

**NEBRASKA STATE COLLEGE SYSTEM  
BOARD OF TRUSTEES**

**MINUTES OF APRIL 10-11, 2003 MEETING**

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A meeting of the Board of Trustees of the Nebraska State College System was held at Wayne State College, Wayne, Nebraska on Thursday and Friday, April 10-11, 2003.

In compliance with the provisions of Neb. Rev. Stat. Section 84-1411, printed notice of this meeting was mailed to each member of the Board of Trustees. In addition, copies of such notice were sent to the Presidents of the State Colleges, Associated Press, and selected Nebraska newspapers. We, each of us, hereby acknowledge due and sufficient service to the above, the foregoing notice of the time and place and object of said meeting, and agree to meet in said meeting at the time and place presented.

Board members present:

Doug Christensen, Lincoln  
Richard Halbert, Falls City  
Willa Kosman, Scottsbluff  
Steve Lewis, Lexington  
Bill Roskens, Omaha  
Larry Teahon, Chadron

Student Board Members present:

Kelly Bitner, Chadron State College  
Clayton Seeba, Peru State College  
Traci Coover, Wayne State College

NSC Staff, present:

Stan Carpenter, Executive Director  
Jean Dale, Associate Executive Director for Administration & Finance  
Bruce, Donelson, Facilities Management & Planning Director  
Curt Frye, Vice President and Dean for Student Life, Wayne State College  
David Fuller, Vice President for Academic Affairs, Wayne State College  
Janice Gardner, Assistant to the President, Wayne State College  
Ed Hoffman, Vice President for Administration, Chadron State College  
Sheri Irwin, Public Relations Director  
Linda Jacobsen, Vice President for Administration and Finance, Peru State College  
Thomas Krepel, President, Chadron State College  
Jerome Martin, Vice President for Academic Affairs, Peru State College  
Carolyn Murphy, Vice President for Administration and Finance, Wayne State College  
Lynne Olson, Administrative Assistant  
Larry Schultz, Associate Executive Director for Academic Affairs & Legal Services  
Sheila Stearns, President, Wayne State College

Others present

Rachel Arterburn, 2003-04 Student Trustee, Wayne State College

**Thursday, April 11, 2003**

**CALL TO ORDER**

Vice Board Chair Lewis called the meeting to order at 8:30 a.m.

**EXECUTIVE SESSION**

Motion was made by Trustee Roskens and seconded by Trustee Halbert to move into executive session at 8:30 a.m. to discuss the Executive Director's performance evaluations of the College Presidents. No action was taken. Motion was made by Trustee Halbert and seconded by Trustee Christensen to move out of Executive Session at 10:00 a.m.

The Academic and Personnel Committee and the Fiscal and Facilities Committee met separately starting at 10:00 a.m. to discuss agenda items. No action was taken. The committee meetings adjourned at 11:00 a.m.

The Board of Trustees and the Executive Director met with the Board of the Wayne State Foundation starting at 11:05 a.m.

After lunch and a brief tour of the renovated Ramsey Fine Arts Building the Board of Trustees and the Executive Director met with members of the Faculty Senate, Student Senate, Support Staff Senate and Professional Staff Senate throughout the afternoon.

**Friday, April 11, 2003**

**CALL TO ORDER—BUSINESS MEETING**

Vice Board Chair Lewis called the meeting to order at 9:00 a.m.

**APPROVAL OF MEETING AGENDA**

The meeting agenda for April 11, 2003 was approved.

**APPROVAL OF MINUTES**

Minutes of the February 13 meeting were unanimously approved.

**ITEMS FOR DISCUSSION AND ACTION**

**Academic and Personnel Committee**

Teaching Excellence Award Nomination

A motion to approve the recommendation of the Academic and Personnel Committee for the 2003 Teaching Excellence Award recipient and submission of that recommendation to the Lincoln Foundation for final approval was recommended by the committee to the full Board, which unanimously approved the motion.

Personnel Recommendations

A motion to approve the personnel recommendations submitted by the colleges was recommended by the committee to the full Board, which unanimously approved the motion. (Copies are attached to the official minutes.)

2003-04 Salary Policy

A motion to approve the 2003-04 salary policy as follows was recommended by the committee to the full Board, which unanimously approved the motion.

Unionized Faculty (SCEA): As per collective bargaining agreement (2.0% across the board for all bargaining unit members with satisfactory performance).

Unionized Professional Staff (NSCPA): As per collective bargaining agreement (2.0% across the board to all bargaining unit members with satisfactory or better performance).

Unionized Support Staff (NAPE): As per collective bargaining agreement (2.0% across the board to all bargaining unit members with satisfactory or better performance).

Non-unionized Professional Staff: Each college and the System Office is authorized to provide a salary increase of 2.0% over the existing 2002-03 salary base to each non-union professional staff employee with satisfactory performance.

Non-unionized Support Staff: Each college and the System Office is authorized to provide a salary increase of 2.0% over the existing 2002-03 salary base to each non-union support staff employee with satisfactory performance.

Program Review

A motion to approve the program review recommendations relating to each degree program and forward the report to the Nebraska Coordinating Commission for Postsecondary Education as follows was recommended by the committee to the full Board, which unanimously approved the motion.

Chadron State College:

Chemistry – replaced by comprehensive major in Physical Sciences

Physics – replaced by comprehensive major in Physical Sciences

Physical Sciences – continue the undergraduate program

Range Management – continue the undergraduate program

Sociology – eliminate the undergraduate program

Speech Communication – continue the undergraduate programs

Information Resource Management/Library Media Specialist (Educational Media) – continue the undergraduate program

Peru State College:

Computer Science – major has been eliminated

Graduate Center – continue the center

Lincoln Center – continue the center

Wayne State College:

Chemistry – continue the undergraduate and graduate programs

Geography – continue the undergraduate program

Special Education – continue the graduate program

Insurance Renewals

A motion authorizing the Executive Director to renew the current insurance coverages in the most cost-effective manner was recommended by the committee to the full Board, which unanimously approved the motion.

Joint Resolution Regarding Establishment of Scholarship Committee

A motion to approve the joint resolution regarding the establishment of a scholarship committee to make awards authorized by the Minority Scholarship Program Act was recommended by the committee to the full Board, which unanimously approved the motion. (Copy of resolution attached to the official minutes.)

Changes to Board Policy 2100-First Round Approval

A motion for first round approval of the changes to Board Policy 2100 with clarification that all new positions not previously approved through the budget process must have Executive Director approval was recommended by the committee to the full Board, which unanimously approved the motion.

Changes to Board Policy 5020-First Round Approval

A motion for first round approval of the changes to Board Policy 5020 – Search and Selection Procedures; State College Employees with clarification that all new positions not previously approved through the budget process must have Executive Director approval was recommended by the committee to the full Board, which unanimously approved the motion.

Changes to Board Policy 5021-First Round Approval

A motion for first round approval of the changes to Board Policy 5021- Delegation of Authority to Make Certain Appointments with clarification that all new positions not previously approved through the budget process must have Executive Director approval was recommended by the committee to the full Board, which unanimously approved the motion.

Modifications to Board Policy 3200-Final Approval

A motion for final approval of the modifications to Board Policy 3200 – Due Process; Students was recommended by the committee to the full Board, which unanimously approved the motion.

Extension of Board Policy 5401-Final Approval

A motion for final approval of the extension of Board Policy 5401 – Early Retirement Incentive; Faculty until June 30, 2005 was recommended by the committee to the full Board, which unanimously approved the motion.

Board Policy 5406-Final Approval

A motion for final approval of new Board Policy 5406 – Voluntary Retirement Settlement Program as a One-Time Opportunity for Eligible Employees was recommended by the committee to the full Board, which unanimously approved the motion.

**Fiscal and Facilities Committee**

Deferred Maintenance/Fire & Life Safety Projects Funded from Supplemental Revenue Bond Issue

A motion to approve certain deferred maintenance/fire and life safety projects for Bowen, Pile, Terrace, Berry, Anderson and Morey Halls at Wayne State College to be funded from a supplemental revenue bond issue was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover and Seeba.

Resolutions to Submit Financing Plans to Coordinating Commission

A motion to approve resolutions to submit financing plans to the Coordinating Commission for Postsecondary Education to renovate Edna Work Hall and Edna Work Wing at Chadron State College and certain deferred maintenance/fire and life safety projects for Bowen, Pile, Terrace, Berry, Anderson and Morey Halls at Wayne State College was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover and Seeba. (Copies of resolutions are attached to the official minutes.)

Contingency Maintenance Requests

A motion to approve the resolutions authorizing the state colleges to spend revenue bond surplus funds for contingency maintenance projects on their campuses was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover and Seeba. (Resolutions are attached to the official minutes.)

Chadron-\$355,000  
Peru-\$45,000  
Wayne-\$506,000

Renew Contract for Revenue Bond Audit

A motion to approve the renewal of the agreement with KPMG to provide revenue bond auditing services for fiscal year 2002-03 for a total fee of \$19,750, which includes out-of-pocket expenses was recommended by the committee to the full Board, which unanimously approved the motion.

Room and Board Rates

A motion to approve the 2003-2004 room and board rate proposals as submitted by the colleges was unanimously passed. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover and Seeba. (Copies attached to official minutes.)

Food Service Contracts

A motion to approve the 2003-04 food service contract recommendations submitted by Chadron, Peru and Wayne State Colleges as follows was recommended by the committee to the full Board, which unanimously approved the motion.

Chadron – CHARTWELLS  
 Peru – CREATIVE DINING SERVICE  
 Wayne – CHARTWELLS

Bookstore Contracts

A motion to approve the 2003-04 bookstore contracts submitted by Peru and Wayne State Colleges as follows was recommended by the committee to the full Board, which unanimously approved the motion.

Peru – PERU STATE ADVANCEMENT, INC.  
 Wayne – NEBRASKA BOOK COMPANY

Chadron is in the process of negotiating it's bookstore contract and will submit it's recommendation at the June Board meeting.

Use of Capital Improvement Fee Funds at Chadron State College

A motion to approve the use of capital improvement fee funds for the fifteen percent (15%) match funds for the following LB 309 projects (\$60,750) and a portion of the master lease debt service on the Memorial Hall renovation (\$50,000) at Chadron State College was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover and Seeba.

<u>Project</u>	<u>CSC Match</u>
Burkhiser Technology Complex Reroof	\$21,000
Math and Science Building Fire Sprinkler	20,250
Campus Fire Hydrants	6,000
Armstrong Gymnasium Fire Sprinkler	<u>13,500</u>
Total LB 309 Project Match Request	\$60,750

Authorize Executive Director to Sign Burkhiser Technology Complex Reroof Contract

A motion to authorize the Executive Director to sign the Burkhiser Technology Complex Reroof Project contract at Chadron State College was recommended by the committee to the full Board, which unanimously approved the motion.

Authorize Executive Director to Sign Armstrong Gymnasium Fire Sprinkler Contract

A motion to authorize the Executive Director to sign the Armstrong Gymnasium Fire Sprinkler Project contract at Chadron State College was recommended by the committee to the full Board, which unanimously approved the motion.

Authorize Executive Director to Sign Math and Science Building Fire Sprinkler Contract

A motion to authorize the Executive Director to sign the Math and Science Building Fire Sprinkler Project contract at Chadron State College was recommended by the committee to the full Board, which unanimously approved the motion.

Grant Applications and Awards

A motion to approve the following grant applications and awards as submitted by the colleges was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover, and Seeba.

Chadron Award

- Improving Teacher Quality State Grants (Coordinating Commission for Postsecondary Education) -- \$61,330

Chadron Applications

- C-TAP: Chadron Teaching Art Project (Cowles Charitable Trust) -- \$267,092.80
- Enhancing Recruitment, Retention, and Graduation of American Indian, Asian, Black and Hispanic Students at Chadron State College (U.S. Dept. of Education, Title III Planning Grant) -- \$34,638

Wayne Awards

- Native Stories as a Path to Science Literacy (No Child Left Behind Act/CCPE Improving Teacher Quality State Grants) -- \$55,423
- Teacher World 2003 (Nebraska Dept. of Education) -- \$40,000

Wayne Application

- Wayne State College Title III Grant (U.S. Dept. of Education Strengthening Institutions Program) -- \$1,824,207

LB 309 Acceptance and Retrievals

A motion to approve the acceptance and retrievals of LB 309 allocations was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Christensen, Halbert, Kosman, Lewis, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Bitner, Coover, and Seeba.

Chadron State College:

Acceptance of \$1,700.00 to replace damaged fire hydrant by Administration Building  
Acceptance of \$34,000.00 to install fire hydrant south of football stadium and Armstrong Gymnasium  
Retrieval of \$94,603.22 to replace roof on Burkhiser Complex  
Retrieval of \$8,391.91 for design of roof replacement on Burkhiser Complex  
Retrieval of \$177.74 for roof replacement on Burkhiser Complex  
Retrieval of \$5,525.00 for structural repair of stairs in Armstrong Gymnasium

Peru State College:

Acceptance of \$7,480.00 for tuckpointing design on Administration Building  
Acceptance of \$7,480.00 for tuckpointing design on Theatre/Auditorium  
Acceptance of \$17,850.00 for emergency repair of Nebraska boiler in Heat Plant  
Acceptance of \$51,000.00 to expand wet pipe sprinkler system in Theatre  
Retrieval of \$1,079.50 for study of east wall structural crack in boiler house

Retrieval of \$8,215.25 for emergency repair of Nebraska boiler in Heat Plant

Wayne State College:

Acceptance of \$127,500.00 for installation of fire sprinkler system in Carhart Science

Substantial Completion of Old Gym Renovation at Peru State College

A motion to accept substantial completion of Peru State College Old Gym Renovation to Become the New Library was recommended by the committee to the full Board, which unanimously approved the motion.

Substantial Completion Committee for Eliza Morgan Renovation at Peru State College

A motion to appoint a substantial completion committee for the Peru State College Eliza Morgan Renovation was recommended by the committee to the full Board, which unanimously approved the motion.

Steve Lewis, Board member--Fiscal and Facilities Committee Chair

Richard Halbert, Board Member

Jean Dale, Associate Executive Director, Administration and Finance, System Office

Bruce Donelson, Director, Facilities Management and Planning, System Office

Eric Pavey, The Clark Enersen Partners

Linda Jacobsen, Vice President, Administration and Finance, Peru State College

Paul Pate, Director of Campus Services, Peru State College

Ted Harshbarger, Vice President of Student Services, Peru State College

**ITEMS FOR INFORMATION AND DISCUSSION**

**Academic and Personnel**

Personnel Actions

Personnel actions not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Non-Resident Scholars Program Report

A summary of the 2002-03 non-resident scholars report was presented to the Board. (Summary is attached to the official minutes.)

Promotion and Tenure

Reports on promotion granted and tenure awarded to faculty in the Nebraska State Colleges System were presented to the Board. (Copies are attached to the official minutes.)

Board of Trustees Scholarship Report

The 2003 Board of Trustees scholarship report was presented to the Board.



## **Fiscal and Facilities**

### Potential Occupancy and Income Reports

The colleges provided potential 2002-03 occupancy and income projections. (Copies are attached to the official minutes.)

### Audit Plans

The State Auditor's Office will be conducting the audit of the Nebraska State Colleges System the year instead of contracting out for those services.

### Peru, Majors Hall Lease Renewal

Peru's request to renew the A.D. Majors Hall lease agreement for July 1, 2003 through June 30, 2004 at a rate of \$1.13 per square foot for 26,514 square feet (for a total of \$29,960.82) has been approved by the Executive Director. The college is also authorized to use general funds to pay annual utility costs, with the cost not to exceed \$7,423.92.

### Grant Awards

The following grant awards were presented to the Board for information.

#### Chadron State College Award

- Chadron State Arboretum Landscaping Funds (Nebraska Statewide Arboretum's Green Space Stewardship -- \$12,500

#### Peru State College Award

- Martin Luther King and the Pursuit of an American Dream (Nebraska Humanities Council) -- \$188

#### Wayne State College Awards

- Analysis of Genes Associated with Pathogenesis by *Escherichia*, *Salmonella* and *Listeria* species (EPSCoR/Nebraska Academy of Sciences) -- \$600
- Arbor Day Tree Planting Project (Lower Elkhorn Natural Resources District) -- \$4,600
- NCAA Health and Safety Speakers Grant Alcohol Education & Prevention (National Collegiate Athletic Association (NCAA)) -- \$500
- Northeast Nebraska P-16 Education Council Conference (Nebraska Dept. of Education) -- \$7,000
- Port-A-Press Pellet Die Kit (EPSCoR/Nebraska Academy of Sciences) -- \$600
- Student Center Plaza Nebraska Greenspace Stewardship Initiative (Nebraska Statewide Arboretum/Nebraska Environmental Trust) -- \$10,000
- Synthesize Aluminum and Chromium Chelates and Measure Their Stability Constants Using Potentiometric Titration (EPSCoR/Nebraska Academy of Sciences) -- \$600
- Systematic Check on Contamination and Components of Certain Targeted Streams in Northeast Nebraska (EPSCoR/Nebraska Academy of Sciences) -- \$1,000

### Contract and Change Orders

The following contracts and change orders were presented to the Board for information.

#### Chadron State College Contracts

- Campus – (consulting services—strategic planning) -- \$9,300
- Andrews Hall Dormitory – (bathroom/suite renovation) -- \$98,000

#### Peru State College Contracts

- AD Majors Hall – (annual lease) -- \$29,960.82 plus \$7,423.92 for utilities
- Rock Parking Lot – (lease) -- \$600
- The Bobcat Bookstore – (operating agreement) -- \$200 per month

#### Wayne State College Contract

- Bowen Hall – (professional services-fire alarm sprinkler system) -- \$35,500

#### Chadron State College Change Order

- Administration Building HVAC – (#2 isolation valve & lintel add, modify fiberglass sump & transfer ducts, power to smoke/fire dampers) -- \$11,580

#### Peru State College Change Orders

- Eliza Morgan Hall – (#10 relocate exterior fire sprinkler, RFP #8 & 9, door modifications) -- \$14,330
- Eliza Morgan Hall – (#11 addition of 3 condensate pumps on heat pumps) -- \$1,287

## **MISCELLANEOUS ACTION AND INFORMATION ITEMS**

### Executive Director's Report

Executive Director Carpenter distributed information to the Board regarding the impact of the Governor's budget proposal on the NSC for FY 02 through FY 05, along with several tuition increase scenarios and an explanation of LB 759. He further reported to the Board that the budget was scheduled to be brought to the floor of the Legislature April 25. Tuition increases and need-based aid were discussed. Trustee Christensen asked for data regarding the amount of need-based aid required and a comparison of the amount of tuition to the amount students borrow and the amount available for grants, etc. Trustee Kosman asked for data regarding tuition from surrounding institutions. Executive Director Carpenter reported the Council of Presidents had discussed various tuition increases and hoped to keep the tuition for students affordable.

Executive Director Carpenter asked all Board members to forward to Lynne Olson dates they would be unavailable in July and August for a Board retreat. He reported the Vice-Presidents for Academic Affairs and for Administration and Finance from the three colleges would be the first group to hold a system-wide meeting. Dates for the meeting are being discussed.

Executive Director Carpenter acknowledged Trustee Seeba's birthday and welcomed Rachel Arterburn, WSC's Student Trustee for 2003-04.

The following members of the Board of Trustees will be bringing greetings from the Board to the May commencement exercises at the three colleges—Willa Kosman-Chadron, Steve Lewis-Peru and Sheryl Lindau-Wayne.

### Presidents' Reports

President Krepel reported that Chadron State would be participating in two AASCU projects, Democracy in America and Hallmarks of Excellence. He further reported the Strategic Planning Committee for 2003-2011 had met, 265 degrees would be conferred during May commencement exercises and construction on the trail project should begin in June.

Vice-President for Academic Affairs, Jerry Martin, reported that Peru State had recently hosted over 2000 high school students for various academic contests, registrations for fall are up, all construction projects are progressing well, and the new Liberal Arts program had received Coordinating Commission approval. Peru is especially proud of the New Library that was scheduled to open Monday, April 14.

President Stearns reported that Wayne State would also be participating in the AASCU Democracy in America project. She further reported that Wayne State had been selected as a host site for a Smithsonian exhibit. She thanked Janice Gardner for all her assistance with preparing for the Board meeting, welcomed Rachel Arterburn and thanked Traci Coover for her service as student trustee. President Stearns noted some computer science students had participated in a service-learning project that provided children in Uganda with computers and support.

President Stearns introduced Dennis Linster, Chief Information Officer, and noted that his collaborative work in installing a tower on Bowen Hall assisted with providing wireless service to the region.

Vice-Chair Lewis presented the outgoing student trustees with certificates of appreciation. The student trustees were Kelly Bitner, Chadron; Clayton Seeba, Peru and Traci Coover, Wayne.

### Student Trustees' Reports

Student Trustee Bitner reported many activities were being held at Chadron State including History Day and Scholastic Day. She thanked Chadron State and the Board for the opportunity to serve as student trustee during the 2002-03 academic year.

Student Trustee Seeba reported that over one thousand area students had participated in a Quiz Bowl at Peru State. He thanked Peru State and the Board for his opportunity to serve as a student trustee.

Student Trustee Coover reported that many Wayne State students had participated in various academic activities and competitions recently. She also thanked Wayne State and the Board for giving her the opportunity to serve as student trustee for the 2002-03 academic year.

### Appointment of Board Nominating Committee

Board Vice-Chair Lewis appointed Trustees Kosman, Teahon and Lewis to serve as the nominating committee for the 2003-2004 Board officers.

### Next Meeting

The next regularly scheduled meeting of the NSC Board of Trustees will be held at Lincoln, Nebraska on June 13, 2003.

**ADJOURNMENT** -- The meeting was adjourned at 11:28 a.m.

Respectfully submitted,

Stan Carpenter  
Executive Director

Persons interested in source documents relating to the above agenda items may consult the Board Book for this meeting kept on file in the Nebraska State Colleges System Office in Lincoln.