed session for the purpose of a strategy session with respect to negotiating terms and conditions of the College President's employment contract, which is necessary to prevent needless injury to the reputation of the College President and no public hearing has been requested by the College President and which is necessary for the protection of the public interest to avoid compromising or damaging the College President's relationships with staff and/or his effectiveness as the College President**.** Seconded by Mr. Hammons.

Chairperson Boellstorff asked for discussion. There was none.

Chairperson Boellstorff re-read the motion and a vote was taken**.**

Roll call vote follows:

FOR (10):	**AGAINST (0)**	**ABSENT (1)**
Seim		Price
Hammons		
Uhrmacher		
Byers		
Kruse		
Weissinger		
Yates		
Stenberg		
Garver		
Boellstorff	***Motion Carried***	

Attending: Boellstorff, Garver, Seim, Byers, Hammons, Stenberg, Uhrmacher, Weissinger, Yates, Kruse, Derek Aldridge.

Dr. Illich attended for a short time during this session per the Board's request.

Chairperson Boellstorff declared the Board in Executive Session at 5:45 p.m.

Ms. Seim moved to come out of executive session at 6:11 p.m. Seconded by Mr. Byers.

Chairperson Boellstorff asked for discussion. There was none.

Roll call vote follows:

FOR (10):	**AGAINST (0)**	**ABSENT (1)**
Seim		Price
Byers		
Weissinger		
Hammons		
Kruse		
Garver		
Yates		
Stenberg		
Uhrmacher		
Boellstorff	***Motion Carried***	

LEGAL COUNSEL REPORT
Derek Aldridge, Legal Counsel, indicated there was no report.

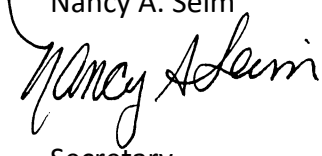
TIME AND PLACE FOR MAY MEETING
Chairperson Boellstorff stated the next regular Board meeting is scheduled for June 15, 2021, at the Learning Center at Falls City at 2:00 p.m. The July 20, 2021 meeting will be held at the Beatrice Campus at 3:00 p.m.

GOOD OF THE ORDER AND PUBLIC COMMENT
Ms. Boellstorff reminded Board Members:

- Check SCC Email and use college-issued laptops throughout the month

ADJOURNMENT
Chairperson Boellstorff adjourned the meeting at 6:15 p.m.

Nancy A. Seim



Secretary

Southeast COMMUNITY COLLEGE

Area Office	301 S. 68th St. Place	Lincoln, NE	68510-2449	402-323-3400/800-642-4075	FAX: 402-323-3420
Beatrice Campus	4771 W. Scott Rd.	Beatrice, NE	68310-7042	402-228-3468/800-233-5027	FAX: 402-228-2218
Lincoln Campus	8800 O St.	Lincoln, NE	68520-1299	402-471-3333/800-642-4075	FAX: 402-437-2402
Milford Campus	600 State St.	Milford, NE	68405-8498	402-761-2131/800-933-7223	FAX: 402-761-2324

Learning Centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York
Deaf TDD 402-437-2702
www.southeast.edu

SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS

Tuesday, May 18, 2021

Southeast Community College
Milford Campus
600 State Street, Milford, Nebraska
Dunlap Center – Rooms A and B

REGULAR MEETING AGENDA – 3:00 P.M.

1. Meeting Called to Order — 3:00 p.m.
2. Roll Call — 3:03
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 April 20, 2021, 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) Professional Association Addendum 1
      7) Annual Approval of Administrative Organizational Chart **(9.1)**
5. Financial Report — 3:11
6. Board Member Reports — 3:20
7. Board Team Reports — 3:25
8. President's Report — 3:35
9. Faculty Association Report — 3:50
10. Student Activities Report — 3:55
11. Public Comment — 4:00
12. Administrative Presentation/Board Review
    a. Safety Presentation: Mark Meints and Sam Loos, Safety and Security Coordinators **(7.5, 7.7)** — 4:05
    b. Review of Preliminary 2021-22 Budget **(1–9; 8.2, 8.6)** — 4:15

BREAK

    c. Institutional Research Office Presentation **(3.4, 9.5, 9.6)** — 4:35
    d. Program Reviews **(4.7, 9.5)** — 4:45
    e. IT Moment — 4:55

Southeast COMMUNITY COLLEGE

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Learning Centers in Falls City, Hebron, Nebraska City, Plattsmouth, Wahoo, and York
Deaf TDD 402-437-2702
www.southeast.edu

13. **DISCUSS, CONSIDER AND TAKE ALL NECESSARY ACTION WITH REGARD TO:**
    a. ACCT Dues 5:00
    b. Program Reviews 5:05
14. Request for Closed Session for strategy session with respect to employment contract with College President and protection of the public interest 5:10
15. Legal Counsel Report 5:40
16. Time and Place for June Meeting 5:45
17. Good of the Order and Public Comment 5:50
18. Adjournment 5:55

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.

*** Proof of Publication ***

State of Nebraska)
Lancaster County) SS.

SCC PUBLICATIONS OFFICE

301 S 68TH ST

LINCOLN NE 68510

ORDER NUMBER 977115

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

May 10, 2021 and thereafter on

_____, 20_____ and that said newspaper is the legal newspaper under the statues of the State of Nebraska.

Section: Class Legals

Category: 0099 LEGALS

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TOTAL AD COST: 27.13

FILED ON: 5/10/2021

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

May 11, 2021

Notary Public

GENERAL NOTARY - State of Nebraska
UVA BOONE
My Comm. Exp. January 31, 2025

NOTICE OF MEETING
OF THE BOARD OF GOVERNORS
OF THE SOUTHEAST
COMMUNITY COLLEGE AREA
May 18, 2021 3:00 P.M.
Location: Milford Campus
600 State Street, Milford, NE

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 May 18, 2021, in the Southeast Community College Area – Milford Campus, 600 State Street, Milford, NE – Dunlap Center A and B.

Reasonable arrangements will be made for the public to attend, hear, and speak at the meeting, including adequate public seating, ability of any person in attendance to record the meeting with their own equipment, and public comment. Members of the public and media may also access the meeting by video conference call by calling (402) 323-3405 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 the meeting site.

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 – Jack J. Huck Continuing Education Center, 301 South 68th Street, Lincoln, Nebraska.

THE BOARD OF GOVERNORS OF THE SOUTHEAST COMMUNITY COLLEGE AREA
977115 1t May 10 ZNEZ

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes May 10, 2021

Personnel Report: Staff (Non-Faculty)									
				ACTION TAKEN					
NAME	**ASSIGNMENT**	**RANK**		**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Balke, Lori	Career Counselor/Assessment Student Affairs	P01				X		7/23/21	Retirement
Cook, Hannah	Admissions Representative – FTT Student Affairs	P02			X			5/24/21	Replaces Casey Holsing (LTD)
Kowalczyk, Makayla	Administrative Assistant I Registration & Records – Student Affairs	N08			X			4/26/21	Replaces Nick Oblender
Nelms, Mercedes	CDC Project Coordinator – Administrative Services & Resource Development	P03			X			4/21/21	Replaces Allison Evers
Rada, Geriann	Director Transitions & Tutoring Arts & Sciences Division	P01				X		7/13/21	Resignation
Shirk, Kim	Human Resources Coordinator Human Resources Division	P02				X		6/03/21	Resignation
Simpson, Blake	Administrative Director of Institutional Compliance Access/Equity/Diversity	A05				X		6/02/21	Resignation

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

SOUTHEAST COMMUNITY COLLEGE
Personnel Changes May 10, 2021

Personnel Report: Staff (Faculty)								
			ACTION TAKEN					
NAME	**ASSIGNMENT**	**SALARY**	**AD**	**RP**	**RS**	**TR**	**EFFECTIVE DATE**	**COMMENT**
Hensley, Amy	Instructor, Practical Nursing – Health Sciences Division				X		7/31/21	Resignation
Nash, Kimberly	Instructor, Associate Degree Nursing – Health Sciences Division				X		7/31/21	Resignation

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

Board Report	SOUTHEAST COMMUNITY COLLEGE		
	Approved Position Requistions		
Application Deadline Date	**Job Title**	**Justification**	**Status as of 5/10/21**
1/29/2021	Enterprise Systems Specialist (FTT)	Replacement	To Team
2/22/2021	SENCAP Administrative Director	Replacement	Recommendation
3/17/2021	Instructor, Biological Sciences	Replacement	Recommendation
3/23/2021	Instructor, Developmental Math	Replacement	Recommendation
Open Until Filled	Learning Center Coordinator	Replacement	To Team
4/22/2021	Assistant Residence Life Manager	Replacement	To Team
4/28/2021	Administrative Assistant II, Arts & Sciences Division	Replacement	To Team
5/3/2021	Instructor, Occupational Therapist Assistant	Expanded	To Team
5/6/2021	Instructor, Chef	Replacement	To Team
5/6/2021	Instructor, Nutrition	Replacement	To Team
5/6/2021	Instructor, Computer Information Technology	Replacement	To Team
5/17/2021	Human Resources Coordinator	Replacement	To Team
5/24/2021	Vice President of Program Development/Campus Director - Beatrice Athletic Administrator	Replacement	To Team