



Chairperson Neal Stenberg called the regular meeting of the Southeast Community College Board of Governors to order at 3:04p.m. on Tuesday, January 17, 2023, at the Milford Campus, 600 State Street, Milford, NE

SWEARING IN OF NEWLY ELECTED BOARD MEMBERS AND INTRODUCTION

ROLL CALL:

Present:

Nancy A. Seim, Lincoln
Brandon Gunther, Hickman
Kathy Boellstorff, Johnson
Arlyn Uhrmacher, Lincoln
Chuck Byers, McCool Junction
Kristin Yates, Lincoln
Joann Herrington, Lincoln
James Sherwood, Lincoln
Carina McCormick, Lincoln
Linda Hartman, Faculty Representative
Neal Stenberg, Lincoln

Absent:

Sandi Hoffman, Beatrice

Chairperson Stenberg welcomed everyone to the meeting and stated Dr. Illich would not be in attendance.

PUBLIC MEETING LAW COMPLIANCE STATEMENT

Chairperson Stenberg stated the public meeting notice had been published in the Lincoln Journal Star on Tuesday, January 11, 2023, as well as posted on the bulletin board in the Area Office and on the website. He indicated that the meeting is conducted according to the principles of the revised *Robert's Rules of Order*.

Chairperson Stenberg 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 13. 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.

REORGANIZATION OF BOARD OF GOVERNORS

Election of Officers for 2023

Chairperson Stenberg briefly explained the process of election of officers as Chair, Vice Chair, Secretary, and Treasurer. One vote was cast per officer, by paper ballot, collected and tallied Derek Aldridge, Legal Counsel. Record of ballots will be kept electronically.

Chairperson

Chairperson Stenberg asked for nominations for Chairperson.

Ms. Seim nominated Mr. Stenberg.

Dr. Yates nominated Mr. Byers.

Chairperson Stenberg asked for additional nominations. There were none.

Chairperson Stenberg closed the nomination and temporarily relinquished Chair position to Mr. Aldridge for the discussions

Chairperson Stenberg asked for discussion. Dr. Sherwood and Chairperson Stenberg elaborated on nomination of Dr. Yates.

Chairperson Stenberg closed the nominations. Ballots were cast and collected and counted by Mr. Aldridge.

Ballot Count

Kristin Yates -7

Kathy Boellstorff -2

Nancy Seim -1

The majority of votes were for Dr. Yates.

Officers for 2023:

Chairperson: Mr. Neal Stenberg

Vice Chairperson: Mr. Arlyn Uhrmacher

Secretary: Dr. James Sherwood

Treasurer: Dr. Kristin Yates

Team Membership Solicitation

Chairperson Stenberg requested each board member complete and return the provided sheet indicating team interest by the end of the meeting. He noted that all board members should indicate their first, second, and third choices.

CONSENT AGENDA

Mr. Byers moved approval of the consent agenda. Seconded by Dr. Sherwood.

- 1) Approval of Agenda as Presented or Amended
- 2) Approval of Minutes of December 13, 2022, 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

Chairperson Stenberg asked for discussion. Mr. Uhrmacher asked December 13, 2022, minutes be corrected to reflect the correct meeting. There was no further discussions.

Roll call vote follows:

FOR (10):

Byers

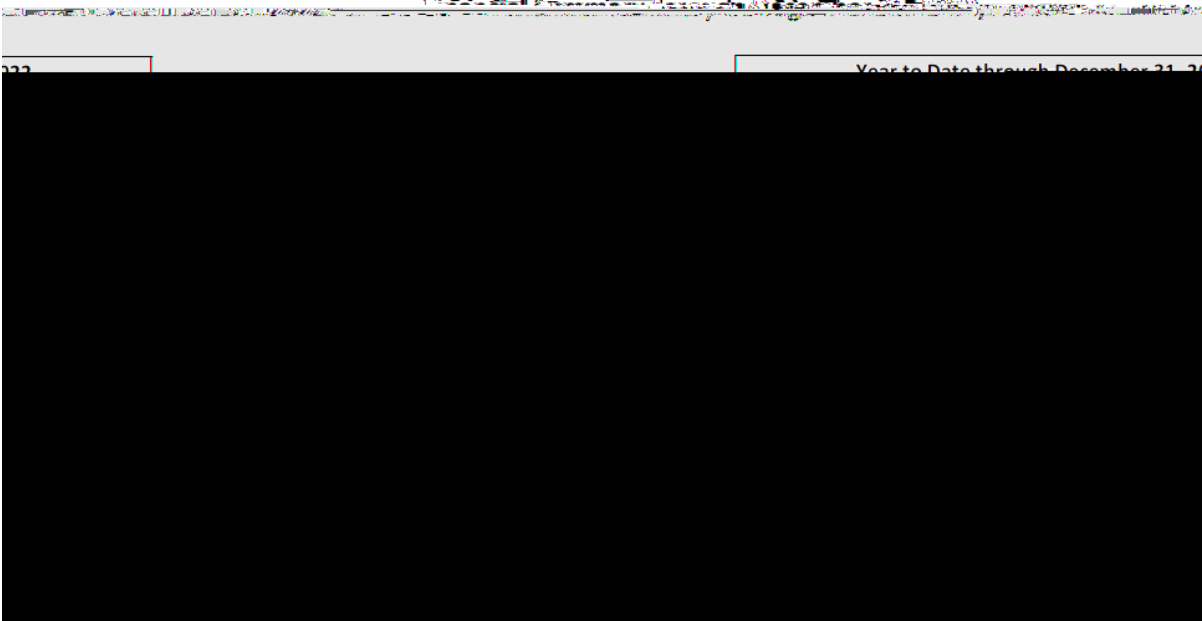
Sherwood

Seim

AGAINST (0)

ABSENT (1):

Boellstorff
Gunther
Yates



Amy Jorgens reviewed the financial report for the period through December 31, 2022. She also reviewed the investment accounts.

The budget report ending December 31, 2022 showed:

- Percentage of Budget year: 50%
- Percentage of Budget spent: 48.3%
- Percentage of Board budget spent: 52.3%

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

Chairperson Stenberg asked for discussion. There was none.

Roll call vote follows:

| <u>FOR (10):</u> | <u>AGAINST (0)</u> | <u>ABSENT (1):</u> |
|------------------|--------------------|--------------------|
| Boellstorff | | |
| Uhrmacher | | |
| Yates | | |
| Sherwood | | |
| McCormick | | |
| Seim | | |
| Gunther | | |
| Byers | | |
| Herrington | | |
| Stenberg | | |
| | | Hoffman |

Motion Carried

BOARD MEMBER REPORTS

Mr. Uhrmacher

Amy Jorgens, Vice President of Administrative Services, reviewed the 2023-2024 budget calendar in preparation of initiating the annual College budget process and shared preliminary guidelines.

2021-2022 Financial & FTE/REU Audit Presentation

The completed 2021-2022 financial audit was presented by Amy Jorgens, Vice President of Administrative Services, and the representing auditor from Dana F. Cole and Company. The completed 2021-2022 FTE/REU audit reports were presented by Robin Moore, Administrative Director, Institutional Effectiveness & Research and the representing auditor from Dana F. Cole and Company. The audit reports included summary letters regarding the audit and internal controls.

HLC Criteria

Shawna Herwick, Director of Accreditation and Planning discussed the upcoming HLC comprehensive evaluation. She stated that SCC maintains accreditation through the Higher Learning Commission. She also stated that in 2017, the HLC removed the monitoring of SCC and has since maintained a strong partnership. She stated SCC adheres to those common practices striving to improve and meet the needs of 15-county service area and maintain accreditation, authorizing federal financial aid and discussed accreditation topics including:

- Accreditation is a process of external review.

 - 10 year review cycle

 - Site visit April 24 - 25

 - Criteria accreditation

 - Federal compliance

 - Six peer reviewers coming from across different state

 - More information can be found at sccaccreditation.com

- Two years of focus with the meeting team.

 - Communication and engagement strategies

 - Monthly newsletter

 - Passport challenges to educate the college community on criteria accreditation

Ms. Hartman has been working with the Marketing and Communications Team.

Criterion:

- SCC Institutional Research Team has designed ways to promote collaboration and competition among different groups and tracking individuals' participation.

Criterion 22A.1:

- The institution establishes and follows policies and processes to ensure fairness

The governing board of the institution is autonomous to make decisions in the best interests of the institution in compliance with board policies and to ensure the institutions integrity.

HLC wants to understand how the board considers and balances the interests of community members, business leaders, students,

Gunther
Stenberg

Hoffman

Motion Carried

2021-2022 Financial Audit

The 2021-2022 Financial Audit was reviewed earlier in this meeting as agenda item 14b.

Ms. Boellstorff moved to accept the 2021-2022 Financial Audit. Seconded by Ms. Herrington.

Chairperson Stenberg asked for discussion. There was none.

Roll call vote follows:

| FOR (10): | AGAINST (0) | ABSENT (1) |
|------------------|--------------------|-------------------|
| Boellstorff | | |
| Herrington | | |
| Seim | | |

Sherwood
Gunther
Byers
Herrington
Yates

**SOUTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

Tuesday, January 17, 2023

Southeast Community College
Milford Campus
600 State Street, Milford, Nebraska
Dunlap Center - Rooms A & B

REGULAR MEETING AGENDA – 3:00 P.M.

- | | |
|---|-----------|
| 1. Meeting Called to Order | 3:00 p.m. |
| 2. Swearing In of Newly Elected Board Members and Introductions | 3:03 |
| 3. Roll Call | 3:33 |
| 4. Public Meeting Law Compliance Statement | 3:35 |
| 5. Reorganization of Board of Governors | 3:37 |
| a. Election of Officers for 2023 | |
| b. Team Membership Solicitation | |
| 6. Consent Agenda | 3:42 |
| a. Action Item - Review Agenda; Move Action Items to Regular Agenda and/or Approve Consent Agenda Items | |
| 1) Approval of Agenda as Presented | |
| 2) Approval of Minutes of December 13, 2022, 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 | |
| 7. Financial Report | 3:45 |
| 8. Board Member Reports | 3:55 |
| 9. Board Team Reports | 4:00 |
| 10. President's Report | 4:10 |
| 11. Faculty Association Report | 4:25 |
| 12. Student Activities Report | 4:30 |
| 13. Public Comment | 4:35 |
| Break | |
| 14. Administrative Presentation/Board Review | |
| a. 2023-2024 Budget Calendar (Goal 8.6) | 4:50 |
| b. 2021-2022 | |

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

- | | |
|---|------|
| a. 2023-2024 Budget Calendar | 5:25 |
| b. 2021-2022 Financial Audit | 5:30 |
| c. 2021-2022 FTE/REU Audit | 5:35 |
| d. 2023-2024 Room and Board Rates | 5:40 |
| 16. Legal Counsel Report | 5:45 |
| 17. Time and Place for February Meeting | 5:47 |
| 18. Good of the Order | 5:49 |
| 19. Adjournment | 5:50 |

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)

NOTICE OF THE MEETING
OF THE BOARD OF GOVERNORS
OF THE SOUTHEAST

January 17, 2023 3:00 P.M.
Location: Southeast Community
College -Milford Campus
Dunlap Center, Rooms A & B
600 State Street, Milford, NE

1/10/23

SOUTHEAST COMMUNITY COLLEGE-LINCOLN

munity College Area, will be held at
3:00 p.m. on January 17, 2023, in
the Southeast Community College
Area - Milford Campus, 600 State
Street, Milford, NE - Dunlap
Center, rooms A & B. The agenda

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

January 11, 2023

| Personnel Report: Staff (Non-Faculty) | | | | | | | | | |
|--|---|-------------|---------------|-----------|-----------|-----------|-----------|-----------------------|---------------------------------------|
| ACTION TAKEN | | | | | | | | | |
| NAME | ASSIGNMENT | RANK | SALARY | AD | RP | RS | TR | EFFECTIVE DATE | COMMENT |
| Armstead, Demetric | Assistant Director, Adult Education-Lincoln | P02 | | | X | | | 1/03/23 | Replacing |
| Deger, Korenn | From: PT Admin Assistant I, Registration-Lincoln to Administrative Assistant I, Registration & Records-Lincoln (Evenings) | N08 | | | X | | | 1/03/23 | Replacing |
| Elsener, Michael | Admissions Counselor-Lincoln | P02 | | | X | | X | 1/03/23 | Transfer to Replace |
| Hauder, Taylor | Admissions Technician-Milford | N15 | | | X | | X | 1/04/23 | Transfer to Replace |
| Himmelberg, Marguerite | Executive Director-Work Based Learning-Area | A02 | | X | | | X | 1/03/23 | Transfer to New/Grant Funded Position |
| Kerner, Tracy | Scott Pathway Director-Milford | A06 | | X | | | X | 2/06/23 | Transfer to New/Grant Funded Position |
| McKee, Tanya | Financial Aid Technician-Lincoln | N10 | | | X | | X | 12/19/22 | Transfer to Replace |
| Padilla Palacios, Juan | College Advisor-Milford | P02 | | | | X | | 1/13/23 | Resignation |

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

**SOUTHEAST COMMUNITY COLLEGE
Personnel Changes**

January 11, 2023

