

Three colleges.  
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## BOARD OF TRUSTEES

### Meeting Notice

In compliance with the provisions of Neb. Rev. Stat. Section 84-1411, printed notice is hereby given that a regular meeting of the Board of Trustees of the Nebraska State Colleges will convene at Chadron State College, Chadron, Nebraska, on April 12-13, 2007.

Executive Session	April 12 –	10:00 a.m.
Committee Meetings	April 12 –	1:30 p.m.
Business Meeting	April 13 –	9:00 a.m.

This notice and accompanying agenda are being distributed to members of the Board of Trustees, the presidents of the state colleges, the Associated Press and selected Nebraska newspapers.

-- NOT A PAID NOTICE --

# BOARD OF TRUSTEES MEETING

APRIL 12-13, 2007  
CHADRON STATE COLLEGE  
CHADRON, NEBRASKA

THURSDAY, APRIL 12 – Meetings will be held in the Student Center unless otherwise indicated

10:00 – 11:30	BOARD OF TRUSTEES EXECUTIVE SESSION WITH CHANCELLOR Evaluations of College Presidents and Other Personnel Matters	North Platte Room
11:30 – 12:00	Board of Trustees, Chancellor & Presidents Strategic Plan Final Review	North Platte Room
9:00 - 11:00	Council of Academic Officers	Ponderosa Room
9:00 – 11:00	Council of Admissions & College Relations Officers	Lakota Room
9:00 - 11:00	Council of Business Officers	Bordeaux Room
12:00 – 1:00	Lunch	Scottsbluff Room
12:30 – 1:00	Academic, Personnel & Student Affairs Committee Teaching Excellence Award Review	North Platte Room
1:00 – 1:30	Architect Presentation – Leo A Daly Program Statement Memorial Stadium and Rice Auditorium – WSC	Scottsbluff Room
1:30 – 3:00	BOARD COMMITTEE MEETINGS Fiscal & Facilities Committee Academic, Personnel & Student Affairs Committee Enrollment & Marketing Committee	Bordeaux Room Ponderosa Room Lakota Room
3:00 – 4:00	Board of Trustees Open Forum	Scottsbluff Room
6:00	Reception	Ballroom
7:00	Dinner	Ballroom

**FRIDAY, APRIL 13**

**8:00 – 9:00 Breakfast**

**Scottsbluff Room**

**9:00 BOARD OF TRUSTEES BUSINESS MEETING**

**Sandoz Center  
Chicoine Atrium**

**Boxed Lunch Available in Room Upon Completion of Meeting**

**APRIL 12, 2007  
1:30 – 3:00 P.M.  
Ponderosa Room**

**ACADEMIC, PERSONNEL & STUDENT AFFAIRS COMMITTEE MEETING**

Action Items:

- 2.1 Teaching Excellence Award Nomination – Executive Session
- 2.2 Accept Promotion and Tenure Report
- 2.3 Approve Salary Policy 2007-08
- 2.4 Approve Program Review Recommendations
- 2.5 Approve Proposed Political Science Minor – PSC
- 2.6 Final Round Approval of Proposed Changes to Policy 5011; Employment Contract; Presidents and Chancellor
- 2.7 Final Round Approval of Proposed Changes to Policy 4001; Weekly Class Schedule and Starting Times
- 2.8 Insurance Renewals
- 2.9 Accept Personnel Actions

Information Items:

- 5.1 Changes to Board Policy 3050; Residency
- 5.2 Changes to Board Policy 5500; Employee Benefits
- 5.3 Extension of Early Retirement Incentive Programs
  - Changes to Board Policy 5401; Early Incentive Program
  - Changes to Board Policy 5403; Voluntary Phased Retirement Program
  - Changes to Board Policy 5406; Voluntary Retirement Settlement
- 5.4 Guidelines for Alcohol and Drug Testing Program – Board Policy 5009
- 5.5 Faculty College Update
- 5.6 Non-Resident Scholars Report
- 5.7 Student Opportunity Award Program Report
- 5.8 Athletic Gender Equity Reports
- 5.9 Optimal Enrollment Model

**APRIL 12, 2007  
1:30 – 3:00 P.M.  
Lakota Room**

**ENROLLMENT & MARKETING COMMITTEE MEETING**

Action Items:

- 3.1 Approve Optimal Enrollment Model
- 3.2 Approve Final Draft of Updated NSCS Strategic Plan

Information Items:

- 6.1 Student Trustees' Update
- 6.2 Davis-Chambers Scholarship
- 6.3 Senators' Reception Report
- 6.4 Joint Admissions Program Forms
- 6.5 Permanent Residency Forms

**APRIL 12, 2007  
1:30 – 3:00 P.M.  
Bordeaux Room**

**FISCAL & FACILITIES COMMITTEE MEETING**

Action Items:

- 4.1 Naming of President's Office Suite – PSC – Executive Session
- 4.2 Approve Cash Fund Adjustment – PSC
- 4.3 Approve Bookstore Contracts
- 4.4 Approve Food Service Contracts
- 4.5 Approve Contract for Revenue Bond and Facilities Corporation Audit
- 4.6 Authorize Chancellor to Approve Academic/Administration Building Construction Contract - CSC
- 4.7 Authorize Chancellor to Approve Al Wheeler Activity Center Construction Contract – PSC
- 4.8 Authorize Chancellor to Approve Indoor Practice Facility Construction Contract – PSC
- 4.9 Authorize Chancellor to Approve Emergency Power Generator Construction Contract – PSC
- 4.10 Approve Contingency Maintenance Requests
- 4.11 Approve Use of Capital Improvement Fee Funds
- 4.12 Approve Acceptance of House from Wayne State Foundation – WSC
- 4.13 First Round Approval of Proposed Changes to Board Policy 8062; Capital Construction; Program Statements
- 4.14 First Round Approval of Proposed Changes to Board Policy 8063; Capital Construction; Construction Documents
- 4.15 Final Round Approval of Proposed Changes to Board Policy 6011; General Operations Financial Reports
- 4.16 Final Round Approval of Proposed Changes to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.17 Final Round Approval of Proposed Changes to Board Policy 7010; Purchases; Bids; Public Lettings
- 4.18 Final Round Approval of Proposed Changes to Board Policy 7015; Contracts; Limitations, Exemptions
- 4.19 Final Round Approval of Proposed Changes to Board Policy 7016; Contracts; Consulting Services

- 4.20 Final Round Approval of Proposed Changes to Board Policy 7020; Travel; Motor Pool
- 4.21 Final Round Approval of Proposed Changes to Board Policy 8025; Facilities Utilization; Non-College Purposes, Fees and Charges
- 4.22 Approve Program Statement for Memorial Stadium and Rice Auditorium Improvements – WSC
- 4.23 LB 309 Allocations and Retrievals
- 4.24 Contracts and Change Orders
- 4.25 Approve Interlocal Agreement Between Wayne State College and Wayne Community Schools for Facility Use
- 4.26 Approve Interlocal Agreement Between Wayne State College and City of Wayne Fire Department
- 4.27 Authorize Chancellor to Sign Campus Streets Project Contract – WSC

Information Items:

- 7.1 Optimal Enrollment Update
- 7.2 Update on Legislative Budget Recommendations
- 7.3 Potential Occupancy and Income Reports
- 7.4 Grant Applications and Awards
- 7.5 Contracts and Change Orders
- 7.6 Changes to Board Policies

**APRIL 12-13, 2007**  
**BOARD OF TRUSTEES MEETING**

**CALL TO ORDER**

**1. APPROVAL OF MEETING AGENDA**

**APPROVAL OF MINUTES** from the February 1-2 meeting

**PUBLIC COMMENT**

**ITEMS FOR DISCUSSION AND ACTION**

**2. ACADEMIC, PERSONNEL & STUDENT AFFAIRS**

- 2.1 Teaching Excellence Award Nomination – Executive Session
- 2.2 Accept Promotion and Tenure Report
- 2.3 Approve Salary Policy 2007-08
- 2.4 Approve Program Review Recommendations
- 2.5 Approve Proposed Political Science Minor – PSC
- 2.6 Final Round Approval of Proposed Changes to Policy 5011; Employment Contract; Presidents and Chancellor
- 2.7 Final Round Approval of Proposed Changes to Policy 4001; Weekly Class Schedule and Starting Times
- 2.8 Insurance Renewals
- 2.9 Accept Personnel Actions

**3. ENROLLMENT AND MARKETING**

- 3.1 Approve Optimal Enrollment Model
- 3.2 Approve Final Draft of Updated NSCS Strategic Plan

**4. FISCAL AND FACILITIES**

- 4.1 Naming of President's Office Suite – PSC – Executive Session
- 4.2 Approve Cash Fund Adjustment – PSC
- 4.3 Approve Bookstore Contracts
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- 4.6 Authorize Chancellor to Approve Academic/Administration Building Construction Contract - CSC
- 4.7 Authorize Chancellor to Approve Al Wheeler Activity Center Construction Contract – PSC
- 4.8 Authorize Chancellor to Approve Indoor Practice Facility Construction Contract – PSC
- 4.9 Authorize Chancellor to Approve Emergency Power Generator Construction Contract – PSC
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- 4.19 Final Round Approval of Proposed Changes to Board Policy 7016; Contracts; Consulting Services
- 4.20 Final Round Approval of Proposed Changes to Board Policy 7020; Travel; Motor Pool
- 4.21 Final Round Approval of Proposed Changes to Board Policy 8025; Facilities Utilization; Non-College Purposes, Fees and Charges
- 4.22 Approve Program Statement for Memorial Stadium and Rice Auditorium Improvements – WSC
- 4.23 LB 309 Allocations and Retrievals
- 4.24 Contracts and Change Orders
- 4.25 Approve Interlocal Agreement Between Wayne State College and Wayne Community Schools for Facility Use
- 4.26 Approve Interlocal Agreement Between Wayne State College and City of Wayne Fire Department

4.27 Authorize Chancellor to Sign Campus Streets Project Contract – WSC

## **ITEMS FOR INFORMATION AND DISCUSSION**

### **5. ACADEMIC, PERSONNEL AND STUDENT AFFAIRS**

- 5.1 Changes to Board Policy 3050; Residency
- 5.2 Changes to Board Policy 5500; Employee Benefits
- 5.3 Extension of Early Retirement Incentive Programs
  - Changes to Board Policy 5401; Early Incentive Program
  - Changes to Board Policy 5403; Voluntary Phased Retirement Program
  - Changes to Board Policy 5406; Voluntary Retirement Settlement
- 5.4 Guidelines for Alcohol and Drug Testing Program – Board Policy 5009
- 5.5 Faculty College Update
- 5.6 Non-Resident Scholars Report
- 5.7 Student Opportunity Award Program Report
- 5.8 Athletic Gender Equity Reports
- 5.9 Optimal Enrollment Model

### **6. ENROLLMENT AND MARKETING**

- 6.1 Student Trustees' Update
- 6.2 Davis-Chambers Scholarship
- 6.3 Senators' Reception Report
- 6.4 Joint Admissions Program Forms
- 6.5 Permanent Residency Forms

### **7. FISCAL AND FACILITIES**

- 7.1 Optimal Enrollment Model
- 7.2 Update on Legislative Budget Recommendations
- 7.3 Potential Occupancy and Income Reports
- 7.4 Grant Applications and Awards
- 7.5 Contracts and Change Orders

7.6 Changes to Board Policies

**8. MISCELLANEOUS ACTION & INFORMATION ITEMS**

8.1 Chancellor's Report

8.1.1 Remind Board Members Attending May Commencements (May 5)

8.1.2 Student Trustee Recognition

8.1.3 Approve 2007-2008 Board of Trustees Meeting Schedule

8.1.4 Board Retreat

8.2 Presidents' Reports

8.3 Student Trustees' Reports

8.4 Appointment of Board Nominating Committee

**ADJOURNMENT**

The next regularly scheduled meeting of the Board of Trustees of the Nebraska State Colleges will be held June 7, 2007, at Lincoln.

**NEBRASKA STATE COLLEGE SYSTEM  
BOARD OF TRUSTEES**

**MINUTES OF FEBRUARY 1-2, 2007 MEETING**

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A meeting of the Board of Trustees of the Nebraska State College System was held at Lied Lodge and Convention Center, Nebraska City, Nebraska on Thursday and Friday, February 1-2, 2007.

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:

Gary Bieganski, Chadron  
Doug Christensen, Lincoln  
Willa Kosman, Scottsbluff  
Cap Peterson, Wayne  
Bill Roskens, Omaha  
Larry Teahon, Chadron  
Floyd Vrtiska, Table Rock

Student Board Members present:

Tyler Pribbeno, Chadron State College  
Crystal Ellis, Peru State College  
Michael Jacobsen, Wayne State College

System Office Staff present

Stan Carpenter, Chancellor  
Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology  
Sheri Irwin-Gish, Public Relations Director  
Carolyn Murphy, Vice Chancellor for Finance & Administration  
Lynne Olson, Administrative Assistant  
Larry Schultz, Vice Chancellor for Academic Affairs & Legal Counsel

NSCS Staff present:

Regan Anson, Director of Marketing & Public Affairs, Peru State College  
Lois Ash, Interim Director of Admissions, Wayne State College  
Jay Collier, Director of College Relations, Wayne State College  
Phyllis Conner, Vice President of Development & Executive Director of the Foundation, Wayne State College  
Trent Corken, Director of Budget, Peru State College  
Curt Frye, Vice President and Dean of Students, Wayne State College  
Dale Grant, Interim Vice President of Administration and Finance, Chadron State College  
Linda Jacobsen, Vice President for Administration and Finance, Peru State College  
Ben Johnson, President, Peru State College  
Beth Kroger, Vice President for Administration and Finance, Wayne State College  
Loree MacNeill, Director of Cultural Programs/College Relations, Chadron State College  
Bob McCue, Vice President for Academic Affairs, Wayne State College  
Janie Park, President, Chadron State College  
Randy Rhine, Vice President, Enrollment Management & Student Services, Chadron State College  
Korinne Tande, Vice President for Academic and Student Affairs, Peru State College  
Lois Veath, Vice President for Academic Affairs, Chadron State College  
Micki Willis, Director of Admissions & Recruitment, Peru State College

Others present

Kathy Brzon  
Darrell Brzon  
Kayla Brzon  
Zach Brzon  
Vince Pachta  
Judy Pachta  
Chad Doane, Olsson's Associates  
Amanda Gehle, Student, Wayne State College  
Christine Dorn, BVH  
Dennis Coudriet, BVH  
Dan Worth, BVH

**Thursday, February 1, 2007**

**CALL TO ORDER**

**EXECUTIVE SESSION**

Board Chair Kosman called the meeting to order at 10:00 a.m.

Motion was made by Trustee Roskens and seconded by Trustee Teahon to move into executive session to further discuss collective bargaining. No action was taken. Motion was made by Trustee Peterson and seconded by Trustee Roskens to move out of executive session at 10:56 a.m.

Sheri Irwin-Gish, Public Relations Director presented information to the Board regarding the current draft of proposed updates to the Nebraska State College System Strategic Plan. Ms. Irwin-Gish will summarize the proposed updates discussed and present a final draft of the updated strategic plan, including deadlines, individuals responsible for action items and measurements of all strategies at the April Board of Trustees meeting.

This session of the meeting was adjourned at 12:10 p.m.

Board Chair Kosman reopened the meeting at 12:45 p.m.

Representatives from BVH presented an overview of the design development documents for the Academic/Administration Building renovation at Chadron.

The Academic, Personnel and Student Affairs Committee, Enrollment and Marketing Committee and Fiscal and Facilities Committee met starting at 1:15 p.m. to discuss agenda items. No action was taken. The committee meetings adjourned at 3:00 p.m.

The Board of Trustees and the Chancellor held an open forum beginning at 3:00 p.m. with two Peru State Faculty Senate representatives, Drs. Dan Holtz and Ellie Kunkel.

**Friday, February 2, 2007**

**CALL TO ORDER—BUSINESS MEETING**

Board Chair Kosman called the business meeting to order at 9:00 a.m.

**APPROVAL OF MEETING AGENDA**

The meeting agenda for February 1-2, 2007 was approved.

**APPROVAL OF MINUTES**

Minutes of the November 16, 2006 and December 19, 2006 meetings were unanimously approved.

**ITEMS FOR DISCUSSION AND ACTION**

**Academic, Personnel & Student Affairs Committee**

First Round Approval of Changes to Board Policy 5011

A motion for first round approval of changes to Board Policy 5011; Employment Contract; Presidents and Chancellor as amended was recommended by the committee to the full Board, which was unanimously approved. (Copy is attached to the official minutes.)

First Round Approval of Changes to Board Policy 4001

A motion for first round approval of changes to Board Policy 4001; Weekly Class Schedule and Starting Times was recommended by the committee to the full Board, which was unanimously approved. (Copy is attached to the official minutes.)

Preliminary Notification of New Academic Programs

A motion to approve the following preliminary new program notification list to be submitted to the Coordinating Commission for Postsecondary Education was recommended by the committee to the full Board, which unanimously approved the motion.

Wayne State College	Nursing (BS degree – degree completion program for students with Associates of Nursing degree)
Peru State College	Political Science minor (undergraduate)
Wayne State College	Business Administration minor in Leadership (undergraduate)
	Industrial Technology minor in Industrial Computing Technology (undergraduate)
	Higher Education Instruction (MSE degree)

Personnel Actions

A motion to accept the report of personnel actions 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.)

Approve School Library Media P-12 Program at Chadron State

A motion to approve the proposed new master of education degree program in School Library Media P-12 at Chadron State was recommended as amended by the committee to the full Board, which unanimously approved the motion. (Copies are attached to the official minutes.)

Ratify 2007-09 Collective Bargaining Unit Agreements

A motion to ratify the 2007-09 Agreements between the Board of Trustees of the Nebraska State Colleges and the following bargaining units was recommended by the committee to the full Board contingent upon each bargaining unit's ratification. The motion was unanimously approved.

The State College Education Association (SCEA);  
The Nebraska State College Professional Association (NSCPA); and  
The Nebraska Association of Public Employees/American Federation State, County, and  
Municipal Employees (NAPE/AFSCME)

**Enrollment and Marketing Committee**

The Enrollment and Marketing Committee had no action items.

**Fiscal and Facilities Committee**

First Round Approval of Changes to Board Policy 6011

A motion for first round approval of changes to Board Policy 6011; General Operations Financial Reports was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 7002

A motion for first round approval of changes to Board Policy 7002; Capitalization; Definitions and Classifications was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 7010

A motion for first round approval of changes to Board Policy 7010; Purchases; Bids; Public Lettings was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 7015

A motion for first round approval of changes to Board Policy 7015; Contracts; Limitations, Exemptions was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 7016

A motion for first round approval of changes to Board Policy 7016; Contracts; Consulting Services was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 7020

A motion for first round approval of changes to Board Policy 7020; Travel; Motor Pool was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

First Round Approval of Changes to Board Policy 8025

A motion for first round approval of changes to Board Policy 8025; Facilities Utilization; Non-College Purposes, Fees and Charges was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to official minutes.)

Design Development Documents for Academic/Administration Building – CSC

A motion to approve the design development documents for the Academic/Administration Building renovation at Chadron State was recommended by the committee to the full Board, which unanimously approved the motion.

Design Development Documents for Carhart Science Renovation – WSC

A motion to approve the design development documents for the Carhart Science building renovation at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion.

Indoor Practice Facility Plan – PSC

A motion to approve the indoor practice facility proposal at Peru State was recommended by the committee to the full Board, which unanimously approved the motion.

Authorize Chancellor to Approve Final Construction Bid – Campus Services Building – WSC

A motion to authorize the Chancellor to approve the final construction bid for the Campus Services Building renovation/addition at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion.



Approve Use of Capital Improvement Fee Funds

A motion to approve the use of \$145,000 in capital improvement fee funds for the indoor practice facility project at Peru State and the use of up to \$15,850 for the following LB 309 projects at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Kosman, Peterson, Roskens, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Ellis, Jacobsen and Pribbeno.

Hahn Fascia/Soffit Design	2,000
Brandenburg Education ADA Restroom	7,250
Humanities ADA Restroom	<u>6,600</u>
Total Wayne State Request	\$15,850

LB 309 Acceptances and Retrievals

A motion to approve the acceptance and retrieval of LB 309 allocations was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Kosman, Peterson, Roskens, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Ellis, Jacobsen and Pribbeno.

Chadron

- Retrieval of \$42,062.36 for chilled water extension
- Retrieval of \$4,141.41 for variable frequency drive for HVAC system in Burkhiser
- Retrieval of \$7,942.33 for roof replacement on Administration Building
- Acceptance of \$382,500 for roof replacement on Memorial Hall
- Acceptance of \$85,000 for chiller tie-in for Memorial Hall
- Acceptance of \$128,556 for HVAC controls in Nelson Physical Activity Center

Peru

- Retrieval of \$9,771 for pump/water supply renovation for TJ Majors
- Acceptance of \$51,000 for ADA accessible walkway near AV Larson
- Acceptance of \$76,500 for roof replacement on Hoyt Science
- Acceptance of \$68,000 for roof replacement on Theatre/Auditorium

Wayne

- Retrieval of \$3,174.75 for refurbishing fire escape in Brandenburg Education Building
- Retrieval of \$18,810.61 for roof replacement on Fine Arts Building
- Acceptance of \$39,100 for ADA restrooms in Brandenburg Education
- Acceptance of \$35,700 for ADA restrooms in Humanities Building
- Acceptance of \$58,938 for emergency campus electrical repair

Contracts and Change Orders

A motion to approve the following contract and change order submitted by Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Kosman, Peterson, Roskens, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Ellis, Jacobsen and Pribbeno.

Chadron State Contract

- Campus (strategic technology plan consulting services) - \$45,000

Chadron Change Order

- Sparks Hall (#3 – data communications) - \$33,031

Reallocation of Contingency Maintenance Funds – CSC

A motion to authorize the following reallocation of contingency maintenance funds for Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Kosman, Peterson, Roskens, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Ellis, Jacobsen and Pribbeno.

From Resolution '05	\$7,550.80	Kent Hall Bathroom Renovation
To Resolution '06	\$7,550.80	Student Center Specialty Equipment

Authorize Chancellor to Accept Memorial Stadium and Rice Auditorium Program Statement – WSC

A motion to authorize the Chancellor to accept the program statement for the Memorial Stadium and Rice Auditorium improvements at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion.

**ITEMS FOR INFORMATION AND DISCUSSION**

**Academic, Personnel & Student Affairs**

Update on Faculty College

An update on the proposed Faculty College to be held at Wayne State during the summer of 2007 was presented to the Board. (A copy of the proposed schedule is attached to the official minutes.)

Affirmative Action Report

Signed affirmations by each President regarding their college's commitment to offering equal employment and educational opportunities, and prohibiting discrimination based on political or religious opinions or affiliations, race, color, age, sex, national origin, marital status or handicap have been placed on file in the System Office.

Fall Enrollment Reports

Fall 2006 enrollment reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Fall Graduation Summary

Board members reviewed the graduate summary reports submitted by the colleges. (Copies are attached to the official minutes.)

Fall Instructional Load Reports

Fall 2006 instructional load reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Five-year Academic Calendar

Board members were informed of the system-wide academic calendars set for 2007-08 through 2011-12.

College Diversity Plans

Board members reviewed the diversity plans submitted by the colleges. Complete diversity plans have been placed on file in the System Office. (Copies are attached to the official minutes.)

**Enrollment and Marketing**

2007 Board of Trustees' Scholarship Report

As of January 30, 2007, 292 Board of Trustees' scholarship applications were received in the System Office. Of the total number of applicants, 97 were for Chadron, 34 for Peru and 161 for Wayne.

Television and Radio Campaign

The spring television and radio advertising campaign will begin in February and continue through April.

Outdoor Media Campaign

Billboards with the NSCS message located in Lincoln and Omaha near high schools and in western Nebraska along Interstate 80 that were put in place in September will be rotated shortly. The billboards read "Chadron State-Peru State-Wayne State Three Colleges-Thousands of Opportunities www.nscs.edu".

Student Trustees' Update

Applications for the 2007-2008 Student Trustees' positions are due Friday, February 23. Governor Heineman will choose the new student trustees in March.

2007-08 Davis-Chambers Scholarship

The Davis-Chambers Scholarship was created to attract academically talented, under-represented transfer students from a Nebraska Community College to attend Chadron, Peru or Wayne State. The scholarship includes full-tuition, room, board, fees, and other expenses. The deadline for applications was February 1. The NSCS has received three applications for 2007.

### Senators' Reception Dates

The 2007 Senators' Reception will be held Tuesday, February 6 from 4-7 p.m. at The Ferguson Center. Thirty eight senators and seven spouses were scheduled to attend. Dates were also secured for the following two years: Tuesday, January 15, 2008 and Tuesday, January 13, 2009.

### **Fiscal and Facilities**

#### Governor's Budget Recommendations

The Governor's recommendation did not include funding for any NSCS capital construction projects. The Governor's recommendation did include \$863,248 additional general funds for the first year of the biennium and an additional \$945,787 general fund increase in the second year of the biennium. His recommendation also included 69% of the deficit requests for Chadron State's fire losses; 69% of Peru State's LB 1100 depreciation assessment on the Administration building; and 69% of Wayne State's DOC telephone charges.

#### Update on Emergency Power Plant – PSC

Peru State and Leo A Daly continue to develop bid documents for the installation of a backup power generator. The generator will be installed to provide emergency power to the campus services building, the administration building, and the Wheeler Activity Center.

#### Grant Applications

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

##### Chadron State Applications

- Chadron State College Upward Bound Program (U.S. Department of Education) - \$250,000
- Educating Chadron State College and Rural Western Nebraska about Twenty-First Century Mental Health Science, Treatments, and Local Resources (American Psychiatric Association Foundation) -- \$93,938
- Sustainability of Chadron Creek Watershed (U.S. Environmental Protection Agency) -- \$9,888

##### Wayne State Applications

- Black History Month, "Daughters of Africa" (Nebraska Arts Council) -- \$500
- Demographic and Genetic Consequences of a Catastrophic Event in an Isolated Seabird Population (National Science Foundation) -- \$205,269
- Language Arts Festival (Nebraska Humanities Council) -- \$1,500
- NAS Student Presentations (The Nebraska Academy of Sciences, Inc.) -- \$1,800
- Northeast Nebraska Educator Development Cohort for K-6 Paraprofessionals (Coordinating Commission for Postsecondary Education Improving Teacher Quality: State Grant Program) -- \$99,994
- Plains Writer's Fiesta (Nebraska Humanities Council) -- \$1,500

### Contracts and Change Orders

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

#### Chadron State Contracts

- Campus – (strategic technology plan consulting services) - \$45,000
- Nelson Physical Activity Center – (controls upgrade design) - \$12,135

#### Peru State Contracts

- TJ Majors – (replace windows Phase I) - \$5,288
- Student Center HVAC System Chiller Replacement – (design and construction administration) - \$14,000 plus reimbursables
- AV Larson – (design for accessible sidewalk) - \$6,500 (not to exceed) plus reimbursables \$3,500 (not to exceed)
- Theater Auditorium – (design roof replacement) - \$13,100 (includes not to exceed \$1,600 reimbursables)
- Hoyt Science Building – (design roof replacement) - \$11,000 (includes not to exceed \$1,600 reimbursables)

#### Wayne State Contracts

- US Conn Library – (ceiling grid in Room 11) - \$1,351.60
- Student Center – (replace track for movable wall in Frey Conference Suite) - \$6,975
- Natatorium – (reflashing) - \$3,018
- Rice Auditorium – (stage partitions and rigging) - \$85,520
- Natatorium – (install resinous flooring) - \$7,592
- Morey Hall – (install resinous flooring at shower bases) - \$8,307
- Energy Plant – (install 15KV circuit to feed baseball/softball field energy needs) - \$10,330
- Student Center – (replace track for movable wall in Frey Conference Suite) - \$6,975

#### Chadron State Change Order

- Sparks Hall – (#4 value engineering items excluded on CO#1; additional steel lintels) - \$14,831

#### Peru State Change Order

- Jindra Fine Arts – (#3 concrete patching system and 80 feet additional tuckpoint) - \$710.20

#### Wayne State Change Orders

- Campus Grounds – (#8 add 50" copper piping due to onsite measurement) - \$1,825
- Commons & Streets Project, Phase II – (#1 revised planting plan; remove/replace curb & drive apron) - \$9,182

### Physical Plant Status Reports

Physical plant status reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Capital Construction Progress Reports

The following capital construction progress reports not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Chadron State

- Sparks Hall Renovation – Interim Report

Peru State

- Al Wheeler Activity Center Addition/Renovation/Bleachers – Interim Report
- Emergency Power Generation – Initial Report
- Hoyt Science Building Addition/Renovation – Final Report

Wayne State

- Neihardt Hall Renovation – Interim Report
- Stadium Entry Plaza, Track and Restroom Project – Interim Report

Contingency Maintenance Progress Reports

Contingency maintenance progress reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Six-Month Operating Expenditure Reports

July – December 2006 operating expenditure reports from each college and the System Office not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Six-Month Financial Reports

July – December 2006 financial reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

LB 309 Progress Reports

LB 309 progress reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Six-Month Revenue Bond Expenditure Reports

July – December 2006 revenue bond operating expenditure reports from each college not requiring Board approval were reported for information. (Copies are attached to the official minutes.)

Occupancy and Income Report

The colleges provided information on occupancy and the income earned on the revenue bond facilities during the fall 2006 semester. (Copies are attached to the official minutes.)

## **MISCELLANEOUS ACTION AND INFORMATION ITEMS**

### Chancellor's Report

Chancellor Carpenter reported the Governor's budget proposal would leave the NSCS more than \$3 million short of meeting our core needs or fixed obligations in the first year of the biennium. The second year would not be much better. This budget proposal seems contrary to the governor's message that we need to increase the college going rate in Nebraska. To assure that rural Nebraska remains vibrant and growing, it is crucial that the NSCS remain strong and vital. During the recent economic downturn, the students at the NSCS "stepped up to the plate" and assumed a greater financial burden through substantially higher tuition rates. The NSCS does not want to continue to make our students bear the brunt of an arbitrarily imposed spending limit especially since the state is not facing difficult economic times.

Chancellor Carpenter stated he had been in contact with Speaker Flood and Senator Engel to discuss the possible bonding of the NSCS share of the Wayne State and Northeast Community College joint project in South Sioux City.

The following will provide greetings from the Board of Trustees at the May NSCS institution commencement ceremonies:

Gary Bieganski – Chadron  
Floyd Vrtiska – Peru  
Cap Peterson – Wayne

### Presidents' Reports

WSC Vice President for Academic Affairs McCue reported on the viability of the Industrial Technology programs at Wayne State.

CSC President Park reported on international student and faculty exchange program at Chadron State. President Park further noted that the April Board meeting at Chadron would be held three days prior to the Higher Learning Commission's ten year accreditation visit.

PSC President Johnson reported on the water issues and the success of the on-line master's cohort program at Peru State. President Johnson further noted that Peru's first million dollar donor would be honored in the near future.

### Student Trustees' Reports

PSC Student Trustee Ellis reported on the undergraduate Social Sciences Symposium and the Phi Beta Lambda national conference.

WSC Student Trustee Jacobsen reported on the continued success of the Wildcat Wheels program, the Festival of Trees activity, the upcoming Student Senate elections and the Carhart Science Building tower.

CSC Student Trustee Pribbeno reported on chili week and the activities planned for Black History month. He further noted a replica of the Harlin Hill award had been ordered for display at Chadron State.

Next Meeting

The next regularly scheduled meeting of the NSC Board of Trustees will be held at Chadron State College April 12-13, 2007.

**ADJOURNMENT** -- The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

Stan Carpenter  
Chancellor

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.



## Academic, Personnel & Student Affairs Committee

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

**ACTION: Approve the Recommendation of the Academic, Personnel & Student Affairs Committee for the 2007 Teaching Excellence Award Recipient and Submission of that Recommendation to the Lincoln Foundation for Final Approval**

Priority: Educational Excellence  
 Strategy: 2  
 Priority: Greater System Prominence  
 Strategy: 2

The George Rebensdorf NSCS Teaching Excellence Award identifies teaching excellence in the State College System through a \$3,000 cash award and public recognition of the recipient.

The criterion used to make the selection includes demonstrated teaching effectiveness, academic advising, professional development, course quality, and other professional contributions.

The Board has awarded the NSCS Teaching Excellence Award since 1984. The Award was established by FirstTier Bank in memory of George Rebensdorf, a long time member of the Nebraska State College's Board of Trustees and a FirstTier officer. The funds supporting this award are on deposit with and under the management of The Lincoln Foundation, which is the grantor agency for the Award. Donations may be made to the Teaching Excellence Fund.

Each college nominates one candidate for the NSCS Teaching Excellence Award. The Academic, Personnel and Student Affairs Committee evaluates the three nominees and then recommends the top candidate to the full Board. The name and resume of the person chosen by the Board is then forwarded to the Lincoln Foundation (along with the resumes of the other candidates) for its review. The name of the recipient is announced by the Board with the concurrence of The Lincoln Foundation. The award is presented to the faculty member at his/her college during spring commencement.

A check for \$3,000 is presented to the recipient--generally at the June Board meeting.

### **2007 Teaching Excellence Award Nominees**

Chadron State College	Dr. Georgia Younglove, Associate Professor of Applied Sciences
Peru State College	Ms. Judith Ruskamp, Assistant Professor of Education
Wayne State College	Dr. Tamara Worner, Assistant Professor of Mathematics

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

**ACTION: Accept Reports on Promotion Granted and Tenure Awarded to Faculty in the Nebraska State College System**

Core Value: Recruit and Retain Quality Faculty and Staff  
 Priority: Educational Excellence  
 Strategies: 2, 4  
 Goals: c, e, i,  
 Priority: Financial Strength  
 Goal: h

Faculty recommended for promotion in rank are first required to meet educational and service criteria such as appropriate degree, years of service at the college level, as well as years of service to the NSC institution. In addition, performance criteria must be satisfied that includes a demonstrated ability to teach effectively, to contribute to student growth and development; scholarly and creative activity relevant to the teaching field of the faculty member; service to the college, community, and profession; as well as professional growth and collegial relationships.

Peer review, student evaluations, material supplied by the faculty member to support the application and administrative review and recommendations are involved in the promotion process.

The table below lists the total number (and percentage) of full-time instructional faculty by rank and institution resulting from the recent promotions.

**Impact of Rank Promotion**

	Instructor		Assistant Professor		Associate Professor		Professor		Total
Chadron	14	13%	44	42%	28	27%	19	18%	
Promoted into Rank	N/A		+2		+5		+5		
Promoted to next Rank	-2		-5		-5		N/A		
IMPACT	12	11%	41	39%	28	27%	24	23%	105
Peru	12	26%	13	27%	7	15%	15	32%	
Promoted into Rank	N/A		+1		+0		+0		
Promoted to next Rank	-1		-0		-0		N/A		
IMPACT	11	23%	14	30%	7	15%	15	32%	47
Wayne	19	15%	23	18%	31	24%	56	43%	
Promoted into Rank	N/A		+2		+1		+4		
Promoted to next Rank	-2		-1		-4		N/A		
IMPACT	17	13%	24	19%	28	22%	60	46%	129
System Total	45	16%	80	28%	66	24%	90	32%	
Promoted into Rank	N/A		+5		+6		+9		
Promoted to next Rank	-5		-6		-9		N/A		
IMPACT	40	14%	79	28%	63	23%	99	35%	281

Tenure & Rank Promotion Applications and Approvals 2007			
	Chadron	Peru	Wayne
Number of Faculty Applied for Tenure	4	2	1
Number of Faculty Approved for Tenure	4	2	1
Number of Faculty Applied for Rank Promotion	12	1	7
Number of Faculty Approved for Rank Promotion	12	1	7

**RANK PROMOTION**  
Chadron State College  
2007

Name	Division OR School	Present Rank AND Promotion Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years Experience at College Level (full-time ranked positions)
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.						
*Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.						
Bahr, Kathleen	English and Humanities	Associate Professor to Professor	Ph.D.	0	13	13
Blundell, Patricia	Education	Associate Professor to Professor	Ed.D.	0	10	10
Donahue, Mary	Visual and Performing Arts	Assistant Professor to Associate Professor	M.F.A.	3	3	6
Fillmore, Bradley	Physical and Life Sciences	Assistant Professor to Associate Professor	Ph.D.	0	6	6
Hinesley, Gail	Counseling, Psychology, Social Work	Assistant Professor to Associate Professor	Ph.D.	3	2	5
Jackson, Allen	Human Performance	Instructor to Assistant Professor	M.S.E.	1	2	3
Kirsch, Kathleen	Comm. Arts	Assistant Professor to Associate Professor	Ph.D.	0	5	5

**RANK PROMOTION**  
Chadron State College  
2007 continued

Name	Division OR School	Present Rank AND Promotion Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years Experience at College Level (full-time ranked positions)
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.						
*Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.						
Koza, Richard	Business and Economics	Associate Professor to Professor	Ph.D.	1	9	10
Lockwood, Catherine	Social Sciences	Associate Professor to Professor	Ph.D.	2	11	13
Ritzen, Donna*	Human Performance	Instructor to Assistant Professor	M.A.E.	2	3	5
Schreuder, Joel	Music	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Stack, Robert	Mathematics	Associate Professor to Professor	E.D.	4	9	13

\*Condition: Contingent on the successful completion of the three credit course currently completing.

**RANK PROMOTION**  
 Peru State College  
 2007

Name	Division OR School	Present Rank AND Promotion Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years Experience at College Level (full-time ranked positions)
<p>* Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.</p> <p>* Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.</p>						
Galardi, Greg	Professional Studies	Instructor to Assistant Professor	M.S. and M.B.A.	0	3	3

**RANK PROMOTION**  
Wayne State College  
2007

Name	Division OR School	Present Rank AND Promotion Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years Experience at College Level (full-time ranked positions)
<p>* Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.</p> <p>* Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.</p>						
Blankenau, Joe	Natural & Social Sciences	Associate Professor to Full Professor	Ph.D.	2	9	11
Geisert, Cameron	Natural & Social Sciences	Instructor to Assistant Professor	M.S.E.	0	5	5
Jensen, Gwen	Arts and Humanities	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Lichty, Dennis	Education and Technology	Associate Professor to Full Professor	Ed.D	0	12	12
Nicholson, Lori	Business and Technology	Instructor to Assistant Professor	M.S.	0	6	6
Walker, Karen	Natural and Social Sciences	Associate Professor to Full Professor	Ph.D.	3	9	12
Willis, Keith	Education and Technology	Associate Professor to Full Professor	Ph.D.	2	8	10

### Impact of Tenure

	Total Full-time Faculty	Tenured Faculty	Tenure Awarded 2007	Result of 2007 Tenure Awarded	% of Faculty with Tenure
Chadron					
Men	65	27 (42%)	4	31 (48%)	
Women	40	12 (30%)	0	12 (30%)	41%
Peru					
Men	30	17 (57%)	2	19 (63%)	
Women	17	2 (12%)	0	2 (12%)	45%
Wayne					
Men	71	52 (73%)	0	52 (73%)	
Women	59	35 (59%)	1	36 (61%)	68%
System Total					
Men	167	96 (57%)	6	102 (61%)	
Women	116	49 (42%)	1	50 (43%)	54%



**TENURE**  
Chadron State College  
2007

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at institution in tenure-track positions
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor or above.					
Cary, Philip	Mathematical Sciences	Assistant Professor	M.S.	0	6
Fillmore, Bradley*	Physical and Life Sciences	Assistant Professor	Ph.D.	0	6
Hyer, Joel	Social Sciences	Assistant Professor	Ph.D.	0	6
Swanke, Thomas	Business and Economics	Associate Professor	Ph.D.	0	6

\*Condition: Complete terminal degree no later than the issuance of contracts in April 2007.

**TENURE**  
Peru State College  
2007

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at institution in tenure-track positions
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor or above.					
Barger, Michael	Arts and Sciences	Associate Professor	Ph.D.	0	6
Welsh, Dennis	Arts and Sciences	Associate Professor	Ph.D.	1	6

**TENURE**  
Wayne State College  
2007

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at institution in tenure-track positions
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor or above.					
Christensen, Linda	Arts and Humanities	Assistant Professor	Ph.D.	0	6

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair  
Gary Bieganski  
Michael Jacobsen*

April 12-13, 2007

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**ACTION: Approve the 2007-08 salary policy as follows:**

**Unionized Faculty (SCEA):** As per collective bargaining Agreement (4.00% increase over the existing 2006-07 salary for all bargaining unit members with satisfactory performance).

**Unionized Professional Staff (NSCPA):** As per collective bargaining Agreement (4.00% increase over the existing 2006-07 salary for all bargaining unit members with satisfactory or better performance. For those unit members who qualify in accordance with the NSCPA Salary Guidelines appended to the negotiated agreement, a salary adjustment may be made in addition to the negotiated 4.00% increase to recognize length of satisfactory service).

**Unionized Support Staff (NAPE):** As per collective bargaining Agreement (4.00% increase over the existing 2006-07 salary for all bargaining unit members with satisfactory or better performance. For those unit members who qualify in accordance with the provisions outlined in the NAPE Salary Guidelines, appended to the negotiated agreement, a salary adjustment may be made in addition to the negotiated 4.00% increase to recognize length of satisfactory service).

**Non-unionized Professional Staff:** Each college and the System Office is authorized to provide a salary increase of 4.00% over the existing 2006-07 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 4.00% over the existing 2006-07 salary base to each non-union support staff employee with satisfactory performance.

Core Value: Recruit and Retain Quality Faculty and Staff  
Priority: Educational Excellence  
Strategy: 4

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In addition to the salary increases specified above, Board Policy 5405 calls for the employer contribution to the retirement plan to remain at 8.0%.

## Academic, Personnel & Student Affairs Committee

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

**ACTION: Approve the program review recommendations relating to each degree program and forward the report to the Nebraska Coordinating Commission for Postsecondary Education as follows:**

**Chadron State College:**

**Range Management**– continue the program  
**Biology**-continue the program  
**Health Sciences**-continue the program  
**Information Science & Technology**-continue the program  
**Applied History**-continue the program  
**History**-continue the program  
**Social Work**-continue the program  
**Interdisciplinary Studies**-continue the program  
**Communication Arts**-continue the program

**Peru State College:**

**Natural Sciences**-continue the program  
**Social Science**-continue the program  
**Psychology**-continue the program  
**Liberal Arts**-continue the program

**Wayne State College:**

**Life Sciences** – continue the program  
**Computer Science**-continue the program  
**Computer Information Systems**-continue the program  
**History**-continue the program  
**Political Science**-continue the program  
**Sociology**-continue the program  
**Speech Communications**-continue the program

Core Value: Assure Financial, Programmatic, and Geographic Access to NSCS Institutions  
 Priority: Education Excellence  
 Strategies: 1, 5  
 Goals: g, j

## PROGRAM REVIEW PROCESS

Each academic major is analyzed using criteria and productivity thresholds established by the Coordinating Commission for Postsecondary Education. Each review includes a recommendation to continue the program, take steps to initiate a process to eliminate the program, perform an in-depth review, or take other action.

## 2.4.-2

The review includes consideration of the annual number of graduates in the major and in the department of the major. The average of the prior five years is reported for the number of graduates in the major. Production threshold requirements are met if the average number of graduates per year is seven (7) for the baccalaureate degree, five (5) for the masters, and four (4) for the specialist degree.

The review also includes consideration of student credit hours, headcount enrollment and related data annually generated in the department. Student credit hour production per FTE faculty assigned to the department is reported as a mean of the prior five-year period with 300 SCH/FTE required annually at the baccalaureate level and above.

A program meets productivity requirements if either the number of graduates or the number of credit hours generated per faculty FTE meet the thresholds outlined above.

Also considered is whether the existing instructional program is consistent with the institution's role and mission and the Comprehensive Statewide Plan of the NCCPE. In addition, the review considers whether there are sufficient institutional resources to support the program, whether those resources are utilized efficiently, and whether there is evidence of quality in the program.

Attached is a copy of Board Policy 4200 relating to the process for reviewing existing programs.

Following that is a summary of the program data and recommendations for programs reviewed in 2006.

**ACADEMICS, NEBRASKA STATE COLLEGES****POLICY: 4200****Program Review****Page 1 of 1****BOARD POLICY**

Existing programs shall be reviewed on a regular basis by each State College. Such review shall be for the purpose of determining the quality and effectiveness of each program, the efficiency with which each is delivered, and for the purpose of avoiding unnecessary duplication. Such review shall be consistent with state statutes and shall contain both qualitative and quantitative measures.

**PROCEDURE**

Review criteria for existing instructional programs shall include the following elements which are consistent with the review requirements of the Coordinating Commission for Postsecondary Education:

1. Centrality to the role and mission of the College;
2. Consistency with the Nebraska Statewide Comprehensive Plan;
3. Objective evidence of need and demand;
4. Adequacy of available and anticipated resources to support the program and indicators of program quality, such as:
  - a. Faculty and faculty-related resources;
  - b. Library resources;
  - c. Physical facilities and instructional equipment;
  - d. Fiscal resources and costs;
  - e. Specific actions and strategies to improve recruitment and retention of minorities and other under-represented groups; student financial aid; transfer of credit; and economic development considerations as appropriate;
  - f. Accreditation;
  - g. Number of graduates, credit hour production, placement rates, number of students to pursue advanced study, numbers of majors, service to non-majors; and
  - h. Any additional information to assist the Board in determining the quality and effectiveness, efficiency, and non-duplicative aspects of each program.

Each College shall perform the review according to the criteria outlined above and shall present results to the Board for their review along with a determination and supporting documentation that each program reviewed either meets or does not meet the following criteria:

- a. Consistency with the College's role and mission;
- b. Consistency with the Statewide Comprehensive Plan;
- c. Has sufficient institutional resources to support the program; and
- d. Is of sufficient quality.

Copies of all accreditation reports are to be provided with the review. In the event that a program does not meet all of the above-mentioned criteria, the College shall provide the Board with recommendations for terminating the program or for taking corrective action that will improve and justify continuance of the program.

Legal Reference: RRS 85-9  
 Policy Adopted: 3/6/85  
 Policy Revised: 6/5/93

Constitution of the State of Nebraska

**Program Review Summary  
April 2007**

<b>PROGRAM</b>	<b>Degree(s)</b>	<b>GRADUATES IN MAJOR (MEAN)</b> 7.0 Bachelor 5.0 Masters 4.0 Specialist	<b>SCH/FTE IN DEPARTMENT (MEAN)</b> 300	<b>COLLEGE RECOMMENDATION</b>	<b>SYSTEM OFFICE RECOMMENDATION</b>
<b>CHADRON STATE COLLEGE</b>					
Ag/Range Management	(BS)	9.2	536.30	Continue	Continue
Applied History	(BA)	.4	203.33	Continue	Continue
Biology	(BS)	34	671.96	Continue	Continue
	(BSE)	3	671.96	Continue	Continue
Health Sciences	(BS)	5.6	671.96	Continue	Continue
Communication Arts	(BA)	.8	520.08	Continue	Continue
History	(BA)	6	892.16	Continue	Continue
	(BSE)	3.6	892.16	Continue	Continue
Information Science & Technology	(BA)	6.2	410.59	Continue	Continue
Interdisciplinary	(BA)	12	NA	Continue	Continue
Social Work	(BA)	5.8	305.10	Continue	Continue
<b>PERU STATE COLLEGE</b>					
Liberal Arts	(BS)	1.3	1057	Continue	Continue
Natural Science	(BS)	10	494	Continue	Continue
Psychology	(BS)	19	562	Continue	Continue
Social Science	(BS)	12	474	Continue	Continue
<b>WAYNE STATE COLLEGE</b>					
Computer Information Systems	(BA)	0	444	Continue	Continue
	(BS)	17.8	444	Continue	Continue
Computer Science	(BA)	0	356	Continue	Continue
	(BS)	6	356	Continue	Continue
History	(BA)	.4	741	Continue	Continue
	(BS)	4.6	741	Continue	Continue
Life Sciences	(BA)	.2	421	Continue	Continue
	(BS)	18.4	421	Continue	Continue
Political Science	(BA)	.8	583	Continue	Continue
	(BS)	4.8	583	Continue	Continue
Sociology	(BA)	.8	599	Continue	Continue
	(BS)	11.2	599	Continue	Continue
Speech Communication	(BA)	1.4	432	Continue	Continue
	(BS)	15.8	432	Continue	Continue



Program Review 2006-07  
Nebraska State College System

Comments  
April 2007

## **CHADRON STATE COLLEGE**

### Ag/Range Management

Recommendation: Continue the program – This program meets the threshold number for graduates with 9.2 on average at the undergraduate level and 536.3 SCH/FTE on average for faculty.

### Applied History

Recommendation: Continue the program – This program does not meet the graduate or SCH/FTE threshold as it is a program implemented in the Fall of 2002. This is currently the only museum program in the State of Nebraska as well.

### Biology, including Health Sciences

Recommendation: Continue the program – This program meets the threshold for graduates at the undergraduate level with 34 Bachelor of Science degree graduates on average, 3 Bachelor of Science education degree graduates on average and 5.6 Bachelor of Science degree graduates on average in Health Sciences.

### Communication Arts

Recommendation: Continue the program – As this program is a newly developed comprehensive major with options in Communication, Journalism and Public Relations in 2004, it does not meet the graduate or SCH/FTE thresholds. Currently there are .8 graduates on average at the undergraduate level and 520.08 SCH/FTE on average for faculty.

### History

Recommendation: Continue the program – This program meets the threshold for graduates and SCH/FTE. The history program is also a crucial component of the baccalaureate focus of the institution, including the college's General Studies curriculum.

### Information Science & Technology

Recommendation: Continue the program – This program does not meet the average undergraduate threshold with 6.2, however, it does meet the SCH/FTE threshold with an average of 410.59.

### Interdisciplinary

Recommendation: Continue the program – The number of graduates meets the undergraduate threshold at 12. This program continues to play an important role in fulfilling the college's role and mission. The program is vital in meeting the divergent and specialty educational needs of the region particularly among the adult population.

## 2.4.-6

### Social Work

Recommendation: Continue the program – At 305.10, the SCH/FTE threshold is met. The program should be continued as the number of social workers is steadily increasing as outlined in various reports discussing the appalling number of child abuse cases in Nebraska.

## PERU STATE COLLEGE

### Liberal Arts

Recommendation: Continue the program – This degree was developed in 2003 to provide a more flexible option for students who desire a pre-professional track or are looking for a more flexible degree that will provide a broad intellectual foundation for future work or academic pursuits.

### Natural Science

Recommendation: Continue the program – This degree meets both the graduate and SCH/FTE thresholds with 10 and 494 respectively.

### Psychology

Recommendation: Continue the program – This degree meets both the graduate and SCH/FTE thresholds with 19 and 562 respectively.

### Social Science

Recommendation: Continue the program – This degree meets both the graduate and SCH/FTE thresholds with 12 and 474 respectively.

## WAYNE STATE COLLEGE

### Mass Communications

Recommendation: Continue the program as it meets all the criteria with 17.8 graduates and 444 SCH/FTE on average for faculty. The program is a strong, vibrant academic program.

### Computer Science

Recommendation: Continue the program. This program meets the SCH/FTE threshold with 356 SCH/FTE on average for faculty. The number of graduates (6) is narrowly below the graduate threshold due to a lower number of graduates in 2004-2005.

History

Recommendation: Continue the program. SCH/FTE threshold is met at 741 on average for faculty. The number of history/history education majors has averaged 56.5 over the past academic year. History is the largest component of the Social Science Field Endorsement.

Life Sciences

Recommendation: Continue the program. This degree meets both the graduate and SCH/FTE thresholds with 18.6 and 421 respectively.

Political Science

Recommendation: Continue the program. This degree meets the SCH/FTE threshold with 583 on average for faculty. The Comprehensive Statewide Plan cites the importance of global awareness, articulation, regional education, collaboration and partnerships with area businesses, organizations and public agencies. Therefore, the political science faculty have established collaborative links with faculty in other social science disciplines, other departments and in the community and region. The faculty tailor their research agendas to provide service to the region.

Sociology

Recommendation: Continue the program. This degree meets both the graduate and SCH/FTE thresholds with 12 and 599 respectively.

Speech Communication

Recommendation: Continue the program. This degree meets both the graduate and SCH/FTE thresholds with 17.2 and 432 respectively.

**Academic, Personnel and Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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**ACTION:        Approve Proposed Political Science Minor at Peru State College**

Mission: The Nebraska State Colleges offer high quality, accessible undergraduate degrees, graduate degrees, and programs that serve the state, benefit individuals, and promote the public good.

Core Values: Provide a Stimulating, Caring, and Enriching Learning Experience

Meet the Changing Needs of Our Students and the State

Assure Financial, Programmatic, and Geographic Access to NSCS Institutions

Priority: Educational Excellence

Strategies: 1, 5

Goals: g, j

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This proposal has been prepared in response to college approval for a minor in political science. The minor was approved by PSC on September 13, 2006.

The political science minor extends the choices of minors available to the PSC student body. A major in political science would require a significant investment by the college for additional courses and faculty; however, a minor can be achieved with little fiscal impact.

A number of political science courses are currently offered for students enrolled in the social science teaching endorsement or the liberal arts degree program. There are also a number of students pursuing a pre-law program who are enrolled in political science courses.

The political science minor will be available as an online program with courses offered on a rotational basis. The development and approval of the minor required the addition of only two courses to the existing inventory of political science courses. The internship class, one of the two newly developed courses, has been discussed for several years. PSC has recently had three students complete internships at the Unicameral. These students had to enroll for the internship under the humanities program since the political science program was not available. A political science program better reflects the objectives of the internship.

Based on interviews with current and prospective students, an interest in this minor does exist. Student comments tend to highlight the need for additional choices and the ability to combine a major with a minor that focuses on personal academic interest. Projected enrollment is expected to range from 5 – 10 students per graduating class.

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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**ACTION: Final Round Approval of Proposed Changes to Board Policy 5011  
Employment Contract; Presidents and Chancellor**

Priority: Educational Excellence

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Policy 5011 has been revised to conform in part with Board Policy 5200 Dismissal; Chancellor or State College President.

Attached is a copy of Policy 5011 with the proposed changes.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEMS

POLICY: 5011

Employment Contract;  
Presidents and ~~Executive Director~~ Chancellor

Page 1 of 1

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**BOARD POLICY**

The following policy shall apply in written contracts of employment with the ~~Executive Director~~ Chancellor or any State College President.

1. Initial contracts for an ~~Executive Director~~ Chancellor or President shall be for a period of two years. Salary increments shall be determined annually. An incumbent may be dismissed during the contract period for adequate cause.
2. Contracts may be renewed at the discretion of the Board of Trustees. Such renewal shall be for a one-year period. Salary increments shall continue to be determined annually. Written notice of non-renewal shall be given by June 30 prior to the final contract year. No advance notice shall be required in the event of dismissal for adequate cause.
3. During the final contract year, the ~~Executive Director~~ Chancellor or President may be reassigned administrative or other duties at one of the State Colleges or in the System Office. An alternate arrangement may be negotiated which is mutually agreeable to the person involved and the Board that may involve relinquishing the office prior to the lapse of one year, with the Board purchasing the remainder of the contract, up to a maximum of six months. This provision shall not apply where dismissal is a result of malfeasance or gross neglect of duty.

Policy Adopted: 1/28/77  
Policy Revised: 10/30/87  
Policy Revised: 6/5/93  
Policy Revised: 11/11/95  
Policy Revised: 4/13/07

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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**ACTION: Final Round Approval of Proposed Changes to Board Policy 4001 Weekly Class Schedule and Starting Times**

Core Value: Meet the Changing Needs of Our Students and the State  
Priority: Financial Strength  
Strategy: 3

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Policy 3050 has been revised to incorporate the Peru State College permanent schedule changes approved by the Board of Trustees at the September 14-15, 2006 Board meeting.

Attached is a copy of Policy 4001 with the proposed changes.

## 2.7.-2

### ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4001 College Calendar

Page 1 of 1

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#### BOARD POLICY

All units of the Nebraska State College System will utilize the same semester calendar and class starting times within the following procedures.

#### PROCEDURE

The System Executive Council will be responsible to review and make recommendations to the Board on any matters regarding the academic calendar.

#### Academic Year Calendar Guidelines:

1. Fall classes will have starting dates between August 20 and August 27.
2. The first semester will end prior to December 22.
3. Each semester will consist of 15 weeks of instruction, plus one week for final exams.
4. Labor day will be observed and no classes will meet that Monday.
5. Fall mid-term break will be observed the Monday and Tuesday following mid-term, which will follow the Friday of the eighth week of the semester.
6. Fall break will be observed and no classes will meet on the fourth Thursday and Friday of November.
7. Fall commencement will be held on Friday of the week the semester ends.
8. Spring mid-term break will be observed Monday through Friday the week following mid-term, which will follow the Friday of the eighth week of the semester.
9. Spring commencement will be held on Saturday of the week the semester ends.

#### Class Starting Times Schedule

1. ~~Monday, Wednesday and Friday day classes will begin on the hour.~~ Classes fifty (50) minutes in length shall begin on the hour with ten (10) minutes between classes.
2. ~~Tuesday and Thursday day eClasses will~~ consisting of 75 minutes in length ~~beginning at 8:00 a.m shall begin on the hour or half-hour.~~ with 15 minutes between classes.
3. For inter-institutional evening courses delivered by telecommunications, class times will be announced nine (9) months in advance for the convenience of all students and campuses.

#### Summer Sessions:

1. Summer session calendars are to be developed to assure comparable contact hours of instruction for credit earned as required for the academic year.

Policy Adopted: 1/28/77

Policy Revised: 6/5/93

Policy Revised: 8/29/97

Policy Revised: 4/13/07



**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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**ACTION: Authorize the Chancellor to Renew the Current Insurance Coverages in the Most Cost-Effective Manner**

Priority: Financial Strength

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Each year the Board is required to renew insurance coverages for the coming year in order to provide financial protection against operational risks. Most of the coverages have a July 1<sup>st</sup> renewal date. Renewal applications have been filed and coverage quotes are expected in the coming months. A summary report will be provided when coverages are in place. The following is a listing of coverages.

Comprehensive General Liability

Umbrella Liability

Property/Casualty – includes boiler and crime

Directors and Officers Liability

Athletic Injury/Catastrophic

Athletic Participant Legal Liability

Travel Accident

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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**ACTION:                    Accept Report of Personnel Actions**

Priority: Educational Excellence

Strategy: 1

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Board Policy 5021 states that all full-time (0.75 FTE or more) and part-time (less than .75 FTE) personnel appointments, overload assignments and summer school contract extensions be approved by the Presidents and reported to the Chancellor. The Board is asked to review and accept this report to establish a record of such action.

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>RANKED FACULTY (FULL-TIME / .75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Indicate Type of Appointment: <b>Tenured --</b> <b>Specific Term --</b> * Non-Tenure Track * Probationary Tenure Track <b>Special --</b> * Interim * Temporary * Grant/Federally Funded
Asmussen, Kelly	School of Professional Studies	Professor	\$1,200	State	01/31/07	.10 AY	Stipend, Online Course Develop. CJUS 49049A	Special
Asmussen, Kelly	School of Professional Studies	Professor	Per 2007-2008 SCEA contract	State	01/07/08-05/10/08	1 AY	Research Sabbatical Leave, Spring Semester 2008	N/A
Crook, Sara	School of Arts and Sciences	Professor	\$750	State	02/28/07	1 AY	Stipend, serve as Coordinator for History Day	Special
Davis, Spencer	School of Arts and Sciences	Professor	\$1,200	State	08/31/07	.10 AY	Stipend, Online Course Develop. HIST 371	Special
Galardi, Greg	School of Professional Studies	Instructor	\$1,200	State	03/31/07	.10 AY	Stipend, Online Course Develop. MGMT 60149X	Special
Grotrian, Judy	School of Professional Studies	Associate Professor	\$750	State	02/28/07	1 AY	Stipend, serve as Coordinator for PSC High School Business Contest	Special
Hinrichs, Paul	School of Professional Studies	Associate Professor	\$650	State	02/28/07	1 AY	Stipend, added duties	Special
Wray, Patrick	School of Professional Studies	Instructor	\$2,400	State	02/28/07	.20 AY	Stipend, Online Course Develop. And Revision, BUS 42049A, BUS 45149A	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>UNIONIZED PROFESSIONAL STAFF (FULL-TIME / .75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Indicate Type of Appointment: <b>Specific Term--</b> * Probationary ( 3 yrs) * Non-Probationary <b>Special --</b> * Interim * Temporary * Grant/Federally Funded
Christiansen, Heath	Graphic Design Artist – Digital	N/A	\$31,457 pro-rated	State	03/01/07-06/30/07	1 FY	Temporary reassignment	Special
Pate, Kimberly	Graphic Design Artist-Digital	N/A	\$31,457 pro-rated	State	01/12/07	1 FY	Resignation	N/A

<b>NON-UNIONIZED PROFESSIONAL STAFF (FULL-TIME / .75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Indicate Type of Appointment: <b>Specific Term</b> <b>Special --</b> * Interim * Temporary * Grant/Federally Funded
Fisher, Sandy	Majors Gifts Officer	N/A	\$60,000 pro-rated	PSC Found.	03/19/07	1 FY	Appointment	N/A
Fortney, Patrick	Associate Dean, School of Arts and Sciences	N/A	\$65,000 pro-rated	State	01/01/07-06/30/07	1 FY	Reorganization, New Assignment	Special
Roberts, Laura	School of Professional Studies	N/A	\$150/student to 10; \$102/student over 10	State	08/20/07-10/12/07; 10/22/07-12/14/07	.20 AY	PSYC 25049X, PSYC 25049Y	Special
Willis, Micki	School of Professional Studies	N/A	\$150/student to 10; \$102/student over 10	State	03/12/07-05/04/07	.10 AY	BUS 41449W	Special
Wood, Zoon	Developmental Studies/Director of Diversity Program	N/A	\$37,251	State	07/01/06-06/30/07	.84 AY	Title Change only to reflect NSCPA guidelines	Specific

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Type of Appointment: <b>Special --</b> * Part-Time
Brand, Lesa	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/20/07- 02/16/07; 02/03/07- 03/02/07	.20 AY	EDUC 533AHZ, EDUC 623BAZ	Special, Part-Time
Breed, Roger	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/06/07- 02/02/07; 03/17/07- 04/13/07	.20 AY	EDUC 600BBZ, EDUC 669AGZ	Special, Part-Time
Brizuela, Francisco	School of Education/ Graduate Studies	N/A	\$50/student/ cr.hr. to 10, \$34/student/ cr.hr. above 10	State	03/12/07- 03/30/07	.03 AY	INS 50049Y	Special, Part-Time
Campbell, Jacquelyn	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07	.10 AY	EDUC 51249X	Special, Part-Time
Childers, Colleen	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	02/17/07- 03/16/07	.10 AY	EDUC 552AHZ	Special, Part-Time
Crosby, Sharon	School of Arts and Sciences	N/A	\$50/student/ cr.hr., to 10, \$34/student/ cr.hr. above 10	State	01/08/07- 05/04/07	.10 AY	ENG 20249A	Special, Part-Time
Edson, Mary	School of Professional Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07	.10 AY	BUS 353	Special, Part-Time
Emanuel, Diane	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	03/12/07- 05/04/07	.10 AY	EDUC 33149Y	Special, Part-Time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Type of Appointment: <b>Special --</b> * Part-Time
Feldmann, Ann	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/20/07- 02/16/07; 03/17/07- 04/13/07; 03/12/07- 05/04/07	.30 AY	EDUC 551AHZ, EDUC 553AEZ, EDUC 55649Y	Special, Part-Time
Gosch, Robert	School of Arts and Sciences	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07; 01/08/07- 05/04/07	.20 AY	HIST 11449V, HIST 11449A	Special, Part-Time
Haney, John	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07; 03/12/07- 05/04/07	.20 AY	SPED 50049X, SPED 54049Y	Special, Part-Time
Havel, Angela	School of Arts and Sciences	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 05/04/07	.10 AY	ENG 20249A	Special, Part-Time
Hodge, Vicki	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/20/07- 02/16/07; 02/17/07- 03/16/07; 03/17/07- 04/13/07	.30 AY	EDUC 533AGZ, EDUC 540AEZ, EDUC 669AHZ	Special, Part-Time
Hogue, Rita	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/20/07- 02/16/07	.10 AY	SPED 500ACZ	Special, Part-Time
McGee, Mary	School of Education/ Graduate Studies	N/A	\$50/student/ cr.hr. to 10; \$34/student/ cr.hr. over 10	State	03/17/07- 04/13/07	.10 AY	EDUC 530ACZ	Special, Part-Time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Type of Appointment: <b>Special --</b> * Part-Time
Means, Kelly	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/20/07- 02/16/07; 02/17/07- 03/16/07; 01/08/07- 03/02/07	.30 AY	EDUC 551AGZ, EDUC 552AEZ, EDUC 55249X	Special, Part-Time
Popelka, Susan	School of Professional Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07	.10 AY	BUS 35349V	Special, Part-Time
Radell, David	School of Arts and Sciences	N/A	\$150/student to 10; \$102/ student over 10	State	03/12/07- 05/04/07	.10 AY	MATH 34049Y	Special, Part-Time
Robke, Gregg	School of Education/ Graduate Studies	N/A	\$60/student/ cr.hr. to 13; \$710/cr.hr. for 13 or more	State	04/26/07- 04/27/07	.03 AY	INS 59055A	Special, Part-Time
Thompson, Gary	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	03/17/07- 04/13/07	.10 AY	EDUC 669AEZ	Special, Part-Time
Warrick, Phil	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	02/17/07- 03/16/07	.10 AY	EDUC 623ACZ	Special, Part-Time
Wiederhold, Dick	School of Education/ Graduate Studies	N/A	\$150/student to 10; \$102/ student over 10	State	01/08/07- 03/02/07; 01/08/07- 03/02/07; 03/12/07- 05/04/07	.30 AY	EDUC 60549X, EDUC 66949X, EDUC 60049Y	Special, Part-Time
Yarrington, Jonathan	School of Arts and Sciences	N/A	\$500/cr.hr. (x9.67)	State	01/08/07- 05/04/07	.32 AY	Applied Music Voice	Special, Part-Time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Type of Appointment: <b>Special -- * Part-Time</b>
Anderson, Marian	School of Education/ Graduate Studies	N/A	\$400	State	01/08/07- 05/04/07	.03 AY	Student Teaching Supervision	Special, Part-Time
Bennett, Shelby	School of Education/ Graduate Studies	N/A	\$2,400	State	01/08/07- 05/04/07	.20 AY	Student Teaching Supervision	Special, Part-Time
Carnes, Gerald	School of Education/ Graduate Studies	N/A	\$1,200	State	01/08/07- 05/04/07	.10 AY	Student Teaching Supervision	Special, Part-Time
Cloud, Megan	School of Education/ Graduate Studies	N/A	\$400	State	01/08/07- 05/04/07	.03 AY	Student Teaching Supervision	Special, Part-Time
Engel, Linda	School of Education/ Graduate Studies	N/A	\$2,450	State	01/08/07- 05/04/07	.19 AY	Student Teaching Supervision	Special, Part-Time
Fenster, Rolland	School of Education/ Graduate Studies	N/A	\$850	State	01/08/07- 05/04/07	.07 AY	Student Teaching Supervision	Special, Part-Time
Fethkenher, Larry	School of Education/ Graduate Studies	N/A	\$4,450	State	01/08/07- 05/04/07	.38 AY	Student Teaching Supervision	Special, Part-Time
Hicks, Russ	School of Education/ Graduate Studies	N/A	\$475	State	01/08/07- 05/04/07	.04 AY	Student Teaching Supervision	Special, Part-Time
Hogue, Rita	School of Education/ Graduate Studies	N/A	\$2,600	State	01/08/07- 05/04/07	.21 AY	Student Teaching Supervision	Special, Part-Time
Hutton, Ken	School of Education/ Graduate Studies	N/A	\$800	State	01/08/07- 05/04/07	.07 AY	Student Teaching Supervision	Special, Part-Time
Lester, Virginia	School of Education/ Graduate Studies	N/A	\$400	State	01/08/07- 05/04/07	.03 AY	Student Teaching Supervision	Special, Part-Time
Lucky, Rosemary	School of Education/ Graduate Studies	N/A	\$600	State	01/08/07- 05/04/07	.05 AY	Student Teaching Supervision	Special, Part-Time
Meyer, Della	School of Education/ Graduate Studies	N/A	\$850	State	01/08/07- 05/04/07	.07 AY	Student Teaching Supervision	Special, Part-Time
Mosser, Gloria	School of Education/ Graduate Studies	N/A	\$900	State	01/08/07- 05/04/07	.08 AY	Student Teaching Supervision	Special, Part-Time
Rice, Robert	School of Education/ Graduate Studies	N/A	\$250	State	01/08/07- 05/04/07	.02 AY	Student Teaching Supervision	Special Part-Time
Seim, Sharon	School of Education/ Graduate Studies	N/A	\$1,200	State	01/08/07- 05/04/07	.10 AY	Student Teaching Supervision	Special, Part-Time
Simpson, Ivan	School of Education/ Graduate Studies	N/A	\$400	State	01/08/07- 05/04/07	.03 AY	Student Teaching Supervision	Special, Part-Time
Thompson, Gary	School of Education/ Graduate Studies	N/A	\$4,800	State	01/08/07- 05/04/07	.41 AY	Student Teaching Supervision	Special, Part-Time



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Peru State College**

**MEETING DATE: April 13, 2007**

<b>UNIONIZED SUPPORT STAFF</b> (FULL-TIME / .75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Indicate Type of Appointment: <b>Special --</b> * Probationary (6 months) <b>Specific Term --</b> * Non-Probationary
Jones, Barbara	Office Assistant II	N/A	\$1,664/month	State	03/01/07	1 FY	Appointment	N/A
Knight, Cathy	Custodian	N/A	\$1,424/month	State	03/01/07	1 FY	Appointment	N/A
Oldfield, Rebecca	Custodian	N/A	\$1,424/month	State	03/19/07	1 FY	Appointment	N/A
Reeves, Karena	Custodian	N/A	\$1,424/month	State	01/03/07	1 FY	Resignation	N/A
Rowell, Heather	Custodian	N/A	\$1,424/month	State	01/11/07	1 FY	Resignation	N/A
Yost, Jill	Accounting Clerk II	N/A	\$1,648/month	State	02/19/07	1 FY	Resignation	N/A

<b>NON-UNIONIZED SUPPORT STAFF</b> (FULL-TIME / .75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Effective Date	FTE	Reason for Change	Type of Appointment: <b>Special</b>
Fisher, Sandy	Office Assistant IV	N/A	\$31,720	State	03/16/07	1 FY	Resignation	N/A

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

**MEETING DATE: April 13, 2007**

<b>RANKED FACULTY</b>								
<b>(FULL-TIME/.75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bare, Charles	Arts & Sciences; Mathematical Sciences	Emeriti	0.00	NA	5/5/2007	NA	Emeritus	Tenured
Krogel, Alison	Arts & Sciences; English & Humanities	Assistant Professor	39,000.00 AY	State	08/17/2006 - 05/05/2007	1.00	Resignation	Specific Term - Probationary Tenure Track
Lurvey, John	Arts & Sciences; Communication Arts	Instructor	53,625.00 AY	State	08/29/1977 - 05/05/2007	1.00	Early Retirement Incentive Program; Policy 5401	Tenured
Lurvey, John	Arts & Sciences; Communication Arts	Emeriti	0.00	NA	5/5/2007	NA	Emeritus	Tenured
Rankin, Samuel	Arts & Sciences; Social Sciences	Board of Trustees Professor & President Emeritus	30,474.00 AY	State	Fall 2007 - Summer 2010	0.33	Phased Retirement	Tenured
Winkle, Carola	Arts & Sciences; Music	Instructor	36,685.00 AY	State	08/24/1988 - 05/05/2007	1.00	Resignation	Specific Term - Probationary Tenure Track

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

**MEETING DATE: April 13, 2007**

<b>UNIONIZED PROFESSIONAL STAFF</b>								
<b>(FULL-TIME/.75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bains, Jaskaran	Athletics; Assistant Coach	NA	10,540.00 (24,000.00) FY	State	01/19/2007 - 06/30/2007	0.83	Position Restructured; New Appointment; Replaces Jim Wiese	Special - Probationary
Burke, Melissa	Athletics; Administrative Assistant	NA	12,709.00 (30,500.00) FY	State	02/01/2007 - 06/30/2007	1.00	Position Restructured; New Appointment; Replaces Kay Demaree	Special - Probationary
Collins, Joby	Computer Services; Database Administrator	NA	14,370.00 (43,110.00) FY	State	03/01/2007 - 06/30/2007	1.00	Position Restructured; New Appointment; Replaces Mark Howard	Specific Term - Non-Probationary
Gonzales, Frances	Student Academic Success Services; Tutorial Services Counselor	NA	15,680.00 (37,631.00) FY	State	02/01/2007 - 06/30/2007	0.83	Additional Duties	Specific Term - Non-Probationary
Hunter, Joann	Project STRIVE; Licensed Student Counselor	NA	38,204.00 FY	Grant	09/01/2006 - 08/31/2007	1.00	Revised contract to reflect 1.00 FTE	Specific Term - Non-Probationary
Howard, Mark	Computer Services; Database Administrator	NA	18,000.00 (43,200.00) FY	State	02/01/2007- 06/30/2007	1.00	Position Restructured; New Appointment; Replaces Corey Sendel	Specific Term - Probationary

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

**MEETING DATE: April 13, 2007**

<b>NON-UNIONIZED PROFESSIONAL STAFF</b>								
<b>(FULL TIME/.75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Andersen, Tom	Athletics; Head Women's Basketball Coach	NA	46,120.00 FY	State	08/19/1994 - 06/30/2007	1.00	Resignation	Specific Term - Non-Probationary
Bayne, Deann	Extended Campus Programs; Director, Extended Campus Programs	NA	13,334.00 (40,000.00) FY	State	03/01/2007 - 06/30/2007	1.00	New Appointment; Replaces Aimee VanderFeen	Special Appointment
Bayne, Deann	Extended Campus Programs; External Program Facilitator	NA	35,463.00 FY	State	10/02/2006 - 02/28/2007	1.00	Resignation	Special Appointment
Conway, Joleen	Child Development Center; Interim Child Care Center Teacher	NA	9,536.00 (21,150.00) FY	Non-State	1/22/2007 - 06/30/2007	0.90	New Position Received Chancellor Approval	Special Appointment - Interim

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

**MEETING DATE: April 13, 2007**

<b>RANKED FACULTY</b>								
<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bentz, Laura	Arts & Sciences; Visual & Performing Arts	Assistant Professor	814.00 AY	State	08/18/2006 - 05/05/2007	0.03	Appointment; Overload	Special
Bird, Richard	Arts & Sciences; Visual & Performing Arts	Professor	3,516.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special
Burke, Ronald	BEAMS; Business & Economics	Professor	4,068.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special
Carnot, Mary Jo	EHPCP&SW; Counseling, Psychology & Social Work	Assistant Professor	250.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; PSYC 438/538, 3 cr hrs, 1 site	Special
Cavin, Scott	Arts & Sciences; Visual & Performing Arts	Assistant Professor	2,643.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special
Cressy, Charles	BEAMS; Business & Economics	Professor	750.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; ACTG 430, 3 cr hrs, 3 sites	Special
Enos, Karen	EHPCP&SW; Education	Assistant Professor	668.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; EDUC 322, 2 cr hrs, 3 sites & EDUC 323, 2 cr hrs, 3 sites	Special
Fillmore, Brad	Arts & Sciences; Physical & Life Sciences	Assistant Professor	1,658.00 AY	State	08/18/2006 - 05/05/2007	0.07	Appointment; Overload	Special
Gardener, Clark	EHPCP&SW; Education	Professor	501.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; EDUC 321, 2 cr hrs, 3 sites	Special
Gaudet, Laura	EHPCP&SW; Counseling, Psychology & Social Work	Associate Professor	2,841.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

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<b>RANKED FACULTY</b>								
<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Haugland, Jerry	BEAMS; Business & Economics	Associate Professor	750.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; ACTG 342, 3 cr hrs, 3 sites	Special
Hoem, Bruce	EHPCP&SW; Counseling, Psychology & Social Work	Assistant Professor	668.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; SW 251, 4 cr hrs, 2 sites	Special
Hyer, Joel	Arts & Sciences; Social Sciences	Associate Professor	2,769.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special
Keith, Tim	Arts & Sciences; Physical & Life Sciences	Professor	4,524.00 AY	State	08/18/2006 - 05/05/2007	0.13	Appointment; Overload	Special
Koehn, James	BEAMS; Business & Economics	Assistant Professor	750.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; ACTG 433, 3 cr hrs, 3 sites	Special
Koza, Richard	BEAMS; Business & Economics	Associate Professor	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; FIN 330, 3 cr hrs, 2 sites	Special
Krogel, Alison	Arts & Sciences; English & Humanities	Assistant Professor	1,560.00 AY	State	08/18/2006 - 05/05/2007	0.03	Appointment; Overload	Special
Lambert, Adam	Arts & Sciences; Music	Assistant Professor	6,153.00 AY	State	08/18/2006 - 05/05/2007	0.27	Appointment; Overload	Special
Lewis-Fravel, Deborah	BEAMS; Applied Sciences	Assistant Professor	750.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; FCS 335; 3 cr hrs, 3 sites	Special
Madsen, Kim	BEAMS; Applied Sciences	Professor	1,096.00 AY	State	08/18/2006 - 05/05/2007	0.03	Appointment; Overload	Special
Margetts, James	Arts & Sciences; Music	Assistant Professor	1,393.00 AY	State	08/18/2006 - 05/05/2007	0.06	Appointment; Overload	Special

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<b>RANKED FACULTY</b>								
<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Mays, Roger	Arts & Sciences; Visual & Performing Arts	Associate Professor	974.00 AY	State	08/18/2006 - 05/05/2007	0.03	Appointment; Overload	Special
Nealeigh, Norma	BEAMS; Applied Sciences	Professor	2,266.00 AY	State	08/18/2006 - 05/05/2007	0.07	Appointment; Overload	Special
Peterson, G. Ann	EHPCP&SW; Education	Associate Professor	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; READ 635, 3 cr hrs, 3 sites	Special
Ritzen, Donna	EHPCP&SW; Health, Physical Education & Recreation	Instructor	2,142.00 AY	State	08/18/2006 - 05/05/2007	0.03	Appointment; Overload	Special
Rotherham, Terry	Arts & Sciences; Physical & Life Sciences	Instructor	1,522.00 AY	State	08/18/2006 - 05/05/2007	0.07	Appointment; Overload	Special
Schaefer, Sandy	Arts & Sciences; Music	Associate Professor	1,955.00 AY	State	08/18/2006 - 05/05/2007	0.07	Appointment; Overload	Special
Schreuder, Joel	Arts & Sciences; Music	Assistant Professor	1,082.00 AY	State	08/18/2006 - 05/05/2007	0.04	Appointment; Overload	Special
Serra, Jon	Arts & Sciences; Physical & Life Sciences	Assistant Professor	1,792.00 AY	State	08/18/2006 - 05/05/2007	0.07	Appointment; Overload	Special
Squier, Charles	EHPCP&SW; Education	Assistant Professor	250.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; SPED 337, 3 cr hrs, 1 site	Special
Squier, Cynthia	EHPCP&SW; Education	Instructor	1084.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; SPED 335, 4 cr hrs, 1 site & SPED 230, 3 cr hrs, 3 sites	Special

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<b>RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Stewart, Deborah	EHP&SW; Counseling, Psychology & Social Work	Assistant Professor	334.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; S W 330, 4 cr hrs, 1 site	Special
Swanke, Thom	BEAMS; Business & Economics	Associate Professor	3,180.00 AY	State	08/18/2006 - 05/05/2007	0.10	Appointment; Overload	Special
Swanke, Thom	BEAMS; Business & Economics	Associate Professor	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; FIN 432/532, 3 cr hrs, 2 sites	Special
Wentworth, Beth	BEAMS; Mathematical Sciences	Assistant Professor	250.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; MATH 137, 3 cr hrs, 1 site	Special
Wright, James	BEAMS; Business & Economics	Professor	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; BA 241, 3 cr hrs, 2 sites	Special



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<b>NON-RANKED FACULTY</b>								
<b>(PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Beatty, Margene	Extended Campus Programs	NA	600.00 AY	State	10/13/2006 - 10/14/2006	0.03	Appointment	Special - Part-time
Beshaler, Mary	EHPCP&SW; Counseling, Psychology & Social Work	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Beutler, Marian	Arts & Sciences; Visual & Performing Arts	NA	2,471.00 AY	State	01/08/2007 - 05/04/2007	0.13	Appointment	Special - Part-time
Businga, Penny	EHPCP&SW; Education	NA	2,700.00 AY	State	08/21/2006 - 12/15/2006	0.13	Appointment	Special - Part-time
Coates, Charollene	EHPCP&SW; Education	NA	1,688.00 AY	State	01/08/2007 - 05/04/2007	0.09	Appointment	Special - Part-time
Evans, Evan	BEAMS; Business & Economics	NA	6,075.00 AY	State	01/08/2007 - 05/04/2007	0.30	Appointment	Special - Part-time
Franey, Angel	Arts & Sciences; Physical & Life Sciences	NA	1,350.00 AY	State	01/08/2007 - 05/04/2007	0.07	Appointment	Special - Part-time
Gramberg, Merlyn	BEAMS; Applied Sciences	NA	675.00 AY	State	01/08/2007 - 05/04/2007	0.03	Appointment	Special - Part-time
Griffith, Maggie	EHPCP&SW; Counseling, Psychology & Social Work	NA	250.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; COUN 536, 3 cr hrs, 1 site	Special - Part-time
Griffith, Margaret	EHPCP&SW; Counseling, Psychology & Social Work	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Groves, Phillip	Athletics; Graduate Assistant	NA	6,000.00 AY	State	08/19/2006 - 02/02/2007	0.25	Resignation	Special - Part-time
Hoffman, William	EHPCP&SW; Health, Physcal Education & Recreation	NA	5,400.00 AY	State	01/08/2007 - 05/04/2007	0.27	Appointment	Special - Part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

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<b>NON-RANKED FACULTY</b>								
<b>(PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hytrek, Anthony	EHPCP&SW; Education	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Jolovich, Ed	EHPCP&SW; Education	NA	7,425.00 AY	State	01/08/2007 - 05/04/2007	0.37	Appointment	Special - Part-time
Jones, John	BEAMS; Applied Sciences	NA	4,050.00 AY	State	01/08/2007 - 05/04/2007	0.20	Appointment	Special - Part-time
Jones, Phyllis	EHPCP&SW; Education	NA	338.00 AY	State	01/08/2007 - 05/04/2007	0.01	Appointment	Special - Part-time
Kinney, Scott	EHPCP&SW; Education	NA	1,350.00 AY	State	01/08/2007 - 05/04/2007	0.07	Appointment	Special - Part-time
Klein, Marilyn	EHPCP&SW; Education	NA	1,350.00 AY	State	08/21/2006 - 12/15/2006	0.07	Appointment	Special - Part-time
LaGarry, Hannan	Arts & Sciences; Physical & Life Sciences	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Leach, Michael	EHPCP&SW; Counseling, Psychology & Social Work	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Leach, Michael	EHPCP&SW; Counseling, Psychology & Social Work	NA	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; COUN 532, 3 cr hrs, 2 sites	Special - Part-time
Lester, Virginia	EHPCP&SW; Education	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Martin, Benjamin	Athletics; Graduate Assistant	NA	6,000.00 AY	State	01/08/2007 - 05/04/2007	0.25	New Appointment	Special - Part-time
Martin, Norm	Arts & Sciences; Visual & Performing Arts	NA	2,464.00 AY	State	01/08/2007 - 05/04/2007	0.13	Appointment	Special - Part-time
McCartney, Barbara	EHPCP&SW; Health, Physical Education & Recreation	NA	675.00 AY	State	01/08/2007 - 05/04/2007	0.03	Appointment	Special - Part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

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<b>NON-RANKED FACULTY</b>								
<b>(PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Miller, Melvin	Extended Campus Programs	NA	600.00 AY	State	11/2/2006 - 11/16/2006	0.03	Appointment	Special - Part-time
Miller, Shannon	EHPCP&SW; Education	NA	1,350.00 AY	State	01/08/2007 - 05/04/2007	0.07	Appointment	Special - Part-time
Murdock, Jennifer	EHPCP&SW; Counseling, Psychology & Social Work	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Neuharth, Marvin	EHPCP&SW; Counseling, Psychology & Social Work	NA	6,075.00 AY	State	01/08/2007 - 05/04/2007	0.30	Appointment	Special - Part-time
Nordeen, Todd	BEAMS; Applied Sciences	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Pogue, Laura	BEAMS; Business & Economics	NA	2,025.00 AY	State	01/08/2007 - 03/02/2007	0.10	Appointment	Special - Part-time
Pollock, Todd	BEAMS; Applied Sciences	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Randolph, Patricia	Extended Campus Programs	NA	600.00 AY	State	01/26/2007 - 01/27/2007	0.03	Appointment	Special - Part-time
Rose, Robert	Extended Campus Programs	NA	1,800.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Ruleaux, Don	Arts & Sciences; Visual & Performing Arts	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time
Sharps, Nancy	Arts & Sciences; Visual & Performing Arts	NA	1,350.00 AY	State	01/08/2007 - 05/04/2007	0.07	Appointment	Special - Part-time
Shelby, Ann	EHPCP&SW; Education	NA	675.00 AY	State	01/08/2007 - 05/04/2007	0.03	Appointment	Special - Part-time
Side, John	BEAMS; Applied Sciences	NA	675.00 AY	State	01/08/2007 - 05/04/2007	0.03	Appointment	Special - Part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

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<b>NON-RANKED FACULTY</b>								
<b>(PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Smith, M. Ann	EHP&SW; Health, Physical Education & Recreation	NA	1,013.00 AY	State	01/08/2007 - 05/04/2007	0.07	Appointment	Special - Part-time
Wess, Roger	EHP&SW; Education	NA	4,050.00 AY	State	01/08/2007 - 05/04/2007	0.20	Appointment	Special - Part-time
Wright, Carol	EHP&SW; Counseling, Psychology & Social Work	NA	500.00 AY	State	01/08/2007 - 05/05/2007	NA	Appointment; COUN 531, 3 cr hrs, 2 sites	Special - Part-time
Wright, Carol	EHP&SW; Counseling, Psychology & Social Work	NA	2,025.00 AY	State	01/08/2007 - 05/04/2007	0.10	Appointment	Special - Part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Chadron State College**

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<b>NON-UNIONIZED PROFESSIONAL STAFF</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Flores-Lewis, Tanya	Extended Campus Programs; Local Program Coordinator	NA	16.38 HR	State	11/01/2006 - 03/01/2007	0.25	Resignation	Special - Part-time

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**COLLEGE: Chadron State College**

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<b>UNIONIZED SUPPORT STAFF</b>								
<b>(FULL-TIME/.75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Camerlinck, Angie	Student Academic Success Services; Office Assistant II	NA	1,661.67 MO	State	2/1/2007	1.00	Position Restructured; New Appointment	Specific Term - Probationary
Cummings, Kristol	Applied Sciences; Office Assistant I	NA	1,068.00 MO	State	2/26/2007	0.75	New Appointment; Replaces Sherrie Emerson	Special - Probationary
Horn, Patricia	Mathematical Sciences; Office Assistant I	NA	1,068.00 MO	State	1/22/2007	0.75	New Appointment; Replaces Karly Schmitt	Special - Probationary
Ledbetter, Elizabeth	Extended Campus Programs; Office Assistant II	NA	1,675.58 MO	State	3/13/2007	1.00	Position Restructured; New Appointment	Specific Term - Probationary
Linegar, Melinda	Extended Campus Programs; Office Assistant II	NA	1,648.00 MO	State	2/23/2007	1.00	New Appointment; Replaces John Moore	Special - Probationary
Moore, John	Extended Campus Programs; Office Assistant II	NA	1,648.00 MO	State	09/11/2006 - 02/02/2007	1.00	Resignation	Special - Probationary
O'Donnell, Audrey	Physical Facilities; Custodian	NA	1,536.00 MO	Revenue Bond	2/5/2007	1.00	New Appointment; Replaces Ken Herr	Special - Probationary
Vines, Christopher	Physical Facilities; Custodian	NA	1,424.00 MO	State	3/5/2007	1.00	New Appointment; Replaces Cristina Hughes	Special - Probationary
Wright, Mick	Library & Learning Services; Library Assistant	NA	1,548.00 MO	State	09/12/2005 - 02/22/2007	1.00	Resignation	Specific Term - Non-Probationary

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**COLLEGE: Chadron State College**

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<b>NON-UNIONIZED SUPPORT STAFF</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Sapp, Sharyl	Human Resources; Office Assistant II	NA	1,648.00 MO	State	1/18/2007	1.00	New Appointment; Replaces Roberta Coleman	Special - Probationary

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<b>RANKED FACULTY</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Burris, Patricia	Language and Literature	Interim Instructor	\$33,650.00	State	8/17/07 – 5/7/08	1.0	Interim Appointment, continuing	Special, Interim
DeBoer, Buffany	Life Sciences	Interim Instructor	\$34,872.00	State	8/17/07 – 5/7/08	1.0	Interim Appointment, continuing	Special, Interim
Dixon-Krausse, Pamela	Business and Technology	Assistant Professor	\$47,000.00	State	8/16/07 – 5/7/08	1.0	New Hire, replaces Cheryl Waddington	Specific Term, Probationary Tenure Track
Maas, Chad	Health, Human Performance and Sport	Instructor	\$34,000.00; contingent upon completion of Master's degree	State	8/17/07 – 5/7/08	1.0	New Hire, replaces Kevin Hill	Specific Term, Probationary Tenure Track
Novotny, Jason	Technology and Applied Sciences	Instructor	\$39,000.00	State	8/17/07 – 5/7/08	1.0	New Hire, replaces Larry Claussen	Specific Term, Probationary Tenure Track
Ragan, LeAnne Foust	Music	Interim Assistant Professor	\$36,000.00	State	8/17/07 – 5/7/08	1.0	Interim Appointment, continuing	Special, Interim
Szczys, Patricia	School of Natural and Social Sciences; Life Sciences	Assistant Professor	\$40,658.00	State	5/9/2007	1.0	Resignation	Specific Term; Probationary Tenure Track



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<b>UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Nissen, Alan	Computer Support Specialist	N/A	\$55,000.00	State	3/16/07	1.0	Resignation	Special; Probationary
Poirier, Gayle	Reference Librarian	N/A	\$43,019.00	State	1/31/07	1.0	Retirement	Specific Term; Non-probationary
Shea, Corey	Assistant Football Coach	N/A	\$32,439.00	State	6/30/07	1.0	Resignation	Specific Term; Probationary
Suhr, Gene	Assistant Coach	N/A	\$30,000.00 (prorated)	State	3/1/07	1.0	New Hire (FTE used was allocated for Assessment Director)	Special; Probationary
Uthof, Ashley	Admissions Specialist	N/A	\$28,855.00	State	12/1/06	1.0	Salary adjustment, increased responsibilities	Special; Probationary

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<b>RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Campbell, Paul	Sociology, Psychology and Criminal Justice	Professor	\$4,270.00	State	1/8/07 – 5/9/07	.10	Appointment, overload	Special
Lindberg, Judith	Technology and Applied Sciences	Professor	\$2,552.00	State	1/8/07 – 5/9/07	.07	Appointment, overload	Special
Ossian, James	Educational Foundations and Leadership	Associate Professor	\$1,200.00	State	1/8/07 – 5/9/07	n/a	Appointment, overload; online course development	Special
Wilcox, Daryl	Continuing Education	Professor	\$250.00	State	1/8/07 – 4/30/07	n/a	SPD 530-T1	Special
Young, Todd	Physical Sciences and Mathematics	Associate Professor	\$2,806.00	State	2/5/07 – 5/9/07	.098	Appointment, overload	Special

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<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bray, Linda	Educational Foundations and Leadership	Part-time	\$446.00	State	1/8/07 – 5/9/07	.022	Appointment	Special, part-time
Bremer, DeLoy	Educational Foundations and Leadership	Part-time	\$1,796.00	State	1/8/07 – 5/9/07	.089	Appointment	Special, part-time
Brenn, Matthew	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Brown, Rae	Educational Foundations and Leadership	Part-time	\$169.00	State	1/8/07 – 5/9/07	.008	Appointment	Special, part-time
Bruening, Kristie	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Brummond, Kimberly	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Burnham, Nell	Educational Foundations and Leadership	Part-time	\$1,911.00	State	1/8/07 – 5/9/07	.094	Appointment	Special, part-time
Carson, Tammy	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Dahlman, Sheila	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Emerson, Delbert	Educational Foundations and Leadership	Part-time	\$783.00	State	1/8/07 – 5/9/07	.039	Appointment	Special, part-time
Finney, Patricia	Continuing Education	Part-time	\$675.00	State	1/13/07 – 2/3/07	.033	EDU 396-W0	Special, part-time
Garwood, Deborah	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Hafley, Jr., Charles	Athletics	Graduate Assistant	\$2,000.00 + 9 hrs. tuition	State	1/8/07 – 5/9/07	.125	Appointment	Special, part-time
Haisch, Lynette	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time

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<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hasebroock, Michelle	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Headlee, Marilyn	Educational Foundations and Leadership	Part-time	\$446.00	State	1/8/07 – 5/9/07	.022	Appointment	Special, part-time
Heckens, Eva	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Hix, Dave	Continuing Education	Part-time	\$600.00	State	2/14/07 – 3/21/07	.033	HSC 345-81	Special, part-time
Hoffman, Cara	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Jeffries, Curtis	Technology and Applied Sciences	Part-time	\$2,025.00	State	1/8/07 – 5/9/07	.10	Appointment	Special, part-time
Johnson, Kathy	Educational Foundations and Leadership	Part-time	\$1,350.00	State	1/8/07 – 5/9/07	.067	Appointment	Special, part-time
Johnson, Maria	Continuing Education	Part-time	\$675.00	State	1/8/07 – 5/4/07	.033	IDS 368-W4	Special, part-time
Larmore, Cheryl	Educational Foundations and Leadership	Part-time	\$898.00	State	1/8/07 – 5/9/07	.044	Appointment	Special, part-time
Lenhard, Rodger	Educational Foundations and Leadership	Part-time	\$446.00	State	1/8/07 – 5/9/07	.022	Appointment	Special, part-time
Lutt, David	Educational Foundations and Leadership	Part-time	\$2,808.00	State	1/8/07 – 5/9/07	.139	Appointment	Special, part-time
Macziewski, Kim	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Magnuson, Grant	Continuing Education	Part-time	\$2,307.00	State	1/8/07 – 5/4/07	.10	ITE 510-W0	Special, part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Wayne State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Malone, Jordan	Athletics	Graduate Assistant	\$4,000.00 + 18 hrs. tuition	State	1/3/07	.25	Resignation	Special, part-time
Mancastroppa, Roger	Academic Affairs	Part-time	\$4,050.00	State	1/8/07 – 5/9/07	.20	Appointment; First Year Experience Program	Special, part-time
Mancastroppa, Roger	Academic Affairs	Part-time	\$4,050.00	State	5/7/07 – 7/5/07	.20	Appointment; First Year Experience Program Coordinator	Special, part-time
Moore, Mimi	Continuing Education	Part-time	\$1,200.00	State	1/11/07 – 4/26/07	.10	MLC 110-80	Special, part-time
Muller, Kathleen	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Paige, Sharyn	Educational Foundations and Leadership	Part-time	\$1,350.00	State	1/8/07 – 5/9/07	.067	Appointment	Special, part-time
Parker, Karen	Computer Technology and Information Systems	Part-time	\$1,350.00	State	1/8/07 – 5/9/07	.067	Appointment	Special, part-time
Preston, Jean	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Quance, Marilyn	Continuing Education	Part-time	\$1,350.00	State	1/8/07 – 5/4/07	.067	IDS 368-W3	Special, part-time
Rahn, Kelli	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Scardino, Janell	Computer Technology and Information Systems	Part-time	\$675.00	State	1/8/07 – 5/9/07	.033	Appointment	Special, part-time
Schultz, Shelly	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Sedivy, Theresa	Continuing Education	Part-time	\$250.00	State	1/9/07 – 4/24/07	n/a	PED 103-T1	Special, part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Wayne State College**

**MEETING DATE: April 13, 2007**

<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Slaymaker, Julia	Educational Foundations and Leadership	Part-time	\$1,013.00	State	1/8/07 – 5/9/07	.05	Appointment	Special, part-time
Stepp, Judy	Educational Foundations and Leadership	Part-time	\$338.00	State	1/8/07 – 5/9/07	.017	Appointment	Special, part-time
Theophilus, Anita	Continuing Education	Part-time	\$1,800.00	State	1/11/07 – 4/26/07	.10	Appointment	Special, part-time
Tusha, Mary	Educational Foundations and Leadership	Part-time	\$1,350.00	State	1/8/07 – 5/9/07	.067	Appointment	Special, part-time
Vitters, Richard	Educational Foundations and Leadership	Part-time	\$783.00	State	1/8/07 – 5/9/07	.039	Appointment	Special, part-time
Wallace, Sally	Educational Foundations and Leadership	Part-time	\$169.00	State	1/8/07 – 5/9/07	.008	Appointment	Special, part-time
Weber, Bradley	Music	Part-time	\$3,146.00	State	1/8/07 – 5/9/07	.155	Revised appointment, previously reported on 2/2/07 report as \$1,565.00, .077 FTE	Special, part-time
Wingett, Wes	Continuing Education	Part-time	\$660.00	State	1/19/07 – 1/20/07	.033	CSL 491-40/568-80	Special, part-time
Zeiss, Donald	Educational Foundations and Leadership	Part-time	\$2,025.00	State	1/8/07 – 5/9/07	.10	Appointment	Special, part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Wayne State College**

**MEETING DATE: April 13, 2007**

<b>NON-UNIONIZED PROFESSIONAL STAFF (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Miller, Jacob	Interim Senior Resident Assistant	N/A	\$1,825.00 + room and board	Revenue Bond	1/3/07 – 5/5/07	.16 (reported on 2/2/07 as .19)	Appointment, reported on 2/2/07 report as SRA, not an interim appt.	Special; part-time
Sindelar, Jamie	Senior Resident Assistant	N/A	\$3,650.00 + room and board	Revenue Bond	5/5/07	.33	Resignation	Special; part-time
Weaver, Katie	Senior Resident Assistant	N/A	\$3,650.00 + room and board	Revenue Bond	5/5/07	.33	Resignation	Special; part-time

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE: Wayne State College**

**MEETING DATE: April 13, 2007**

<b>UNIONIZED SUPPORT STAFF</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bruggeman, Diane	Office Assistant I	Emeritus Status	N/A	N/A	3/1/07	N/A	Retirement	N/A
Nelson, Roxanne	Custodian	N/A	\$1,430.00/mo.	Revenue Bond	2/8/07	1.0	New Hire, replaces Carolyn Seier	Probationary
Paysen, William	Maintenance Repair Worker II	Emeritus Status	N/A	N/A	3/1/07	N/A	Retirement	N/A
Seier, Carolyn	Custodian	N/A	\$1,869.39/mo.	Revenue Bond	1/19/07	1.0	Termination	Non-probationary

<b>NON-UNIONIZED SUPPORT STAFF</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Agler, Leah	Office Assistant III	N/A	\$1,917.00/mo	State	4/2/07	1.0	New Hire, replaces Julia White; position reclassified from Professional Staff (HR Coordinator)	Full-time



## Enrollment and Marketing Committee

*Bill Roskens, Chair*  
*Floyd Vrtiska*  
*Crystal Ellis*

April 12-13, 2007

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### **ACTION:      Approve Optimal Enrollment Model**

Core Values: Provide a Stimulation, Caring, and Enriching Learning Experience

Maintain Affordable Tuition and Fees

Priority: Educational Excellence

Goal: g

Priority: Financial Strength

Strategy: 3

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The Enrollment and Marketing Committee has requested that the colleges and the system office develop a means to measure enrollment capacities for each of the colleges. The attached document, offered for your review and approval, is the result of the efforts of the system office and the colleges to determine a set of measures that will assist the Board and the colleges in determining enrollment potential and capacity in 7 defined areas including:

- Resident Hall Capacity
- Resident Parking Capacity
- Commuter Parking Capacity
- Cafeteria Capacity
- Classroom Space Utilization
- Lab Space Utilization
- Faculty to Student Ratio

We anticipate that the measures presented here will be subject to modification, with the Board's approval, as the document matures.

# NSCS Campus Capacity Measures

3-Nov-06  
updated 2-Jan-07, 26 March-07, 28 March-07

## #1 Resident Hall Capacity

Source: Occupancy & Income Report/Fall

	Room Capacity	Rooms Occupied	% Occupied
CSC	0	0	#DIV/0!
PSC	0	0	#DIV/0!
WSC	0	0	#DIV/0!

	Current Bed Capacity	Beds Occupied	% Occupied
	-	-	#DIV/0!
	-	-	#DIV/0!
	-	-	#DIV/0!

## #2 Parking Capacity Resident

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC	0	0	#DIV/0!	1.5
PSC	0	0	#DIV/0!	1.5
WSC	0	0	#DIV/0!	1.5

## #3 Parking Capacity Commuter

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC			#DIV/0!	3
PSC			#DIV/0!	3
WSC			#DIV/0!	3

Note: Commuter headcount based on total headcount less resident headcount.

## #4 Cafeteria Capacity

Source: Building Inventory  
Fall End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC		417		-	#DIV/0!
PSC		277		-	#DIV/0!
WSC		661		-	#DIV/0!

Note: Allow 18 square feet per student station; allow two turns per hour to determine hourly capacity; utilized capacity may be influenced by student count, dining station count or hours of service.  
Dining space square footage provided by each college as follows: CSC - 7,500, PSC - 4,978, WSC - 11,889

### #5 Classroom Space Utilization

Source: CCPE Standard - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 30 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions. Identify only rooms used as classrooms
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 30.
- Column 7 - Percent of Student Station Utilization Based on 30 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 30 Hours. Column 4 / 30 Hours X 100.

### #6 Lab Space Utilization

Source: CCPE - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 20 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions.
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 20.
- Column 7 - Percent of Student Station Utilization Based on 20 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 20 Hours. Column 4 / 20 Hours X 100.

**#7 Faculty/Student Ratio**

	Lower Division (Levels 01 & 02)	Upper Division (Levels 03 & 04)	UG Total	Target Ratio	Graduate Division (Levels 05,06,& 07)	Total	Target Ratio
On Campus *							
Total FTE Student/ FTE On Campus Faculty				19 - 21			16 - 18
Off Campus **				19 - 21			16 - 18
On Line ***				25			16 - 18

\*On Campus - Includes students enrolled on campus, hybrid courses meeting on campus

Student FTE is based on 15 SCH for UG; 12 SCH for GR, including Ind. Study

Faculty FTE is based on 12 credit hours for UG; 9 credit hours for Graduate, excludes Ind. Study

\*\*Off Campus - Includes courses provided at remote campus locations in traditional instructor/student format, all IDL, and hybrid courses that utilize a remote location for classroom instruction.

\*\*\*On Line - Includes all course work provided completely on line regardless of point of origin. On line courses provide no face to face meeting time between instructor and student.

Also includes Correspondence courses.

General Notes:

Item 1 - All values originate from fall occupancy & income reports.

Item 2 - Resident parking lot capacities provided by individual campus staff or master plan documents. Capacities may change with lot modifications or space assignments. Target values are based on UNL existing capacities provided by Dan Carpenter of UNL.

Item 3 - Same as item 2.

Item 4 - Formula for determining capacity was provided by Roger Kruse of Kruse Consulting and is based on design values Kruse would use in 2007.

Item 5 - Space Utilization standards have been established by the CCPE.

Item 6 - Same as item 5.

Item 7 - Faculty/Student Ratio values to be provided by end of term Instructional Load report. This report will require modification to accommodate new categories.

**Report due at the first regular BOT meeting following the close of each fall semester.**

**Enrollment and Marketing Committee**

*Bill Roskens, Chair  
Floyd Vrtiska  
Crystal Ellis*

April 12-13, 2007

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**ACTION: Approve Final Draft of Updated NSCS Strategic Plan**

Overall Strategic Plan

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The NSCS Board of Trustees began a strategic planning process in the fall of 2001 to determine the future direction of the Nebraska State College System. The plan was completed in 2002 and included a system mission and vision statement, a list of core values, key goals and strategies for the system.

In 2006, the Board of Trustees, college presidents and System Office staff began to review the plan and found that the plan needed to be modified to meet to changing needs of the educational environment.

Attached is the final updated version, including changes discussed at the February 2007 Board of Trustees' meeting for approval.

# **NSCS Strategic Plan Update**

## *February 2007 – Sixth Draft*

### **Mission Statement**

The Nebraska State College System serves our students, communities and state by providing high quality, accessible educational opportunities.

### **Core Values**

- Provide a safe, stimulating, caring, and enriching learning experience.
- Meet the changing needs of our students and the state.
- Assure financial, programmatic, and geographic access to NSCS institutions.
- Maintain affordable tuition and fees.
- Provide opportunities for applied research.
- Foster cooperative ventures among NSCS institutions and other agencies and organizations.
- Emphasize participation in public service and service learning.
- Recruit and retain quality faculty and staff.

### **Vision Statement**

Chadron State College, Peru State College, and Wayne State College, along with the System Office and the Board of Trustees constitute the Nebraska State College System.

Working together with a unity of purpose:

- We will become a premier system of state colleges that will be recognized as centers for intellectual growth, cultural enlightenment, and economic development.
- We will serve as a model of collaborative educational excellence, setting standards for strengthening individuals and communities through knowledge, service, leadership, and global understanding.

# KEY PRIORITIES AND GOALS

## Priority: Educational Excellence Throughout the System

### **GOALS:**

1. Promote educational excellence through academic achievement
2. Create a college experience that enriches the lives of our students and prepares them for their chosen careers.
3. Recruit, retain and invest in excellent faculty and staff
4. Strengthen academic programs
5. Create a diverse intellectual and social environment.

### **STRATEGIES:**

#### **a. Assess student learning outcomes**

Action: The Vice Presidents for Academic Affairs work together to formulate a plan for assessing student outcomes for the system.

#### **b. Provide students with access to effective academic advising**

Action: The Vice Presidents for Academic Affairs devise a plan for advisor reporting, collect this information and present a summary to the board.

#### **c. Develop practices that foster a culture of inclusion, openness and collaboration among administrators, faculty, staff, and students**

Action: The Vice Presidents for Academic Affairs propose system-wide practices that promote inclusion, openness and collaboration at the College. This will be communicated to the Council of Presidents for eventual consideration by the Board.

#### **d. Increase support for professional development**

Action: The Presidents develop plans to increase support and professional development opportunities and report annually on number of faculty and staff members that take part.

#### **e. Support an environment that promotes collaborative research and service**

Action: The Presidents develop methods to encourage collaborative research and service, along with funding sources and provide reports to the Board on an annual basis.

**f. Facilitate system-wide discipline-based meetings to talk about new initiatives**

Action: The System Office facilitates planning meetings each year, which may include the Faculty College, and ideas generated will be shared with the board.

**g. Create system policy for best use of adjunct faculty**

Action: The Vice Presidents for Academic Affairs propose a formal policy for the best practices for use of adjunct faculty and communicate this to the Council of Presidents for eventual consideration by the Board.

**h. Strengthen programs for leadership, global connectedness, and service learning**

Action: The Presidents develop plans to strengthen programs. Update provided to the board annually, including figures on the number of students involved in specific projects.

**i. Develop and implement a clear policy that defines success**

Action: The Enrollment and Marking Committee recommends a policy that defines success at the NSCS. Colleges use policy to report on success rates, including retention and students that leave in good academic standing through transfer or other reasons.

**j. Establish an environment conducive to creating new programs**

Action: The Vice Presidents for Academic Affairs develop system procedures that are conducive to the creation of new programs and provide updates about the status annually.

**k. Strengthen partnerships with the community colleges**

Action: The Presidents provide plans for new efforts and updates on current efforts annually.

**l. Enhance coordinated outreach through distance delivery of classes, services, programs, and degrees.**

Action: The distance delivery, extended campus, and online services representatives at the colleges work together to develop plans for joint outreach. Colleges provide update on current and future outreach efforts annually.

**m. Implement Student Enrichment Exchange Program**

Action: The Vice Presidents for Academic Affairs develop a “semester within” program where students can easily attend the other two colleges in our system for one semester.



## **Priority: Financial Strength of the System**

### **GOALS:**

1. Ensure financial accountability
2. Increase enrollment and retention
3. Strengthen fiscal, environmental, technological and physical resources
4. Improve efficiency of operations
5. Secure public and private funding sources

### **STRATEGIES:**

#### **a. Develop and implement a plan for optimal enrollment**

Action: The Board of Trustees establishes optimal on-campus enrollments for each college. Colleges and the System Office create plans and timelines to meet enrollment goals.

#### **b. Increase number of students in residential housing**

Action: The Admissions Directors formulate plans to increase the number of students in residential housing and update the board annually on residential housing numbers.

#### **c. Increase endowments**

Action: The Presidents work with foundations to design plans to increase endowments and present plans to the board. Annual updates will be necessary and include endowment figures for comparison.

#### **d. Expand master's degree enrollments and offerings**

Action: Vice Presidents for Academic Affairs discuss expansions in offerings and present ideas to the Academic, Personnel and Student Affairs Committee. Colleges provide comparative enrollment and program data annually.

#### **e. Increase number of out-of-state students**

Action: The Admissions Directors formulate plans to increase the number of out-of-state students enrolled in the colleges. Updates provided annually on the number of out-of-state students recruited each year by state, as well as their retention and graduation rates.

#### **f. Keep Board informed on the financial status of the colleges and system**

Action: The Vice Presidents of Administration and Finance will provide periodic comparative financial reports and updates for information and/or approval on budgets, operating and capital expenditures, and audits.

**g. Continually find ways to stretch limited resources as far as possible.**

Action: The Vice Presidents of Administration and Finance and the Vice Presidents of Academics and Student Services will consider opportunities to gain efficiencies and share services and joint purchases when possible, and provide a report to the Board on the successes.

**h. Strengthen connections with Governor and Legislators**

Action: The System Office provides annual plan for connecting with Governor and Legislators, as well as a list of contacts and activities with senators.

**i. Ensure that plans for resource allocation support the system and institutional priorities**

Action: The Vice Presidents of Administration and Finance match resource allocation plans with system and institutional strategic plans.

**j. Maintain facilities and improve physical environment**

Action: The Vice Presidents of Administration and Finance will provide progress reports based on the 10-year master plan.

**k. Promote innovative funding programs**

Action: The Fiscal and Facilities Committee, Academic, Personnel and Student Affairs Committee, and the Enrollment and Marketing Committee discuss and propose innovative funding ideas.

**l. Implement comprehensive master plans and strengthen investment for technology**

Action: The Vice Presidents of Administration and Finance will provide progress reports based on the annual technology plans presented to NITC and compare annually, including budgets.

**m. Share faculty, courses, and resources**

Action: The Presidents provide list of shared courses, faculty and resources annually.

**n. Implement a system-wide survey to discern students needs**

Action: The System Office develops and administers a survey and presents results annually.

## **o. Award additional scholarships**

Action: The Presidents provide plans for creating additional scholarships and update board on the progress annually.

## **Priority: Greater System Prominence**

### **GOALS:**

1. Emphasize the benefits of a three-college system
2. Increase awareness of the system
3. Market distinctiveness of the system
4. Promote collaboration within the system

Overall Actions: Each Admission Director and College Relations Director develops a marketing and media plan each year, as does the NSCS Director of Public Relations. This system marketing and media plan will be presented under informational items in each Board book, as the pieces of the plan occur. Beginning in 2008, the system will conduct a market research survey providing quantitative data on all areas and continue to do every three years. Trends will be tracked and areas of strengths, weaknesses, opportunities and obstacles identified.

### **STRATEGIES:**

- a. Communicate that many graduates stay in Nebraska
- b. Promote the economic impact of the system and the colleges
- c. Publicize collaborative efforts and programs
- d. Develop user-friendly, attractive websites to make a positive first impression
- e. Market the investment value of an NSCS degree

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Recommend Acceptance of Peru State College President's Recommendation to Name the President's Office Suite in the Administration Building in Honor of an Individual Who Has Provided Long-Time Exceptional Support to the College**

Priority: Financial Strength  
Strategies: 1, 2  
Goal: c

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Details to be provided in Executive Session and announced to the public at a later date.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Approve \$144,000 Cash Fund Adjustment for Peru State College**

Priority: Financial Strength  
 Strategy: 1  
 Goal: c

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At the February 2, 2007 meeting of the Board a plan was approved to construct an indoor practice facility at Peru State. The Board also approved an allocation of Capital Improvement Funds in the amount of \$145,000 as partial funding for the project. The PSC Foundation has made \$250,000 available to the project. The college is requesting approval for a one-time cash fund adjustment of \$144,000 to complete the funding needed for the project. The college has adequate cash fund reserves beyond the required 4% reserve to cover this one-time adjustment.

Capital Improvement Fee	\$145,000
PSC Foundation	250,000
PSC Cash	<u>144,000</u>
Total Funding Available	\$539,000

Construction of the facility is planned for May through July, 2007. If these funds are not expended by June 30, the college will request they carry forward to fiscal year 2007-08.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Approve the 2007-08 bookstore contracts submitted by Chadron, Peru and Wayne State Colleges as follows:**

<b>Chadron</b>	<b>NEBRASKA BOOK COMPANY</b>
<b>Peru</b>	<b>PERU STATE ADVANCEMENT, INC.</b>
<b>Wayne</b>	<b>NEBRASKA BOOK COMPANY</b>

Priority: Educational Excellence

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Chadron, Peru and Wayne have submitted recommendations on the bookstore contracts for 2007-08.

The vendor recommendations are as follows:

Nebraska Book Company signed a lease and operating Agreement with Chadron State effective July 1, 2003 through June 30, 2008 (with appropriate renewal and non-renewal provisions) to operate a bookstore consisting of approximately 2,900 square feet located in the Campus Student Center. The annual commission on sales is 8%, to be paid on a monthly basis. Chadron State recommends continuance of the bookstore contract with Nebraska Book Company for the 2007-08 academic year.

Peru recommends that the lease and operating Agreement with Peru State Advancement, Inc. for the operation of the bookstore be renewed for a one-year period with a monthly rental rate of \$200. The PSAI group contracts with College Bookstores of America and that contract term is July 1, 2005 to June 30, 2010. The commission is 6% of net revenue on sales from \$0 to \$500,000; 7% from \$500,000 to \$700,000; 8% of net sales from \$700,000 to \$900,000 and 9% on sales over \$900,000.

Wayne recommends continuation of the contract with Nebraska Book Company for the operation of the bookstore. The terms of the contract were for the period of July 1, 2003 through June 30, 2008 unless terminated by either party giving ninety (90) days written notice to the other after the first three (3) months of operation. This renewal would be for the fifth year of the contract. For the right to operate the bookstore, Nebraska Book Company will return to the college a commission of 8% of sales.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

**ACTION: Approve the 2007-08 Food Service Contract Recommendations Submitted by Chadron, Peru and Wayne State Colleges as Follows:**

<b>Chadron</b>	<b>CREATIVE DINING SERVICE</b>
<b>Peru</b>	<b>CREATIVE DINING SERVICE</b>
<b>Wayne</b>	<b>CHARTWELLS</b>

Priority: Educational Excellence

Chadron, Peru and Wayne have submitted recommendations on the food service contracts for 2007-08. The System Office concurs with the recommendations of the colleges.

The recommendations on payments to be made to the vendors are as follows:

Chadron requests that the Board approve the continuance of the food service contract with Creative Dining Service for the period of June 1, 2007 through May 31, 2008. Creative Dining Service signed an agreement with Chadron State College effective June 1, 2005 through May 31, 2012 to provide management services for CSC dining services program with appropriate renewal and non-renewal provisions.

Peru requests that the Board approve the contract addendum/extension with Creative Dining Service to provide dining service for the 2007-08 year. The Board previously approved this contract in June 2005 for a period of seven years. The third year of the contract will begin on July 1, 2007.

Wayne requests that the Board approve continuation with Chartwells for the third year of a seven-year contract. The meal plan costs listed below reflect a 4.9% increase and includes flex dollars with all residence hall plans.

Chadron – rate per year \$75,000 plus operating costs

Peru – rate per year \$55,000 plus actual cost

Wayne – rate per meal	19-meal plan + \$50 flex dollars	\$2.354
	15-meal plan + \$75 flex dollars	\$2.839
	10-meal plan + \$100 flex dollars	\$4.152
	5-meal plan (commuter only)	\$5.332
	3-meal plan + \$175 flex dollars (commuter only)	\$5.466

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION:                    Approve Contract for Revenue Bond and Facilities Corporation Audits**

Priority: Financial Strength

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The Board went through an audit selection process in 2004 for the Revenue Bond program and in 2005 for the Facilities Corporation audit. KPMG was the audit firm selected in both instances. Proposals have been received from KPMG to extend the contract for the fiscal year ending June 30, 2007. The proposals are \$25,850 for the Revenue Bond program, up from \$22,100 last year; and \$8,150, up from \$7,000 last year.

KPMG indicates that these increases are due to increased requirements in the audit industry. As a result of Sarbanes-Oxley, the PCAOB (group that assures that accounting firms are doing appropriate auditing) has told firms that they are not sampling enough and cannot do "inadvertent reliance" which means, for example, they cannot rely on spreadsheets we provide, but have to perform testing on those spreadsheets. With more testing required, the time commitment from the auditing firms is increased. This is reflected in their new proposal.

KPMG has done a good job for us in the past. Our understanding is that these increases are being seen across the industry due to the new auditing standards. We recommend that the contracts be extended for another year.



**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

---

**ACTION: Authorize Chancellor to Approve Academic/Administration Building  
Construction Contract for Chadron State College**

Priority: Financial Strength  
Strategy: 2  
Goal: c

---

Chadron State intends to bid the renovation of the Academic/Administration Building in April with bid openings in May. The project is funded by LB605 funds and total project costs are currently approved at \$4,681,357.

The System Office and CSC respectfully request the Board to authorize the Chancellor to approve the final construction bid and contract for the project providing the bid is within the approved funding level.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Authorize Chancellor to Approve AI Wheeler Activity Center Construction Contract for Peru State College**

Priority: Financial Strength  
Strategy: 2  
Goal: c

---

Peru State College opened bids for the AI Wheeler Activity Center project on March 29, 2007 at 2:00 PM. The AI Wheeler Addition/Renovation is funded by LB605 and LB1100 Set Aside Funds and approved by the Board at the level of \$5,233,229.

Maintaining a rigid timeline for the project is critical; therefore, the System Office and PSC respectfully request the Board to authorize the Chancellor to approve the final construction bid and contract for the AI Wheeler Activity Center project providing the bid is within the approved funding level.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

---

**ACTION: Authorize Chancellor to Approve Indoor Practice Facility Construction Contract for Peru State College**

Priority: Financial Strength  
Strategy: 2  
Goal: c

---

Peru State College opened bids for the Indoor Practice Facility project on March 29, 2007 at 2:00 PM. The Indoor Practice Facility plan was approved by the Board at the February, 2007 meeting and is funded at the level of \$539,000. (This assumes approval of the Cash Fund Adjustment request being considered at this meeting.)

Maintaining a rigid timeline for the project is critical; therefore, the System Office and PSC respectfully request the Board to authorize the Chancellor to approve the final construction bid and contract for the Indoor Practice Facility project providing the bid is within the approved funding level.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Authorize Chancellor to Approve Emergency Power Generator Construction Contract for Peru State College**

Priority: Financial Strength  
Strategy: 2  
Goal: c

---

Peru State is scheduled to open bids for the Emergency Power Generator project on March 29, 2007 at 2:00 PM. The Emergency Power Generator is funded by LB605 and is approved at the level of \$802,500.

Maintaining a rigid timeline for the project is critical; therefore, the System Office and PSC respectfully request the Board to authorize the Chancellor to approve the final construction bid and contract for the Emergency Power Generator project providing the bid is within the approved funding level.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

---

**ACTION:        Approve the Resolutions Authorizing the Colleges to Spend Revenue Bond Surplus Funds for Contingency Maintenance Projects at Their Colleges**

Priority: Financial Strength  
Strategy: 1  
Goal: c

---

Chadron, Peru and Wayne have submitted lists of contingency maintenance projects for their revenue bond facilities, along with financial information related to the status of their revenue bond programs. The data has been reviewed by System Office staff, and the requests reflect appropriate uses of funds. Financial projections indicate adequate support for the programs and planned improvements.

**CHADRON STATE COLLEGE  
CHADRON, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Chadron State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with Wells Fargo Nebraska, N.A. Lincoln, Nebraska, Trustee, as of February 28, 2007, \$668,323 in the Surplus Fund, therefore,

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs Wells Fargo Nebraska, N.A. Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Andrews Hall	Floor/Wing Renovation	125,000
2. Campus	Furnishings	40,000
3. Kent Hall/Andrews Hall	Window Replacement	60,000
4. Residence Hall Parking Lots	Repair/Replacement	35,000
5. Residence Hall	Carpet	25,000
6. Student Center	Equipment	15,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$300,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of April 13, 2007.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 13th day of April 2007.

\_\_\_\_\_  
Stan Carpenter, Chancellor

**PERU STATE COLLEGE  
PERU, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Peru State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with Wells Fargo Nebraska, N.A. Lincoln, Nebraska, Trustee, as of February 28, 2007, \$648,524 in the Surplus Fund, therefore,

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs Wells Fargo Nebraska, N.A. Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Residence Halls, Student Center	Repair, Replacement & Maintenance Of Equipment	169,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$169,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of April 13, 2007..

IN WITNESS WHEREOF, I have hereunto affixed my signature this 12th day of April 2007.

\_\_\_\_\_  
Stan Carpenter, Chancellor

**WAYNE STATE COLLEGE  
WAYNE, NE**

**RESOLUTION TO WITHDRAW FUNDS**

WHEREAS, Section 5.2 of Article V of the Master Resolution adopted by the Board of Trustees of the Nebraska State Colleges June 11, 2002 requires the Board to operate revenue bond facilities in an efficient, sound and economical manner and as a revenue producing enterprise, maintaining, preserving, and keeping the facilities in good repair, working order, and condition, and from time to time promptly making all necessary and proper repairs, renewals, replacements, additions, extensions and betterments thereto, and,

WHEREAS, Section 3.7(2) of Article III of the Master Resolution states that the Board may expend funds from the Surplus Fund for purposes of making "any extraordinary acquisitions, repairs, renewals, replacements, renovations, equippings and furnishings to the Facilities," and,

WHEREAS, certain repairs, remodeling and furnishings are required in the revenue bond facilities at Wayne State College in order to maintain the maximum use and occupancy of the facilities, and,

WHEREAS, there is on deposit with Wells Fargo Nebraska, N.A. Lincoln, Nebraska, Trustee, as of February 28, 2007, \$1,252,707 in the Surplus Fund, therefore,

BE IT RESOLVED that the Board of Trustees of the Nebraska State Colleges, in compliance of the Master Resolution, does approve and hereby directs Wells Fargo Nebraska, N.A. Lincoln, Nebraska to pay appropriate orders out of the Series 2002 Surplus Fund for the following:

1. Berry Hall	Apartment Kitchen	9,000
2. Bowen Hall	Door/Lock Replacement & Misc Repair	65,000
3. Campuswide	Roof Repairs	6,000
4. Campuswide	Commons/Parking Improvements	60,000
5. Campuswide	Grounds Equipment	12,000
6. Campuswide	Sidewalk Replacement	14,000
7. Campuswide	Campus Card System	17,500
8. Morey Hall	Fire Alarms	106,000
9. Natatorium	Pool Vacuum	3,500
10. Pile Hall	Rear Step Repair	7,500
11. Rec Center	Card Swipe System	3,500
12. Rec Center	Meeting Room Divider, Emerg Exit And Equipment Room	31,500
13. Res Halls	Furniture, Mattress Replacement	20,000
14. Res Halls	Portable AC & Screen Repairs	19,000
15. Student Center	Food Service Equip & Dishroom Lighting	31,500
16. Student Center	Carpet Replacement – Public Areas	20,000
17. Student Center	Equipment & Misc Repairs	23,000
18. Terrace Hall	Upgrade Fire Alarm System	71,000
19. Terrace Hall	Tuckpointing Design/Construction	120,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$640,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of April 13, 2007.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 13th day of April 2007.

\_\_\_\_\_  
Stan Carpenter. Chancellor



**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

**ACTION: Approve Use of Up to \$168,600 of Capital Improvement Fee Funds for the Following Projects at Chadron State and Up to \$45,000 in Capital Improvement Fee Funds for the Benthack Fire Sprinkler Project at Wayne State**

<b><u>CSC PROJECTS</u></b>	<b><u>309 FUNDS</u></b>	<b><u>CIF REQUEST</u></b>
NPAC Sprinklers & Catwalk	\$255,000	\$ 45,000
Memorial Hall Reroof	\$382,500	\$ 67,500
Memorial Hall Chiller Tie-In	\$ 85,000	\$ 15,000
King Library Sprinkler System	\$212,500	\$ 37,500
Boiler House Access Stairs to Tunnel	\$ 20,400	\$ 3,600
<b>TOTAL</b>	<b>\$955,400</b>	<b>\$168,600</b>

<b><u>WSC PROJECT</u></b>	<b><u>CIF REQUEST</u></b>
<b>Benthack Hall Fire Sprinkler</b>	<b>\$45,000</b>

Priority: Financial Strength  
 Strategy: 1  
 Goal: c

The College has received funding from the Task Force for Building Renewal to cover 85 percent of the construction costs of the following projects. Chadron State is required to cover the remaining 15 percent of construction costs.

Chadron State respectfully requests a total of \$168,600 from the Capital Improvement Fee Fund to pay for 15 percent of the cost of these projects.

The use of \$45,000 in capital improvement fee funds will allow WSC to go forward with the fire sprinkler project in Benthack Hall.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

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**ACTION:      Approve Wayne State College Acceptance of House from Wayne State Foundation**

Priority: Financial Strength  
Goal: c

---

Wayne State is requesting approval from the board to accept transfer of a single story residence, currently owned by the Wayne State Foundation, to the revenue bond program. Acceptance of this property is offered in accordance with Board Policy 8002; Real Property; Acquisition:

- a) Justification of Need: Home is surrounded on three sides by College property and is directly between student parking lot (east) and the Student Center (west).
- b) Legal Description: East 54 feet of lots 10-11-12, Block 1, College Hill 1<sup>st</sup> Addition, City of Wayne, Wayne County, Nebraska
- c) General Description: Residential home located on a 65 x 90 lot. Home is approximately 1,500 sq ft with 4 bedrooms and 3 bathrooms.
- d) Past and Present Use: Single family dwelling. Currently rented to tenant for \$350 per month. This property will likely be demolished at some point to free up the land for parking or green space.
- e) Estimated value of the property: 1988 purchase price of \$36,750. No current appraisal is available.
- f) Impact on campus master plan: will provide additional green space or parking and is within current campus master plan footprint.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: First Round Approval of Changes to Board Policy 8062; Capital Construction; Program Statements**

Priority: Financial Strength  
Strategy: 1

---

Policy 8062 has been revised to reflect the State Building Division's current trigger amount for required building programming and to simplify the submittal process for Program Statement review and approval. We currently require two Board of Trustee meetings to approve a Program Statement. Revisions to this policy will require an early submittal of the program document, but the approval can be accomplished in a single meeting. This change is intended to improve the review and approval process for capital projects.

Attached is a copy of Policy 8062 with the proposed changes.

# FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8062

Capital Construction; Program Statements

Page 1 of 5

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## BOARD POLICY

A Program Statement shall be prepared to support the college's funding request for the design and construction of a project that is estimated to cost more than ~~five hundred forty~~~~four hundred fifty~~ thousand dollars (\$~~540,000~~~~450,000~~) or amount as adjusted by State Building Division for inflation. This document is generally prepared by an architect/engineering firm with input from college personnel on the programmatic need for the project on that campus and shall contain specific data to assist the Board in analyzing and approving the request.

Requests for appropriations will follow the procedures adopted by the State Building Division for Capital Construction projects:

1. Year one: request will be for planning funds (Program Statement)
2. Year(s) two, three, etc.: requests will be for design plans and construction funds

The Program Statement shall be submitted to the Board for review at least ~~five (5)~~~~two~~ weeks prior to the request for ~~approval~~~~receipt~~ of the document. Following review by the Board, System Office staff, personnel from the Governor's Budget Office, the Legislative Fiscal Office, the State Building Division and other designated persons, the document will be considered for approval, after which time it will be submitted to the Governor's Budget Office, Building Division, ~~and~~ Legislative Fiscal Office and the Coordinating Commission for Postsecondary Education (CCPE) as support documentation for a specific capital construction funding request. No contract for the design, construction of a new facility, major modification or repair of an existing facility may be initiated unless an acceptable Program Statement has been approved by the Board.

If more than two (2) years elapse after the Program Statement is approved by the Board, an update to the document shall be prepared. The update shall include a revised project budget and construction schedule. If the scope of the project has been altered, that section of the Program Statement shall also be amended and presented to the Board for approval.

The Program Statement shall be comprised of the following sections:

1. Introduction
  - a. Background and history
  - b. Project description
  - c. Purpose and objectives
2. Justification of the Project
  - a. Data which supports the funding request
  - b. Alternatives considered (when applicable)
3. Location and site considerations
  - a. County
  - b. Town or campus
  - c. Proposed site
  - d. Statewide building inventory (not required for new buildings)

## FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8062**

**Capital Construction; Program Statements**

**Page 2 of 5**

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- e. Influence of project on existing site conditions
  - (1) Relationship to neighbors and environment
  - (2) Utilities
  - (3) Parking and circulation
- 4. Comprehensive plan compliance
  - a. Year of the agency's comprehensive plan and updates or revisions
  - b. Consistency with the agency comprehensive capital facilities plan
  - c. Consistency with the current version of the Statewide Comprehensive Capital Facilities Plan or CCPE Project Review Criteria/Statewide Plan (whichever applies)
- 5. Analysis of existing facilities
  - a. Functions/purpose of existing programs as they relate to the proposed project
  - b. Square footage of existing areas
  - c. Utilization of existing space by facility, room and/or function (whichever is applicable)
  - d. Physical deficiencies
  - e. Programmatic deficiencies
  - f. Replacement cost of existing building
- 6. Facility requirements and the impact of the proposed project
  - a. Functions/purpose of the proposed program
    - (1) Activity identification and analysis
    - (2) Projected occupancy/use levels
      - Personnel projections
      - Describe/Justify projected enrollments/occupancy
  - b. Space requirements
    - (1) Square footage by individual areas and/or functions
    - (2) Basis for square footage/planning parameters
    - (3) Square footage difference between existing and proposed areas (net and gross)
  - c. Impact of the proposed project on existing space
    - (1) Reutilization and function(s)
    - (2) Demolition
    - (3) Renovation

7. Equipment Requirements

- a. List of available equipment for reuse (if applicable)
- b. Additional equipment (if applicable)
  - (1) Fixed equipment
  - (2) Movable equipment
  - (3) Special or technical equipment

8. Special Design Considerations

- a. Construction Type
- b. Heating and cooling systems
- c. Life Safety/ADA
- d. Historic or architectural significance
- e. Artwork (for applicable projects)
- f. Phasing
- g. Future expansion
- h. Other

9. Project budget and fiscal impact

- a. Cost estimates criteria
  - (1) Identify recognized standards, comparisons and sources used to develop the estimated cost
  - (2) Identify the year and month on which the estimates are made and the inflation factors used
  - (3) Gross and net square feet
  - (4) Total project cost per gross square foot
  - (5) Construction cost per gross square foot

# FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8062**

**Capital Construction; Program Statements**

**Page 4 of 5**

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- b. Total project cost
  - (1) Program planning
  - (2) Professional fees
    - professional design consultants
    - in-house consultants
    - other consultants
  - (3) Construction
    - general, including mechanical, electrical, elevator
    - fixed equipment
    - site improvements (utilities, sidewalks, parking, landscaping, etc.)
  - (4) Moveable equipment
  - (5) Special or technical equipment
  - (6) Land acquisition
  - (7) Artwork (for applicable projects)
  - (8) Other costs (agency administration costs, moving, temporary space, testing, surveys, legal fees, insurance, etc.)
  - (9) Project contingency
  
- c. Fiscal Impact based upon first full year of operation (include proposed funding sources and percentage of each)
  - (1) Estimated additional operational and maintenance costs per year
  - (2) Estimated additional programmatic costs per year
  - (3) Applicable building renewal assessment charges

## 10. Funding

- a. Total funds required
  
- b. Project Funding sources (amounts and/or percentage of each)
  - (1) State funds
  - (2) Cash funds
  - (3) Federal funds
  - (4) LB 309 funds
  - (5) Revenue bonds
  - (6) Private donations
  - (7) Other sources
  
- c. Fiscal year expenditures for project duration

# FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8062**

**Capital Construction; Program Statements**

**Page 5 of 5**

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## 11. Time line

- a. Need Statement (if applicable)
- b. Program Statement
- c. Funding
- d. Professional consultants selection
- e. Design Development documents
- f. Receive bids for construction
- g. Award of contract and start of construction
- h. Completion of construction

## 12. Higher Education Supplement

- a. CCPE Review
  - (1) CCPE review is required
  - (2) CCPE review is not required
- b. Method of contracting
  - (1) Identify method
  - (2) Provide rationale for method selection

Legal Reference: RRS 81-1108.41 State comprehensive capital facilities plan; State Comprehensive Capital Facilities Planning Committee; program statement; appropriation for drawings and construction; contracts; approval; report; contents

Policy Adopted: 3/11/94  
Policy Revised: 12/3/98  
Policy Revised: 9/10/02  
Policy Revised: 2/12/04  
Policy Revised:



**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: First Round Approval of Changes to Board Policy 8063; Capital Construction; Construction Documents**

Priority: Financial Strength  
Strategy: 1

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Policy 8063 has been revised to support revisions proposed in policy 8062 and to provide for an approval process for Design Development documents to be identical to the process followed for Program Statements.

Attached is a copy of Policy 8063 with the proposed changes.

# FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8063**

**Capital Construction; Construction Documents**

**Page 1 of 2**

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## **BOARD POLICY**

The Board has an oversight function for capital construction projects which require its periodic review and approval of certain capital construction projects. In order to make that process more orderly, the Board directs that the following procedures be used in processing capital construction documents through the Board's approval function.

## **PROCEDURE**

### **Program Statement**

College personnel shall work with the architect/engineers in putting together a Program Statement that will be submitted to the Board at least ~~five (5)two~~ weeks prior to the meeting at which ~~approvalreceipt~~ is requested. The documents will be forwarded to the System Office for distribution to the Board and other appropriate state agencies along with any additional information that the college wishes to provide.

The architect/engineers will give a presentation to the Board at the meeting, if so desired. ~~If receipt is provided by the Board, the documents will then be forwarded by the System Office to the other appropriate state agencies.~~

Comments and questions will be forwarded by the System Office to the college for their use in preparing responses in consultation with the professional consultants.

When all issues/concerns have been addressed to the reviewers' satisfaction, the Board will give approval to the Program Statement ~~at their next meeting~~ and the college may notify the architect/engineer to begin the next phase of construction document development.

### **Schematic Design**

The review and approval process of the Schematic Design Phase will be delegated to appropriate college personnel, System Office staff and, if so directed by the Board, representatives from other agencies. It is anticipated that this activity will take about one month once the documents are in the hands of the reviewers. Once the approvals have been granted by this group of persons, the college may direct the professional consultants to proceed with the following phase. A report of that committee's action will be provided to the Board at a subsequent meeting.

### **Design Development**

The identical process of receipt, distribution of documents for comments, resolution of issues, and approval by the Board that is followed for the Program Statement shall be followed for this phase. Documents shall be received by the Board at least ~~five (5)two~~ weeks prior to the meeting at which ~~approvalreceipt~~ is requested, ~~and distribution of the documents to external reviewers authorized with approval being granted at the following Board meeting.~~

## FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8063**

**Capital Construction; Construction Documents**

**Page 2 of 2**

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### **Contract Documents**

Since this is a review of technical documents, this approval function will be delegated to the Vice Chancellor for Facilities, Planning, and Information Technology and other System Office staff the Vice Chancellor may deem necessary, and other agencies as deemed appropriate by the Board. When approval has been granted to the documents for this phase by all the involved parties, the college may proceed with advertising for bids. It is anticipated that this timeline will not exceed one month once the contract documents are in the hands of the reviewers.

The above procedures indicate that Board approvals of the documents will take place at regularly scheduled meetings and that such a process will require some long-range planning at the onset of the project. If, for some reason, it becomes necessary to solicit the required approvals in between meeting dates, a conference call of the Board may be scheduled, but such an approach should not be utilized except in extreme emergencies. Requests for such conference calls will be submitted to the System Office, Chairperson of the Board, and Chairperson of the Fiscal and Facilities Subcommittee for their consideration.

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

Policy Revised:

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 6011; General  
Operations Financial Reports**

Priority: Financial Strength  
Strategy: 1

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Policy 6011 has been revised to clarify the timing of various reports, to report FTE's employed on the annual expenditure report, and to add an annual report on expenditures per FTE.

Attached is a copy of Policy 6011 with the proposed changes.

FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 6011

General Operations Financial Reports

Page 1 of 1

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BOARD POLICY

The following reports will be submitted to the Chancellor and System Office in the format established by the System Office:

1. ~~Six-month and annual r~~Revenue/expenditure ~~quarterly~~ financial reports (fund accounting format);
2. Six-month and annual expenditure reports; ~~including annual reports will include~~ information on ~~expenditures per student and~~ FTEs employed, by employee group and by program, including salary and fringe benefits expended;
3. Annual salary recommendations for each employee;
4. Annual report on student financial aid expenditures, including both state and non-state funds (DAS supplemental forms); and
- ~~5.~~ Annual report on expenditures per FTE student (DAS supplemental forms);
- ~~6.5.~~ Monthly rReport prior to each board meeting on grant applications and awards of funds from non-state revenues.
- ~~7.6.~~ Annual report on each college's financial condition, using financial ratios that provide useful analytical indicators for higher education institutions (Annual Audit MD&A report).

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 7002;  
Capitalization; Definitions and Classifications**

Priority: Financial Strength  
Strategy: 1  
Goal: 2

---

Policy 7002 has been revised to provide clarification and additional consistency in the system capitalization policy. The revisions 1) clarify capitalization policies for telephone/data cabling and digital or lighted signs, 2) revise dollar values where capitalization is required in some instances, 3) add specific equipment items; and 4) address donated library holdings. Several of these revisions are in response to comments and suggestions from the APA to clarify and provide more consistency in capitalization of assets across the system.

Attached is a copy of Policy 7002 with the proposed changes.

## BOARD POLICY

## Asset -- Type and Classification

		Expected Life *
1.	Land	--
2.	Buildings	
	a. Major Buildings and Structures	50 years
	b. Minor Buildings and Structures	25 years
	c. Building Improvements	20 years
3.	Improvements Other Than Buildings	
	a. Utility Generation and Distribution Systems	30 years
	<del>b. Telephone and Data Cabling</del>	<del>10 years</del>
	<del>c. Fences</del>	<del>10 years</del>
	<del>d. Landscaping Improvements</del>	<del>20 years</del>
	<del>e. Digital or lighted signs</del>	<del>10</del>
	<del>f. Roads</del>	<del>50 years</del>
4.	Equipment	
	a. All Equipment Not Specifically Defined in Other Classifications	10 years
	b. Autos, Vans, and Passenger Vehicles	3 years
	c. Trucks, Busses, and Cargo Vehicles	8 years
	d. Computer Equipment	3 years
	e. Miscellaneous Educational Materials Stored on Computer-related Equipment/Devices	3 years
	f. Library Holdings	5 years
	g. Specimens, Collections, etc.	--
	h. Leases	--
	i. Office Furnishings	7 years
5.	Construction Work in Progress	--

years

(\*"Expected Life" is a reference to the ~~anticipated useful life depreciable life~~ of an asset. ~~and is not a factor in the accounting treatment of the item.~~ A fixed asset, which has been capitalized, shall remain in the College's fixed capital assets accounts ~~at its full capitalized value until such time as it is disposed of~~ net of accumulated depreciation.)

## Depreciation Method

The depreciation method used will be straight-line with one-half of one year's depreciation to be taken in the first and last year of the asset's life, regardless of the purchase date.

## 1. Land

Land will be capitalized at acquisition cost including assessments, commissions, legal and recording fees; draining, filling, other site preparation costs; judgments levied from damage suits; and demolition cost of structures on land acquired as building sites. Land acquired by gift will be capitalized at fair market value at time of acquisition. Acquisition cost of property, which includes structures not to be razed, will be allocated between land and buildings based on appraised values.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7002****Capitalization; Definitions and Classifications****Page 2 of 7**

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**2. Buildings****a. Major Buildings and Structures****1) Acquisition by Construction**

Initial capitalization includes initial construction costs of the building structure, including all internal piping, wiring, and permanent fixtures associated with the distribution of utilities within the building. Cost should also include architect fees, inspection fees and permits, bid advertising, any bond issuance costs including capitalized interest, and insurance costs incurred during the construction period. Exclude costs of landscaping, sidewalks, utility tunnels, or furnishings which are to be capitalized in other fixed asset accounts.

**2) Acquisition by Purchase**

Buildings acquired by outright purchase will be capitalized at acquisition cost with proportionate allocation of the purchase price and associated closing costs allocated to land on the basis of current fair market values. Additional costs incurred for the purpose of renovating or modifying the building structure in order to place it in service will also be capitalized.

**3) Building Additions**

Additions are extensions, enlargements, or expansions made to an existing asset. Additions are capitalized because they are considered extraordinary or major alterations. If an addition project exceeds ~~\$50,000~~ \$100,000, then the project costs should be added to the capitalized value of a building. Any addition project of less than ~~\$50,000~~ \$100,000 should be charged to expense as long as the cost does not exceed 25% of the building cost before the addition is built. Also, work done on the existing asset to accommodate the addition should be regarded as part of the cost of the addition and capitalized. Examples of additions are extra floor space added to a building, the addition of an air conditioning system to an office, the addition of pollution control devices, the addition of attached ramps, the addition of truck docks, the addition of fire escapes, and other appurtenances.

**4) Improvements and Replacements**

Capital improvements should be distinguished from ordinary repairs that are expenses that maintain the existing asset in normal operating condition and should be expensed immediately. Ordinary repairs are recurring in nature and are normally small relative to the value of the asset; they do not materially add to the use of the asset, and do not substantially extend its operational life. Examples of ordinary repairs include replacing minor parts, janitorial and utility services, and care of grounds.



Improvements and replacements are substitutions of a part of an asset for another. While replacement is the substitution of an asset of basically the same type and performance capabilities, improvement is the substitution of a better asset with superior performance capabilities. Replacements are considered as ordinary repairs and maintenance and are expensed as opposed to capitalized. The example of a replacement expense is replacing an old carpet with a new one. The replacement will not increase the service life of the building to which the original cost of the old carpet was added. If the work done is an improvement which is a major substitution, and it does increase the value of the asset (e.g., replacement of an old shingle roof with a modern fireproof tile roof), the difference between the replacement cost of the old asset and the new asset should be capitalized.

5) Major Renovations and Remodeling

Major renovation and remodeling will be capitalized if the renovation when viewed as a single project exceeds ~~\$100,000~~ \$200,000 and the project objective and scope includes modernization of the structure as a whole, and not merely a rearrangement of selective office/classroom areas. In the event a renovation project involves significant razing of the existing structure, an estimate of the cost of initial construction, which was razed, should be removed from the existing building asset valuation.

b. Minor Buildings and Structures

Capitalization and renovation policy would be the same as (a) above, except this classification would consist primarily of the following: garages, sheds, greenhouses, and shops.

3. **Improvements Other Than Buildings**

It shall be the policy to capitalize all costs of this category which are incurred in conjunction with a major building project even if the amount is less than stated in the succeeding sections of this policy for various classifications of improvements.

The following classifications of improvements will be capitalized:

a. Utility Generation and Distribution System

Includes cost of providing utility generation systems within power plant structures, as well as facilities and equipment for transmission of utilities from one location to another. (Utility Distribution Systems within a building structure, i.e., internal piping and wiring, are capitalized as part of the building cost.) This account includes the installed cost of equipment used in the generation of heat, power, steam, electricity, and cooling; the cost of constructing utility tunnels; as well as any equipment, switchgear, piping, and wiring housed in the tunnels. Includes costs on sanitary and storm sewers, electrical transmission lines and similar type equipment. This does not include telephone and data cabling.

Cost includes actual equipment, related transportation costs and installation costs, as well as any legal or other fees, licenses, surveying, equipment rental, or other such costs incurred in connection with the installation of the facilities. Additions or extensions to existing utility generators and distribution capacity will be capitalized in the year such addition was completed. Repairs and related maintenance of current systems should be charged to expenses.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE, SYSTEM****POLICY: 7002****Capitalization; Definitions and Classifications****Page 4 of 7****b. Telephone and Data Cabling**

Includes the cost of providing new telephone or computer data cabling within existing or new facilities. If the telephone and data cabling are done in conjunction with new construction or a remodel the cost of the cabling will be included in the capitalization of that new construction or remodel.

Costs include actual equipment, related transportation costs and installation costs, as well as any legal or other fees, licenses, surveying, equipment rental, or other such costs incurred in connection with the installation of the wiring/cabling. Repairs and maintenance of current systems should be charged to expense.

**b- c. Fences**

Includes cost of material, installation, surveying and other related items incurred for the construction of permanent security and traffic control fences. Cost of replacing wire, sections of post and/or rails and wire should be charged to expense. Additions to fences or complete replacement of fences should be capitalized in the year completed. Costs under ~~\$5,000~~ \$10,000 should be charged to expense.

**e- d. Landscaping Improvements**

Includes initial construction cost of sidewalks, drives, parking lots, athletic fields, outdoor lighting, shrubs and trees, lawns, and ground watering systems for lawns. Also includes surveying, filling, and draining costs if such costs are incurred solely for the installation of the improvement and are not part of an overall land acquisition and construction project.

Additions to existing sidewalks, drives, and parking lots should be capitalized in the year completed. Maintenance, partial replacement, and resurfacing projects are to be charged to expense.

Landscaping improvement projects with a cost under ~~\$25,000~~ \$50,000 should be charged to expense.

**4. Equipment**

Equipment items acquired by the State Colleges will be capitalized at net invoice price plus freight, installation charges, and trade-in allowance, if any. For purposes of this policy, equipment is defined by the following classifications:

All equipment not specifically defined in other classifications	life of 10 years
Autos, vans, and other passenger vehicles used in motor pool	life of 3 years
<u>Mowers, bobcats and other grounds equipment</u>	<u>life of 5 years</u>
<u>Used equipment</u>	<u>life of 3 years</u>
Heavy duty trucks, busses and cargo vehicles	life of 8 years
<u>Heavy Equipment</u>	<u>life of 10 years</u>
<u>years</u> Computer equipment	life of 3 years

Miscellaneous Educational Materials Stored on Computer-related Equipment/Devices	life of 3 years
Library Holdings	life of 5 years
Specimens, collections, and models	nominal value
Leases	nominal value
Office Furnishings	life of 7 years

a. All Equipment Not Specifically Defined in Other Classifications

This classification includes furniture, apparatus, machinery, implements, and tools used on campus grounds or in classrooms, laboratories, offices, shops, production operations, storerooms, and auxiliary enterprises providing such equipment has an economic useful life of two years and a unit cost in excess of \$5,000.

Items purchased in bulk quantity will be classified according to the smallest useable unit, (e.g., 100 chairs purchased for \$80. Although the invoice will be for \$8,000, these items will not be capitalized.) Component parts, which individually cost less than the capitalization level but when combined exceed the capitalization level of \$5,000, shall be capitalized when purchased as a functional unit. Items of lesser value may be capitalized when required by a regulatory agency.

For inventory purposes, all items subject to the capitalization policy should be carried on the equipment inventory maintained by each campus.

b. Autos, Vans, and Other Passenger Vehicles

Includes net invoice price including any dealer preparation cost and local delivery.

c. Trucks, Busses, and Heavy Duty Cargo Vehicles

Costs--same as above.

d. Computer Equipment

This equipment should be classified separately due to the rapid obsolescence. Cost includes net invoice price plus inbound transportation and installation costs. Warranties and built-in software included as part of the original purchase shall be included in the capitalization amount. The cost of software purchased subsequently should not be capitalized for financial reporting purposes since such software is generally licensed and not owned, even if the license agreement allows perpetual use of the software without additional license payments. Subsequent purchases of warranties shall not be capitalized but entered as operating expenses. The capitalization of computer equipment is limited to items costing in excess of \$5,000.

Items purchased in bulk quantity will be classified according to the smallest useable unit, (e.g., 10 computers purchased for \$1,500. Although the invoice will be for \$15,000, these items will not be capitalized.) Component parts, which individually cost less than the capitalization level but when combined exceed the capitalization level of \$5,000, shall be capitalized when purchased as a functional unit. Items of lesser value may be capitalized when required by a regulatory agency.

For inventory purposes, all items subject to the capitalization policy should be carried on the equipment inventory maintained by each campus.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE, SYSTEM**

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 6 of 7**

e. Miscellaneous Education Materials

Miscellaneous educational materials that are stored on computerized hardware or software devices shall be ~~reported~~ capitalized at acquisition cost or, if donated, at fair market value at the date of donation. ~~Where reliable cost information is not readily available, such materials will be capitalized at a value of \$1.00 per catalogued item at the end of the 6/30/95 fiscal year. Beginning with fiscal year 1995-96, items should be added to this base at actual cost or fair market value.~~ The miscellaneous education materials will be capitalized as a single unit entry each year (not as the smallest useable unit) if in excess of \$5,000 per year.

f. Library Holdings

For purposes of this policy, a library is defined as a catalogued collection of materials supervised by a professional librarian. For financial reporting purposes, small departmental collections are not included. All library holdings, including books, bound periodicals, microfilms, microfiche and other items shall be ~~reported~~ capitalized at acquisition cost. ~~or, if donated, at fair market value at the date of donation. Where reliable cost information is not readily available, library holdings will be capitalized at a value of \$1.00 per catalogued item at the end of the 6/30/95 fiscal year. Beginning with fiscal year 1995-96 items should be added to this base at actual cost or fair market value.~~ The library holdings will be capitalized as a single unit entry each year (not as the smallest useable unit.)

Donated library holdings that are added to current library catalog will be valued at \$5 per item unless they can be identified as a collection (rare items having exceptional value) at which time they will be capitalized according to the rules of specimens/collections. For donated items to be capitalized in any given fiscal year the total value of the donated library holdings must exceed \$5,000.

g. Specimens, Collections, etc.

Art objects, specimens, and artifacts shall be ~~reported~~ capitalized at acquisition cost or, if donated, at fair market value at the date of donation ~~if they exceed \$5,000. Where reliable cost information is not readily available, collections of art objects, specimens and artifacts will be capitalized at a value of \$1.00 per item at the end of the 6/30/95 fiscal year. Beginning with fiscal year 1995-96 items should be added to this base at actual cost or fair market value.~~

h. Leases

The State Colleges enter into various leasing agreements for the use of equipment, facility space, etc. In governmental accounting there are two classifications of leases, capital or operating.

If the lease meets one or more of the following criteria, it is a capital lease:

- 1) The lease transfers ownership of the property to the lessee by the end of the lease term.
- 2) The lease contains a bargain purchase option.

- 3) The lease term is equal to 75 percent or more of the estimated economic life of the leased property. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the lease property, including earlier years of use, this criterion shall not be used for the purposes of classifying the lease.
- 4) The present value at the beginning of the lease term of the minimum lease payments, excluding that portion of the payments representing executory costs such as insurance, maintenance, and taxes to be paid by the lessor, including any profit thereon, equals or exceeds 90 percent of the excess of the fair value of the leased property to the lessor at the inception of the lease over any related investment tax credit retained by the lessor and expected to be realized by him. However, if the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property, including earlier years of use, this criterion shall not be used for purposes of classifying the leases. A lessor shall compute the present value of the minimum lease payments using the interest rate implicit in the lease. A lessee shall compute the present value of the minimum lease payments using his incremental borrowing rate unless it is practicable for him to learn the implicit rate computed by the lessor and the implicit rate computed by the lessor is less than the lessee's incremental borrowing rate. If both of these conditions are met, the lessee shall use the implicit rate.

A capital lease is recorded at the full value of the contract, including the ultimate purchase if applicable, in an appropriate fixed asset account at the time the contract is made. At the same time, a total lease contract liability should be established. All subsequent payments under the contract should be recorded in the appropriate operating expense account and later transferred by accounting as a reduction of the Lease Payable Account.

Occasionally, equipment will be purchased under a lease contract, even though it was not the intent to purchase the equipment at the time the lease was negotiated. Under these circumstances, the equipment should be capitalized at the time the decision is made to purchase and only for the amount of the negotiated purchase price. Prior year lease payments should not be capitalized.

If the lease agreement does not meet one or more of the four criteria listed above, it is classified as an operating lease. The payments made on an operating lease are charged to expense over the lease term as it becomes due. Normally operating leases are not capitalized.

#### 5. **Construction Work in Progress**

Construction Work in Progress Account is designed to accumulate all costs incurred in connection with projects undertaken for the construction or renovation of capital assets. Costs should remain in the Construction Work in Progress Account until the project is complete and the building or other constructed asset is placed in service.

Upon completion of the project, all costs will be removed from the Construction Work in Progress Account and charged to appropriate Building, Improvements Other Than Buildings, and Equipment Accounts in accordance with the Capitalization Policy.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 7010; Purchases;  
Bids; Public Lettings**

Priority: Financial Strength  
Strategy: 1  
Goal: c

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Policy 7010 has been revised to increase bid thresholds for competitive formal bidding, competitive informal bidding, and informal bidding. Language has also been added to address purchases of used vehicles, equipment, materials, or supplies; to address library acquisitions; to recognize the use of purchase requisitions; and to disallow e-mail as a means to receive competitive formal sealed bids.

Attached is a copy of Policy 7010 with the proposed changes.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7010****Purchases; Bids; Public Lettings****Page 1 of 4**

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**BOARD POLICY****Public Lettings**

All public lettings made by the State Colleges and the System Office shall meet the requirements of state statute for such activities. Advertisements for bids shall fix the day and time upon which bids shall be returned, received and opened. When a public contract is to be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference over a nonresident bidder from a state which gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder. This provision shall not apply to any contract for any project upon which federal funds would be withheld because of such provisions.

All contractors bidding on public lettings in the State College System shall file with the bid form, a statement that he/she is complying with, and will continue to comply with, fair labor standards in the pursuit of his/her business and in the execution of the contract on which he/she is bidding. If it is shown that any contractor submitting a bid has not complied with fair labor standards in the pursuit of his/her business, such lack of compliance shall be the basis for disqualification of the bid.

The State of Nebraska's Drug-Free Workplace Policy requires those engaging in or seeking to engage in business with the State to establish a drug-free workplace policy. All contractors and vendors wishing to enter into a contract with a State College must either submit a copy of their drug-free workplace policy or submit a statement that they are in compliance with the State of Nebraska's Drug-Free Workplace requirement. Purchase Orders used to obtain products or services shall contain a statement that, by virtue of accepting the Purchase Order, providing the project or services and receiving payment for the same, the vendor is verifying that his/her business is in compliance with the State's Drug-Free Workplace Policy.

No person who is in charge of any bids prior to the time fixed for opening, shall open them prior to the time or otherwise disclose to any bidder the contents, amount or other details of any rival bid.

**Purchases**

The responsibility for the purchasing, receiving, storing and distributing of all materials, supplies, moveable furniture and moveable equipment to support the activities and programs of each State College and the System Office, unless otherwise provided, is delegated by the Board to the President of each College or to the Chancellor. The chief financial officer of the College shall serve as the Principal Purchasing Agent for the College and shall be responsible for the development and implementation of campus processes and procedures which conform to the requirements of the Board of Trustees. Should such processes and procedures include the appointment of a campus purchasing agent and a decentralized purchasing function, responsibility for conformance with Colleges' and Board of Trustees' requirements shall remain with the Principal Purchasing Agent.

While a staff member as a prospective user may informally seek information and confer with a vendor about the characteristics and list price of a product, negotiation for purchase of such product must be done in compliance with the College/Board of Trustees' policies. In instances where the College has a decentralized purchasing function which may involve the prospective user of a product, the Principal Purchasing Agent shall retain responsibility for assuring compliance with procurement procedures. If correspondence is carried on between a prospective user and a vendor, copies of such correspondence shall be included along with other price documentation accompanying a purchase order to the extent determined appropriate by the Principal Purchasing Agent. Employees are to be aware of and follow the requirements stated in Policy #5002, A Conflict of Interest: General Employment Guidelines; State College Employees when working with potential vendors for their campus.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7010**

**Purchases; Bids; Public Lettings**

**Page 2 of 4**

Purchasing processes and procedures shall be designed to assure that all materials, supplies, equipment and contractual services, using appropriate standards and specifications, can be purchased at the most advantageous price. Where feasible and appropriate, each college shall attempt to determine its annual supply and equipment needs so that purchasing may be coordinated to realize the potential economies of standardization of materials and large scale purchases. State purchasing assistance or contracts may be utilized where found to be advantageous. Payment will be made on satisfactory evidence that the materials have been received or the services rendered; that the designated specifications have been met; and that the price charged is correct. In that the State of Nebraska prefers that electronic payments be made to contractors and suppliers when possible, the following text shall appear on all State College Requests for Proposals, bid requests, contracts and purchase orders: AThe State Colleges may request that payments be made electronically instead of by State warrant.

All purchases of and contracts for services, materials, supplies, or equipment, and all leases of property, shall be made in the following manner, except in emergencies approved by the Board of Trustee ' s Chancellor:

- 1) By a competitive formal sealed bidding process in all cases in which the purchases are of estimated value in the amount of twenty-five thousand dollars (\$25,000) ~~ten thousand dollars (\$10,000)~~ or more;

*Competitive formal sealed bids are price quotations secured from vendors by means of A Quotation Request form. Goods or services for which formal sealed bids are requested are advertised for a minimum of fifteen (15) calendar days. Bids are opened publicly at the time and date specified in the Quotation Request. Facsimile quotes or e-mails received by the institution are not allowed during this process.*

- 2) By a competitive informal bidding in all cases in which the purchases are of estimated value equal to or exceeding ten thousand dollars (\$10,000) ~~five thousand dollars (\$5,000)~~ but less than twenty-five thousand dollars (\$25,000) ~~ten thousand dollars (\$10,000)~~;

*Informal competitive bids are price quotations for goods and services which are secured by a written request for bids and which are documented in writing by the vendors after solicitation by the College/System Office. Informal competitive bidding requires written specifications to be sent to prospective bidders with a specified date for the return of the sealed bid, but a time opening of the bids is not required. Facsimile quotes or e-mails received by the institution are not allowed during this process.*

- 3) By an informal bidding process in all cases in which the purchases are of estimated value equal to or exceeding two thousand five hundred dollars (\$2,500) but less than ten thousand dollars (\$10,000) ~~five thousand dollars (\$5,000)~~;

*Informal bids are price quotations for goods or services which are secured by telephone calls or letters to potential vendors or from the vendors' published material. If the bids are obtained by telephone, the College/System Office is required to document such bids in writing.*

- 4) By a non-bidding process in all cases in which the purchases are of estimated value less than two thousand five hundred dollars (\$2,500). If it is determined by the College/System Office that solicitation of bids for items costing less than two thousand five hundred dollars (\$2,500) would result in a better quality product or lower cost, informal bids may be secured by telephone or in writing.

- 5) All contracts for services, purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts which are of an estimated value below that required for competitive bidding.



## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7010**

**Purchases; Bids; Public Lettings**

**Page 3 of 4**

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- 6) Purchase Orders or Purchase Requisitions shall be prepared to serve as notification of award and documentation for the purchase of supplies, materials or equipment when the item(s) are being purchased under an existing State of Nebraska or State College contract. Purchase orders are not required when purchasing supplies, materials, equipment or services that cost less than ~~\$1,000~~~~\$100~~. A contract document shall be used for capital construction projects, leases of property and services when the cost of the contract exceeds \$50,000. A Notice of Award shall be issued prior to the execution of contracts for capital construction projects, leases of property or for retainage of services.
  - 7) In addition to the requirements of this policy, acquisition of specialized equipment must also follow the purchasing requirements established by the Office of the CIO -DAS- Division of Communications (telecommunications equipment), Office of the CIO – Information Management Services -DAS Central Data Processing-(computer equipment), and DAS Transportation Services Bureau (motor vehicles).
  - 8) Used vehicles, equipment, materials, or supplies may be purchased by a non-bidding process up to the amount of \$25,000 with the approval of the appropriate President or the Chancellor. Documentation justifying the purchase should be included with the purchase order for future reference.
  - 9) Library acquisitions may be purchased by a non-bidding process when comparable pricing is checked through the Library's automation software or other specialized price comparison software available specifically for library acquisitions.

### **Competitive Bids**

The Materiel Division of the Nebraska Department of Administrative Services has the authority by state law to develop standards and specifications, take bids and negotiate purchases/contracts for materials, supplies, furniture, equipment, printing, stationery, automotive and road equipment and electronic hardware and software for use by state agencies. The Department of Administrative Services/Materiel Division has delegated purchasing authority to each State College and bidding shall follow the rules established by that office and the following requirements of the Board. State purchasing assistance or State contracts and other procurement procedures may be utilized where found to be advantageous.

If articles are to be purchased by competitive bidding, the State Colleges and System Office shall prepare standards and specifications for these articles in such a manner it will be possible for three or more manufacturers, vendors, or suppliers to submit competitive bids. If a requisition for articles exceeds ten thousand dollars (\$10,000) ~~five thousand dollars (\$5,000)~~ and bids cannot be obtained from three bidders, then the standards and specifications of the articles upon which bids are being sought shall be reviewed. If it then is determined by the college, in consultation with the System Office staff, that because of the special nature of the articles sought to be purchased, the standards and specifications should remain as written, bids may be accepted from a fewer number of bidders than three with the approval of the Board of Trustee 's Chancellor.

All purchases, leases or contracts of articles, property or services which are required to be based on competitive bids, shall be made to the lowest responsible bidder, taking into consideration the best interest of the college, the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery. In determining the lowest responsible bidder, in addition to price, the following elements shall be given consideration:

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7010 Purchases; Bids; Public Lettings****Page 4 of 4**

- 1) The ability, capacity and skill of the bidder to perform the contract required;
- 2) The character, integrity, reputation, judgement, experience and efficiency of the bidder;
- 3) Whether the bidder can perform the contract within the time specified;
- 4) The quality of performance of previous contracts;
- 5) The previous and existing compliance by the bidder with laws relating to the contract;
- 6) The performance of the article or property, taking into consideration any commonly accepted tests and standards of product usability and user requirements;
- 7) Energy efficiency ratio as stated by the bidder for alternative choices of appliances or equipment;
- 8) The results of the United States Environmental Protection Agency tests on fleet performance of motor vehicles; and
- 9) Such other information as may be secured having a bearing on the decision to award the contract.

A minimum of fifteen (15) calendar days shall elapse between the time formal bids are advertised or called for and the time of their opening; provided, however, that this requirement may be waived by the Chancellor in case of an emergency.

Any or all bids may be rejected by the State College or Board of Trustees, including the bid of any bidder who has failed to perform a previous contract with the State Colleges or the State of Nebraska. In any case, where competitive bids are required and all bids rejected, and the proposed purchase is not abandoned, new bids shall be called for as in the first instance.

No employee of the State Colleges or the System Office shall be financially interested, or have any beneficial personal interest, directly, or indirectly, in the purchase or leasing of any articles or property, nor in any firm, partnership, corporation or association furnishing them. No such person shall receive or accept directly or indirectly from any person, firm or corporation submitting any bid or to whom a contract may be awarded, by rebate, gift or otherwise, any money or other thing of value whatsoever, or any promise, obligation or contract for future reward, or compensation.

Legal Reference:	RRS 73-101 through 105 RRS 81-161 RRS 81-161.01  RRS 81-161.02 RRS 81-161.05	Public Lettings Competitive bids; Award to lowest responsible bidder; Elements considered Competitive bids; time required to elapse between notice and opening of bids; waiver Competitive bids; rejection, grounds, new bids Materiel Division or employee; Financial or beneficial personal interest for bidder
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Policy Adopted: 1/28/77  
 Policy Revised: 7/22/83  
 Policy Revised: 3/16/90  
 Policy Revised: 3/11/94  
 Policy Revised: 11/11/95  
 Policy Revised: 9/26/97  
 Policy Revised: 9/15/06  
 Policy Revised: [4/13/07](#)

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 7015; Contracts; Limitations, Exemptions**

Priority: Financial Strength  
Strategy: 1  
Goal: c

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Policy 7015 allows certain contracts not to be reviewed by the Board. The policy has been revised to allow the not to exceed limits for contracts dealing with installation services and movable equipment as well as contracts to provide services to external parties to be raised.

Attached is a copy of Policy 7015 with the proposed changes.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 7015**

**Contracts; Limitations, Exemptions**

**Page 1 of 2**

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**BOARD POLICY**

The Board of Trustees is responsible for all contracts. No contract may commit funds for a future fiscal year unless specific funding has been identified in a Legislative appropriation bill or an appropriate escape clause has been inserted in the contract.

No contract, purchase option or lease/purchase agreement that requires Board approval shall be signed or finalized in any form until the Board of Trustees has authorized the college to enter into such an understanding.

All contracts for capital construction projects must follow the criteria stipulated in Policies 8063 through 8068.

All contracts related to revenue bond facilities will be in accordance with the indentures, statutes, and related Board policies.

Contracts with individual students for room, board or deferred payment programs may be entered into by the administration of each college after approval of the terms have been provided by the Board.

Certain contracts do not require review and approval by the Board. An exempt contract shall be defined as any of the following;

1. Any contract for the purchase of food and consumable food service items used in the regular course of business in the operation of the college.
2. Any contract for the purchase of supplies and commodities used in the regular course of business in the operation of the college.
3. Any contract for the purchase of installation services or movable equipment where the total cost does not exceed one hundred thousand dollars (\$100,000) ~~five thousand dollars (\$50,000)~~.
4. Any contract for the purchase of utilities, gasoline, oil, or diesel fuel used in the regular course of business in the operation of the college.
5. Any contract providing for the sale of a single item of personal property owned by the college, where the sale price does not exceed ten thousand dollars (\$10,000).
6. Any granting of a temporary lease, whereby an external party is authorized to use or occupy state college property for a term not exceeding six months.
7. Any contract relating to the staging or performance of any cultural, recreational, or intercollegiate athletic event (at home or away).
8. Any contract for the purchase of material to be added to the collection of any state college library.
9. Any contract that does not exceed ten thousand dollars (\$10,000) ~~five thousand dollars (\$5,000)~~, whereby a state college will provide services to an external party including, but not limited to, instruction, consulting, planning, technical assistance or program development services.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7015****Contracts; Limitations, Exemptions****Page 2 of 2**

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All exempt contracts shall be signed by the College President or his/her designated Vice President. A list of the contracts over \$50,000 ~~\$25,000~~ signed and the authorized person signing them shall be provided to the Board of Trustees in the contract report prepared for each Board meeting.

Legal Reference: RRS 85-304  
RRS 85-411

Board of Trustees; Powers; Enumerated  
Campus buildings and facilities; Board; Powers

Policy Adopted: 7/22/83  
Policy Revised: 3/11/94  
Policy Revised: 6/15/95  
Policy Revised: 4/13/07

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 7016; Contracts;  
Consulting Services**

Priority: Financial Strength  
Strategy: 1  
Goal: c

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Policy 7016 has been revised to increase maximum limits for consulting service approvals delegated to the college President or requiring the Chancellor's approval.

Attached is a copy of Policy 7016 with the proposed changes.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7016****Contracts; Consulting Services****Page 1 of 1**

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**BOARD POLICY**

The Board of Trustees recognizes the value and financial savings that may accrue from the use of experienced consultants to the Board, staff and faculty on special aspects of the college program. Since no institution can include in its personnel appointments all the highly qualified and widely experienced people on all phases of college operations, the Board will therefore contract from time to time as appropriate with individuals or groups for special consulting services.

The Presidents are delegated the responsibility for selecting, negotiating and signing on behalf of the Board, contracts under twenty-five thousand dollars (\$25,000) ~~ten thousand dollars (\$10,000)~~ for consultation services which are included in the operations or revenue bond budgets. For such contracts where the fee is estimated to be between twenty-five thousand dollars ~~ten thousand dollars (\$10,000)~~ and fifty thousand dollars (\$50,000) ~~twenty-five thousand dollars (\$25,000)~~, such contracts shall be approved by the Chancellor and signed by the President and Chancellor. All consulting contracts exceeding fifty thousand dollars (\$50,000) ~~twenty five thousand dollars (\$25,000)~~ that are covered under this policy shall follow a competitive RFP process and be approved by the Board and signed by the President and Chancellor.

Legal Reference: RRS 85-304

Board of Trustees; Powers; Enumerated

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

[Policy Revised: 4/13/07](#)

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 7020; Travel;  
Motor Pool**

Priority: Financial Strength  
Strategy: 1

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Policy 7020 has been revised to provide the colleges a means to improve motor pool scheduling for the purpose of creating the most economical travel solution available to each college.

Attached is a copy of Policy 7020 with the proposed changes.



**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 7020**

**Travel; Motor Pool**

**Page 1 of 1**

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**BOARD POLICY**

Each College shall maintain a pool of vehicles for the official use of employees. The cost of vehicle use shall be charged against the travel budget of the institution's academic, activity, and administrative budgets.

No mileage reimbursement shall be allowed when such mileage accrues while using an automobile from the institution's motor pool.

Every person authorized by the administration of each State College and/or the System Office to operate a state vehicle shall complete a defensive driving course approved by the Nebraska Transportation Services Bureau. The defensive driving course shall be successfully completed within six months from the date of hire by the institution. Should a person driving a state college vehicle be found at fault after involvement in a personal injury or ~~property~~ property damage motor vehicle accident, that person shall be required to enroll in an approved defensive driving refresher course before being authorized to again operate a state vehicle.

Each employee using a state vehicle shall follow all motor vehicular rules and regulations according to the laws of the State of Nebraska.

Persons authorized by the administration of each State College and/or the System Office will be required to utilize the most economical transportation solution available as determined by the institution. Motor pool vehicles will typically provide the most value to the institution. Individuals who choose to operate a personal vehicle when pool vehicles are available may be compensated at a rate determined by the institution. This rate may vary from campus to campus and may vary from the rate provided to employees using personal vehicles when no motor pool vehicles are available.

Legal Reference: RRS 81-1008 - 1025

State Owned Motor Vehicles

Policy Adopted: 1/28/77

Policy Revised: 3/11/94

Policy Revised: 8/29/97

Policy Revised: 4/13/07

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Final Round Approval of Changes to Board Policy 8025; Facilities Utilization; Non-College Purposes, Fees and Charges**

Priority: Financial Strength  
Strategy: 1  
Goal: 2

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Policy 8025 requires each college to develop a schedule of fees and charges for use of college facilities for non-college purposes. The policy has been revised to allow the colleges to file a copy of that schedule with the System Office no later than August 1 of each year without a requirement for Board approval.

Attached is a copy of Policy 8025 with the proposed changes.

**FACILITIES, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 8025 Facilities Utilization; Non-College Purposes,  
Fees and Charges**

**Page 1 of 1**

**BOARD POLICY**

Facilities of the State College System are available for non-college purposes within specified limits.

Upon approval by the College President, or his/her designee, functions which meet the following criteria may be accommodated. The functions shall:

1. not be in conflict with college functions and purposes;
2. be in accord with the best interests of the college and of the larger community
3. not involve the State College System in the promotion of a particular partisan, sectarian, or political position

Students, faculty, staff and organizations affiliated with the college shall have priority in the use of facilities over anyone not associated with the college.

Each State College will develop a set of procedures for use of its facilities by non-colleges persons or organizations. A copy of such procedures shall be placed on file in the System Office.

Any person or organization not affiliated with the college, requesting a special use of campus facilities, shall submit such request in writing. The person or organization shall assume responsibility for the activity and may be required to obtain liability insurance for that activity.

The colleges will develop a schedule of fees and charges for non-college use of its facilities ~~and present to the Board for approval~~. A copy of the current fee and charge schedule shall be on file in the System Office no later than August 1 of each year.

In general, the colleges are to avoid allowing use of college facilities in any manner that would directly compete with the commercial facilities of the community.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Approve Program Statement for Memorial Stadium and Rice Auditorium Improvement at Wayne State College**

Priority: Financial Strength  
Strategy: 1

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A formal presentation of the program statement for the Memorial Stadium and Rice Auditorium improvements will be provided by Leo A Daly at the Board meeting at 1:30 p.m. April 12. Leo A Daly and Wayne State will answer any questions on the document at that time. The Board will be asked to approve the program statement at its April 13, 2007 meeting.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

**ACTION: Approve the Acceptance and Retrieval of LB 309 Allocations**

Priority: Financial Strength  
 Strategies: 1  
 Goal: c

The following items are submitted by the colleges for Board approval.

**Chadron**

1. Acceptance of \$212,500.00 for fire sprinkler system in Library
 

Allocation Date/Amount	1/11/07	\$212,500.00
College Contributed Amount		<u>37,500.00</u>
Estimated Project Cost		\$250,000.00
  
2. Retrieval of \$1,910.42 for design of chilled water extension
 

Allocation Date/Amount	2/12/04	\$14,450.00
Retrieval Date/Amount	2/26/07	<u>1,910.42</u>
Estimated Project Cost		\$12,539.58
  
3. Retrieval of \$26,331.19 for roof replacement on Library
 

Allocation Date/Amount	8/29/05	\$178,500.00
Retrieval Date/Amount	2/7/07	<u>26,331.19</u>
Estimated Project Cost		\$152,168.81

**Peru**

1. Acceptance of \$8,500.00 for emergency water system repairs
 

Allocation Date/Amount	1/30/07	\$8,500.00
College Contributed Amount		<u>1,500.00</u>
Estimated Project Cost		\$10,000.00
  
2. Acceptance of \$212,500.00 for fire sprinkler system in T.J. Majors
 

Allocation Date/Amount	1/11/07	\$212,500.00
College Contributed Amount		<u>37,500.00</u>
Estimated Project Cost		\$250,000.00
  
3. Retrieval of \$3,933.33 for ADA restroom modifications (materials only) in AV Larson
 

Allocation Date/Amount	7/5/06	\$5,000.00
Retrieval Date/Amount	2/5/07	<u>3,933.33</u>
Estimated Project Cost		\$1,066.67

#### 4.23.-2

4. Retrieval of \$938.72 for mechanical equipment insulation (materials only)

Allocation Date/Amount	5/31/06	\$12,500.00
Retrieval Date/Amount	2/5/07	<u>938.72</u>
Estimated Project Cost		\$11,561.28
  
5. Retrieval of \$7,144.73 for design structural/foundation stabilization at Al Wheeler Activity Center

Allocation Date/Amount	12/18/03	\$67,750.00
Retrieval Date/Amount	2/5/07	<u>7,144.73</u>
Estimated Project Cost		\$60,605.27
  
6. Acceptance of \$8,500.00 for phase II window repairs in TJ Majors

Allocation Date/Amount	2/14/07	\$8,500.00
College Contributed Amount		<u>1,500.00</u>
Estimated Project Cost		\$10,000.00
  
7. Retrieval of \$4,675.00 for emergency water system repair

Allocation Date/Amount	1/30/07	\$8,500.00
Retrieval Date/Amount	3/19/07	<u>4,675.00</u>
Estimated Project Cost		\$3,825.00

#### Wayne

1. Acceptance of \$212,500.00 for fire sprinkler system in Benthack Hall

Allocation Date/Amount	1/11/07	\$212,500.00
College Contributed Amount		<u>37,500.00</u>
Estimated Project Cost		\$250,000.00
  
2. Retrieval of \$850.82 for tuckpointing design in U.S. Conn Library

Allocation Date/Amount	7/24/03	\$12,750.00
Retrieval Date/Amount	1/17/07	<u>850.82</u>
Estimated Project Cost		\$11,899.18
  
3. Retrieval of \$94,409.50 for water system upgrades

Allocation Date/Amount	5/11/06	\$595,000.00
Retrieval Date/Amount	1/17/07	<u>94,409.50</u>
Estimated Project Cost		\$500,590.50
  
4. Retrieval of \$833.44 for tuckpointing design in Benthack Hall

Allocation Date/Amount	7/24/03	\$7,650.00
Retrieval Date/Amount	1/17/07	<u>833.44</u>
Estimated Project Cost		\$6,816.56
  
5. Retrieval of \$839.96 for tuckpointing design in Brandenburg Education Building

Allocation Date/Amount	7/24/03	\$11,050.00
Retrieval Date/Amount	1/17/07	<u>839.96</u>
Estimated Project Cost		\$10,210.04

- |     |   |          |                  |
|-----|---|----------|------------------|
| 6.  | Retrieval of \$341.98 for tuckpointing design in Carhart Science                |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$4,590.00       |
|     | Retrieval Date/Amount   | 1/17/07  | <u>341.98</u>    |
|     | Estimated Project Cost  |          | \$ 4,248.02      |
| 7.  | Retrieval of \$851.95 for tuckpointing design in Hahn Administration            |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$11,475.00      |
|     | Retrieval Date/Amount   | 1/17/07  | <u>851.95</u>    |
|     | Estimated Project Cost  |          | \$10,623.05      |
| 8.  | Retrieval of \$851.93 for tuckpointing design in Humanities                     |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$11,050.00      |
|     | Retrieval Date/Amount   | 1/17/07  | <u>851.93</u>    |
|     | Estimated Project Cost  |          | \$10,198.07      |
| 9.  | Retrieval of \$594.08 for tuckpointing design in Peterson Fine Arts             |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$7,820.00       |
|     | Retrieval Date/Amount   | 1/17/07  | <u>594.08</u>    |
|     | Estimated Project Cost  |          | \$7,225.92       |
| 10. | Retrieval of \$528.39 for tuckpointing design in Rice Auditorium                |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$11,475.00      |
|     | Retrieval Date/Amount   | 1/17/07  | <u>528.39</u>    |
|     | Estimated Project Cost  |          | \$10,946.61      |
| 11. | Retrieval of \$837.66 for tuckpointing design in Studio Arts                    |          |                  |
|     | Allocation Date/Amount  | 7/24/03  | \$11,050.00      |
|     | Retrieval Date/Amount   | 1/17/07  | <u>837.66</u>    |
|     | Estimated Project Cost  |          | \$10,212.34      |
| 12. | Retrieval of \$2,380.00 for HVAC/electrical system study in Peterson Fine Arts  |          |                  |
|     | Allocation Date/Amount  | 7/5/06   | \$8,500.00       |
|     | Retrieval Date/Amount   | 2/7/07   | <u>2,380.00</u>  |
|     | Estimated Project Cost  |          | \$6,120.00       |
| 13. | Retrieval of \$4,257.66 for fire alarm system installation in U.S. Conn Library |          |                  |
|     | Allocation Date/Amount  | 2/12/04  | \$51,000.00      |
|     | Retrieval Date/Amount   | 2/26/07  | <u>4,257.66</u>  |
|     | Estimated Project Cost  |          | \$46,742.34      |
| 14. | Retrieval of \$27,787.00 for emergency campus electrical repair                 |          |                  |
|     | Allocation Date/Amount  | 2/27/06  | \$58,938.00      |
|     | Retrieval Date/Amount   | 3/19/07  | <u>27,787.00</u> |
|     | Estimated Project Cost  |          | \$31,151.00      |
| 15. | Retrieval of \$59,620.37 for roof replacement on U.S. Conn Library              |          |                  |
|     | Allocation Date/Amount  | 11/21/05 | \$272,000.00     |
|     | Retrieval Date/Amount   | 3/19/07  | <u>59,620.37</u> |
|     | Estimated Project Cost  |          | \$212,379.63     |

4.23.-4

16.	Retrieval of \$26,261.95 for roof replacement on Studio Arts		
	Allocation Date/Amount	11/21/05	\$136,000.00
	Retrieval Date/Amount	3/19/07	<u>26,261.95</u>
	Estimated Project Cost		\$109,738.05



**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

**ACTION: Approve the Following Contracts as Submitted by the Colleges:**

## Chadron Contract

- Campus (2-29 passenger buses) - \$186,128

## Peru Contract

- Campus (1-29 passenger bus) - \$93,926

## Wayne Contracts

- Rice Auditorium & Memorial Stadium (Architectural fees – design development, CD, construction supervision) - \$225,000
- Campuswide (Advertising and marketing – recruitment publications) - \$82,029
- Campuswide (Advertising and marketing – spring TV campaign for Sioux City and Norfolk) - \$29,031
- Campus Services (Construction of addition and renovation of existing Facility Services Building) - \$4,014,000

Priority: Financial Strength  
Strategy: 1  
Goal: c

Board policies 7016 and 8065 require that the following types of contracts and change orders be submitted to the Board for approval.

**CONTRACTS** – a) construction contracts for more than \$100,000; b) architect/engineer fees of more than \$40,000; c) consultant contracts for more than \$50,000; and d) exempt contracts exceeding \$50,000.

<b>Chadron State College</b>	
Location on Campus:	Campus
Contracted Work:	2-29 passenger buses
Contract Amount:	\$186,128
Fund Source:	Master Lease/Cash
Contractor:	Masters Transportation, Inc.

4.24.-2

<b>Peru State College</b>	
Location on Campus:	Campus
Contracted Work:	1-29 passenger bus
Contract Amount:	\$93,926
Fund Source:	Master Lease/Cash
Contractor:	Leo A Daly, Omaha, NE

<b>Wayne State College</b>	
Location on Campus:	Rice Auditorium and Memorial Stadium
Contracted Work:	Architectural Fees – Design Development, CD, Construction Supervision
Contract Amount:	\$225,000
Fund Source:	LB 605
Contractor:	Leo A Daly, Omaha, NE
Location on Campus:	Campuswide
Contracted Work:	Advertising and Marketing – Recruitment Publications
Contract Amount:	\$82,029
Fund Source:	Operating Budget
Contractor:	Snitily Carr, Lincoln
Location on Campus:	Campuswide
Contracted Work:	Advertising and Marketing – Spring TV Campaign for Sioux City and Norfolk
Contract Amount:	\$29,031
Fund Source:	Operating Budget
Contractor:	Snitily Carr, Lincoln
Location on Campus:	Campus Services
Contracted Work:	Construction of Addition and Renovation of Existing Facility Services Building
Contract Amount:	\$4,014,000
Fund Source:	LB 605
Contractor:	RaDec Construction, Hartington, NE

## Fiscal and Facilities Committee

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

**ACTION:                    Approve Interlocal Agreement Between Wayne State College and  
Wayne Community Schools for Facility Use**

Core Values: Foster Cooperative Ventures Among NSCS Institutions and Other Agencies and Organizations  
Emphasize Participating in Public Service

Vision Statement: Serve as a model of collaborative educational excellence, setting standards for strengthening  
individuals and communities through knowledge, service, leadership, and global understanding,  
while paving the way for future generations.

Priority: Financial Strength

Goal: d

Priority Greater System Prominence

Goal: b

The System Office and Wayne State recommend approval of the following proposed interlocal agreement between WSC and the Wayne Community Schools that codifies and continues a long-standing practice of sharing each other's facilities for the mutual benefit of both parties. The Agreement outlines the manner in which the parties will cooperatively schedule the use of the other party's facilities when not in use by the owner of the facility, as well as details relating to compensation owed for the use of the facilities and risk management considerations.

### **WAYNE COMMUNITY SCHOOLS – WAYNE STATE COLLEGE INTERLOCAL AGREEMENT FOR FACILITIES USE**

**THIS AGREEMENT** is made by and between Wayne Community School District 90-0017, also known as Wayne Community Schools, hereinafter referred to as “School” and Wayne State College, acting on behalf of the Board of Trustees of the Board of Trustees of the Nebraska State College System, hereinafter referred to as “College”.

**WHEREAS**, the parties hereto desire to cooperate with each other on the basis of mutual advantage to provide access to facilities in a manner that will best meet the needs and development of both entities under Interlocal Cooperation Act as set forth in Sections 13-801 to 13-827 R.R.S. Neb.; and

**WHEREAS**, School and College have a long standing cooperative relationship in sharing facilities, equipment, and other matters; and

**WHEREAS**, continuing and expanding this cooperative relationship provides mutual benefit to both School and College.

**NOW, THEREFORE**, in consideration of the mutual promises of the parties hereto, it is agreed as follows:

1. **Duration:** This Agreement shall commence on July 1, 2007 and continue until June 30, 2010, and shall annually renew each year thereafter unless terminated by the parties as hereinafter set forth.
2. **Organization, Administration and Scheduling:** A separate legal entity will not be created, but shall be administered by one individual appointed by each party (hereinafter referred to individually as "Administrator" and collectively referred to as "the Management Board") who will meet as necessary to administer the cooperative relationship and to make appropriate adjustments as may be required from time to time. The Administrator for each party may be changed from time to time by either party appointing such administrator upon no less than seven (7) days advance written notice to the other party. Each administrator shall communicate with the other administrator to effectuate the terms of this Agreement. The Management Board shall meet no less often than once every six months to discuss any matters pertinent to this Agreement including, but not limited to, the shared use of facilities and equipment and scheduling. The results of the discussions shall be included in the Appendixes of this Agreement.
3. **Purpose:** The purpose of this joint action is to provide for both parties the opportunity to use the facilities of the other to their separate and mutual benefit when such facilities are not in use by the owner thereof. The Committee will work cooperatively.

- 4. Manner of Financing:** School agrees to pay College the sum of \$20,000 per academic year for use of all College facilities as follows: \$10,000 in September of each year and \$10,000 in March of each year. College agrees to pay School the agreed upon rental (see appendices) for School facilities used by College on an as used basis. Delineated in Appendix B of this agreement is an estimate of projected yearly use of facilities and associated value. This material is intended only to be informational and not intended to be binding to this agreement.
- 5. Use of Facilities:** During the term of this Agreement School shall have continuous and exclusive control and access to its facilities during all hours when instruction and activities are ongoing in the School facilities. Likewise, during the term of this Agreement College shall have continuous and exclusive control and access to its facilities during all hours when instruction and activities are ongoing in the College facilities. It is further understood and agreed that either party may upon prior notice to and approval of the other (mutual consent) be permitted from time-to-time the use of the facilities of the other during other agreed upon times under terms and conditions mutually agreed upon by the parties.
- 6. Indemnification and Insurance:** Both parties, School and College, hereby agree to indemnify, defend, and hold the other party harmless from any and all suits, claims, and actions of any kind, including reasonable legal fees, arising out of either party's use of the other party's facilities, equipment or other matters agreed upon hereunder, or negligence or the services and materials provided to or used by the indemnifying party, its employees, or agents. Both parties agree to provide at their own expense liability insurance to indemnify themselves in the event that they become liable for the payment of a judgment based upon their acts or omissions, or the acts or omissions of their agents or employees in performing this Agreement.

- 7. Termination:** This Agreement may be terminated unilaterally during its term by either party on 30 days written notice. Should termination occur during an academic year, September through May, any amounts paid in accordance with this Agreement are refundable on a pro-rated basis.
- 8. Assignment:** This Agreement shall be binding upon and inure to the benefit of the Parties and their successors or assigns; provided, this Agreement shall not be assigned or otherwise transferred to a third party without the prior written consent of the other Party hereto.
- 9. Notices:** All notices and other communications which are required or permitted herein shall be in writing and sufficient if delivered personally, sent by facsimile transmission followed by written confirmation of receipt, or sent by registered or certified mail, postage prepaid, return receipt requested, to the parties at their addresses or facsimile numbers.
- 10. Governing Law and Entire Agreement:** This Agreement shall be governed by and interpreted in accordance with the statutory and decisional law of the State of Nebraska. This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof. All prior agreements, representations, statements, and negotiations are hereby superseded. This Agreement may be amended only by a writing executed by both parties.
- 11. Effective Date:** This Agreement shall be executed in triplicate originals, and the Effective Date shall be July 1, 2007. All requirements for periodic meetings or action shall date from the Effective Date of this Agreement.
- 12. Approval:** This Agreement has been approved by governing boards of School and College at a regular or special meeting conducted in compliance with the Nebraska Open Meeting Laws.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

**ACTION:                    Approve Interlocal Agreement Between Wayne State College and  
City of Wayne Fire Department**

Mission Statement: The Nebraska State Colleges offer high quality, accessible undergraduate degrees, graduates, and programs that serve the state, benefit individuals, and promote the public good.

Core Values: Provide a Stimulating, Caring, and Enriching Learning Experience  
Foster Cooperative Ventures Among NSCS Institutions and Other Agencies and Organizations  
Emphasize Participating in Public Service

Vision Statement: Serve as a model of collaborative educational excellence, setting standards for strengthening individuals and communities through knowledge, service, leadership, and global understanding, while paving the way for future generations.

Priority: Greater System Prominence

Goal: b

The System Office and Wayne State recommend approval of the proposed interlocal agreement to provide fire protection for WSC. In recognition that the provision of basic services by the City for false fire alarms on campus has caused financial hardship to the City, the parties have defined the obligations of both parties for the continuation of services. The proposed Agreement will meet the needs of both parties in a reasonable fashion.

**AN INTERLOCAL AGREEMENT  
TO PROVIDE FIRE PROTECTION BETWEEN  
THE CITY OF WAYNE AND WAYNE STATE COLLEGE**

THIS INTERLOCAL AGREEMENT ("Agreement") is made and entered into by and between the governmental entities which are The City of Wayne, hereinafter called the "City", and Wayne State College, a member of the Nebraska State College System, hereinafter called "the College" which on its effective date are, or become, signatories hereto.

**WTINESSETH THAT:**

WHEREAS, it is the recognized responsibility of the City to provide and maintain a certain basic level of public services for its residents, including the areas of health and public safety, and information services; and

WHEREAS, it is recognized that the College is located within the City of Wayne, Nebraska; and

WHEREAS, it is the recognized responsibility of the Nebraska State College System to provide and maintain a certain basic level of public services for its student population, including the areas of health and public safety, and information services; and

#### 4.26.-2

WHEREAS, it is recognized that the provision of said basic services, including the provision of fire education, prevention and protection services, are sometimes best accomplished jointly because of certain hardships which might be experienced if undertaken singularly, and

WHEREAS, the complexity of the College's fire alarm systems may result in false alarms at a rate higher than other businesses located with the City of Wayne, Nebraska despite the best efforts of the College to prevent such fire alarms; and

WHEREAS, the College recognizes that the provisions of said basic services by the City to the College for false alarms may cause financial hardship to the City; and

WHEREAS, it is the desire of the parties hereto signed to provide for the joint use of fire prevention and protection services by the City through the Wayne Volunteer Fire Department to the College.

NOW, THEREFORE, BE IT RESOLVED, that in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the City and the College do hereby agree to the following:

1) **Authority and Purpose:**

- a) Article XV, Section 18 of the Constitution of the State of Nebraska and the Interlocal Cooperation Act of the State of Nebraska, Neb. Rev. Stat. 13-801 *et seq.*, (the "Act"), authorize any two or more public agencies to enter into agreements for joint or cooperative exercise of any power, privilege or authority exercised or capable of exercise individually by such public agencies. The College and the City are public agencies within the meaning of the Act.
- b) The City has the authority to provide fire prevention and protection services and the College has the authority to provide fire detection and alarm system on the Wayne State College campus (the "Campus"), and to enter into any contracts to effectuate this authority and responsibility.
- c) It is the purpose of this Agreement for the College and the City to make the most efficient use of their powers and resources by cooperating with each other in the provision of adequate and timely fire prevention and protection services as identified in this Agreement and in any addendum to this Agreement.

2) **Administration of Agreement:**

- a) The City will administer and monitor all aspects, terms, and conditions of this Agreement. The Vice President for Administration and Finance of the College, or her identified designee, will be the College's contact person for the purpose of this Agreement.
- b) Any real and personal property shall be acquired, held and disposed as set forth in this Agreement; or any amendment hereto.
- c) No separate legal or administrative entity is created under this Agreement.



- 3) **Obligation of The City With Respect To Services Provided To The College:**
  - a) The City will provide to the College fire prevention and protection services by responding to all alarms, unless notified by the College that a false alarm has been generated.
  - b) The City agrees that fire alarm response time to the College will not be affected by the number of false fire alarms generated at the College.
  - c) The City further agrees that fire prevention and protection services to the College will not be affected by the number of false fire alarms generated at the College.
  
- 4) **Obligation of College With Respect To Services Provided By The City:**
  - a) The College agrees to maintain existing fire alarm systems in compliance with generally accepted manufacturer and other guidelines.
  - b) The College will continue its current program of upgrading and adding to fire alarm systems as reasonably and financially feasible.
  - c) The College will employ qualified consultants, designers and installers of fire alarm systems and equipment.
  - d) The College will make all reasonable efforts to curtail the volume of false fire alarms.
  - e) In recognition of the value of fire protection and prevention services provided by the City and the cost incumbent in providing those services; the College will make an annual contribution of \$5,000 to the Wayne Volunteer Fire Department for use in supporting the costs of responding to fire alarms.
  
- 5) **City Agreement:**
  - a) The City of Wayne agrees that no fines, fees for service, assessments or other charges will be levied against the College for fire prevention and protection services.
  
  - b) The City of Wayne further agrees that any fines, fees, assessment or other charges previously levied against or billed to the College for fire prevention and protection services will be cancelled and deemed void.
  
- 6) **Agreement Duration:** The term of this Agreement will be effective beginning July 1, 2007 and shall automatically renew until six months written notice is submitted by either party.
  
- 7) **Agreement Amendments:** This Agreement may be amended at any time by the written agreement of both parties.

8) **Indemnification:** To the maximum extent permitted by law, each party agrees to indemnify and defend the other party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys' fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits or liability resulting from the negligence or willful misconduct of such party or any of its employees or agents; provided however, the indemnification under this Section 8 shall not apply if such claims, suits, liability, expense or damage is the direct result of the negligence of the party entitled to indemnification hereunder. In no event shall either party be liable for any punitive, consequential, incidental, or special damages or lost profits incurred or alleged to have been incurred.

This Agreement is hereby executed by the City of Wayne and Wayne State College, acting on behalf of the Nebraska State College System, upon the respective dates set forth following the executory signature attached to this Agreement.

AND BE IT FURTHER RESOLVED that Wayne State College, a member of the Nebraska State College System, does declare itself to be a participant in the joint efforts to provide fire prevention and protection services on the Wayne State College Campus.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2007.

WAYNE STATE COLLEGE

By: \_\_\_\_\_  
President

ATTESTED BY:

\_\_\_\_\_

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**ACTION: Authorize Chancellor to Sign Campus Streets Project Contract for Wayne State College**

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Wayne State requests authorization to enter into a contract for campus wide street improvements and is asking the Board to authorize the Chancellor to approve the construction contract for this project providing that project costs do not exceed available cash funds of \$1,750,000. Design Development documents for this project were provided to and approved by the Board in 2005.

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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Changes to Board Policy 3050; Residency

Core Value: Assure Financial, Programmatic, and Geographic Access to NSCS Institutions

Priorities: Greater System Prominence

Financial Strength

Goal: k

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Board Policy 3050; Residency has been revised to provide more detail and guidance for admissions officers and to harmonize policy provisions with changes either mandated by law or by former acts of the Board. These changes have been made in accordance with Article XIV of the Board By-Laws, Revisor of Board By-Laws and Policies, and Board Policy 2010, Duties of the Chancellor.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3050**

**Residency**

**Page 1 of 5**

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**BOARD POLICY**

Pursuant to Article VII, Section 13 of the Constitution of the State of Nebraska, and Sections 85-501 to 85-504 of the Nebraska Revised Statutes, the Board of Trustees shall fix and collect tuition and fees for resident and nonresident students who matriculate at one of the State Colleges.

**PROCEDURES**

1. A determination of resident status must be made at the time of each registration. Once an individual has been enrolled at a Nebraska State College or at the University of Nebraska as a resident student, he or she shall be afforded that privilege during the balance of that and any subsequent enrollments at the State College.

An individual who moves to Nebraska primarily to enroll at a Nebraska State College is presumed to be a non-resident for tuition purposes for the duration of his or her attendance at the College, unless the individual is able to establish residency status for tuition purposes as outlined below.

Individuals seeking to establish resident status for tuition purposes who are subject to the 180 days minimum requirement must have established a home in Nebraska at least 180 days prior to the time at which they request such a determination. In addition, they must also initiate the various other domiciliary contacts which will support their application within a reasonable period of time after they have established their domicile in Nebraska.

Individuals seeking a resident student determination for tuition purposes will be required to sign a notarized affidavit outlining the reasons under which they believe that they qualify and attesting to the truth and accuracy of their statements. If it is subsequently determined that an individual has falsified such a statement, he or she may be subjected to disciplinary action by the College before the individual will be permitted to continue with his or her studies at the College. Such disciplinary action will be determined on an individual basis, and may include measures such as disciplinary probation or suspension, expulsion from the College, or a requirement that the individual reimburse the College for the difference between the tuition paid and the nonresident tuition rate.

Individuals who believe that they have been incorrectly denied a resident tuition determination may appeal that decision through channels established by the President of the State College where the adverse decision was made. The decision by the College President or his or her designee shall be final in any such appeals.

2. Definitions

For the purpose of this policy, the following definitions apply:

- a. Resident Tuition shall mean the resident tuition rate set by the Board of Trustees.
- b. Non-Resident Tuition shall mean the nonresident tuition rate set by the Board of Trustees.
- c. Legal Age shall be the age of majority set by Nebraska statute.
- d. Emancipated Minor shall mean an individual who by virtue of marriage, financial status, or other reasons, has become independent of his or her parents or guardians.
- e. "Established a home" shall mean that the individual continuously maintains a primary place of residence in Nebraska where the individual is habitually present.
- f. Legal Residence shall mean the place of domicile or permanent abode as distinguished from temporary residence.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 3050****Residency****Page 2 of 5**

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- g. Dependent refers to a person who is claimed as a dependent or an exemption for federal income tax purposes by a parent, guardian, or spouse.
3. Resident Tuition Categories

An individual will qualify as a resident of the State of Nebraska for tuition purposes at a Nebraska State College if, prior to the commencement of the term for which residency is sought, he or she meets the standards set forth in any one of the following categories:

- a. A person of legal age (19 years or older) or an emancipated minor who for a period of at least 180 days has resided in Nebraska where he or she is habitually present prior to application for resident status, and who can verify by documentary proof that he or she intends to make Nebraska his or her permanent residence.
  - i. In addition to documentation of occupancy of a home or residence in Nebraska for the previous 180 days, intent to make Nebraska a permanent residence may be demonstrated by any three of the following factors:
    - 1. a current Nebraska driver's license;
    - 2. documentation that the individual is registered to vote in Nebraska;
    - 3. a current Nebraska automobile registration in the individual's name;
    - 4. documentation of individual checking or savings accounts maintained with a Nebraska financial institution;
    - 5. documentation of current employment in Nebraska, and withholding of Nebraska income tax;
    - 6. copies of the provisions of an individual's most recent state income tax return indicating a Nebraska taxpayer status.
- b. A minor whose parent, parents, or guardian have established a home in Nebraska where such parent, parents, or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.
  - i. For the purpose of this section, an individual shall be required to present documentary proof that his or her parent, parents, or guardians have established a home in Nebraska. Such proof shall consist of the following:
    - 1. documentation that the parent or guardian has established a home in Nebraska;
    - 2. documentation that the individual seeking a resident tuition determination is a dependent for federal income tax purposes of the parent or guardian who has established a home in Nebraska; and
    - 3. other supporting documents of the parent or guardian's Nebraska residency including, but not limited to, the following factors:
      - a. a current Nebraska driver's license;
      - b. documentation that the individual is registered to vote in Nebraska;
      - c. a current Nebraska automobile registration in the individual's name;
      - d. documentation of individual checking or savings account maintained with a Nebraska financial institution; or
      - e. documentation of current employment in Nebraska.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

Page 3 of 5

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- ii. For purposes of this section, an individual, once enrolled as a resident student, whose parent, parents, or guardian have previously established a home in Nebraska, as documented through evidence such as that outlined above in this section, shall continue to be classified as a resident for tuition purposes if the parent, parents, or guardian upon whom he or she remains dependent move from the state.
  - iii. There shall be no minimum period of residence for the parent or guardian under this section.
- c. A person of legal age who has established a home in Nebraska and is a dependent for federal income tax purposes of a parent or former legal guardian who has established a home in Nebraska.
  - i. For purposes of this section, an individual shall be required to present the following:
    - 1. documentation that both he or she and the parent or former guardian have established a home in Nebraska. Such documentation shall be the same as that required under section 3b(i) above; and
    - 2. documentation that he or she is, for federal income tax purposes, the dependent of the parent or former guardian for the most recent tax year.
  - ii. There shall be no minimum period of residence under this section.
- d. An individual who has married a resident of Nebraska.
  - i. For the purpose of this section, an individual shall be required to verify that he or she is married to an individual who, prior to the marriage, had already established a home in Nebraska. Such verification shall consist of:
    - 1. a valid marriage license; and
    - 2. documentation of his or her spouse's Nebraska residence status, as required in section 3a above.
- e. An individual who has become a permanent resident alien of the United States or has been granted asylee or refugee status.
  - i. For purposes of this section, an individual will be required to present documentation that he or she:
    - 1. has been a resident of the State of Nebraska for a period of at least 180 days, verified as required in section 3a(i) above; and
    - 2. is a holder of a permanent resident alien, asylee, or refugee status.
- f. An individual who is a staff member or a dependent or spouse of a staff member of one of the Nebraska State Colleges, the University of Nebraska, or one of the Nebraska Community Colleges.
  - i. For the purposes of this section, an individual will be required to verify that he or she is either:
    - 1. a permanent staff member holding at least a .50FTE appointment at a State College, the University of Nebraska, or one of the Nebraska Community Colleges; or the spouse or a dependent of such a staff member for federal income tax purposes.
- g. An individual on active duty with the armed services of the United States, and who has been assigned a permanent duty station in Nebraska, or a spouse or dependent of an individual who has been assigned a permanent duty station in Nebraska.
  - i. An individual on active duty with the United States armed services will be granted resident tuition status if he or she verifies:
    - 1. that he or she is on active duty with the armed forces; and
    - 2. that his or her permanent duty station is in Nebraska.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

Page 4 of 5

- ii. An individual who is a spouse or a dependent of a person on active duty with the United States armed services will be granted resident tuition status if he or she verifies that he or she is a spouse or a dependent, for federal income tax purposes, of an individual meeting the qualifications outlined above in this section.
- iii. There shall be no minimum period of residence under this section.
- h. An individual who has established a home in Nebraska and is a graduate of an accredited Nebraska senior high school and was a legal resident of the state at the time of graduation.
  - i. For the purposes of this section, documentary proof of a Nebraska residence shall consist of:
    - 1. an official transcript from an accredited Nebraska senior high school indicating that the individual graduated from that school.
    - ii. There shall be no minimum period of residence for the individual under this section.
- i. An individual who has been enrolled at one of the Nebraska State Colleges, a Nebraska Community College, or the University of Nebraska as a resident student, shall be afforded the same privilege during the balance of that and any subsequent enrollments at a State College.
- j. An individual who is an alien and who has applied to or has a petition pending with the United States Immigration and Naturalization Service to attain lawful status under federal immigration law, supported by documentary proof.
- k. An individual who is an alien and has resided with his or her parent, guardian, or conservator while attending a public or private high school in the State of Nebraska and:
  - i. Graduated from a public or private high school in this state or received the equivalent of a high school diploma in this state;
  - ii. Resided in this state for at least three years before the date the student graduated from the high school or received the equivalent of a high school diploma;
  - iii. Registered as an entering student in a state postsecondary educational institution not earlier than the 2006 fall semester; and
  - iv. Provided to the Nebraska State College an affidavit stating that he or she will file an application to become a permanent resident at the earliest opportunity he or she is eligible to do so.

## 4. Non-Residents Working Who Pay Nebraska Income Tax

Individuals who reside outside of Nebraska but pay Nebraska income tax, and the spouses or dependents of such individuals as defined by IRS regulations, are eligible for resident tuition upon documented evidence of such payment to the State.

## 5. Non-Residents Working Full-Time in Nebraska

Individuals working full-time in Nebraska, and their legal dependents as defined by IRS regulations, who reside out-of-state but within states contiguous to Nebraska and file Nebraska non-resident incomes taxes shall be eligible for resident tuition.

- a. For purposes of this section, individuals requesting resident tuition status under this section shall provide the College with evidence of current full-time employment in the State of Nebraska and evidence of filing of Nebraska income tax forms for the most recent tax year.
- b. Eligible dependents shall provide proof of their parent, parents, or guardians full-time employment in the State of Nebraska and evidence of their parent, parents, or guardians having filed a Nebraska income tax form proving dependency for the most recent tax year.



**5.1.-6**

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3050**

**Residency**

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Legal Reference: RRS 85-501 State educational institutions; non-resident fee  
RRS 85-502 State educational institutions; domicile; defined; requirements; Attendance of students; effect  
RRS 85-502.01 Residence; affidavit of intent; requirements

Policy Adopted: 1/28/77  
Policy Revised: 10/4/80  
Policy Revised: 6/5/93  
Policy Revised: 6/2/06  
Policy Revised: 9/15/06  
Policy Revised: 4/13/07

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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Changes to Board Policy 5500 Employee Benefits

Priority: Educational Excellence

Strategy: 4

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Board Policy 5500; Employee Benefits has been revised to include the flex spending account, the new vision insurance program, and the Employee Assistance Program (EAP). With these revisions, all employee benefits can be found in one policy location including those programs where participation is mandatory (health, life, retirement, LTD) and those where participation is voluntary (flex spending account, vision and EAP).

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5500 Employee Benefits; ~~Insurance;~~  
~~Employer Contribution~~  
State College Employees

Page 1 of 1

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### BOARD POLICY

The Board shall make available only to State College employees employed on a continuing basis in a budgeted position (employed at least .75 FTE full-time) group medical, dental, life, and long-term disability insurance coverages. Eligible employees shall be advised of specific details of such coverages and a summary of benefits on initial appointment and of any subsequent changes in coverage. Employees employed less than .75 FTE are not eligible for group medical, dental, life or long-term disability coverages.

All employees of the State College System are entitled to benefits provided under the Social Security Act, subject to whatever conditions may be applied by the State of Nebraska or the United States government.

The Board shall also make available to qualified State College employees the following voluntary employee benefit programs. Eligible employees shall be advised of specific details of the voluntary employee benefit programs offered and any subsequent changes in benefits.

- a. A voluntary flexible-spending account program, known as a Medical Flex Plan. This program is to permit employees to contribute pre-tax dollars by payroll deduction for the purpose of covering uninsured medical and family expenses such as health insurance deductibles and out-of pocket co-insurance medical expenses. A Day Care Plan shall also be included in the Flexible Spending account to cover dependent adult and child care expenses.
- b. A voluntary vision program which will permit the employee and his or her family, at group rates, to receive discounts on products and services related to eye care.
- c. —An employee assistance program designed to promote a healthy, productive workforce. The program shall offer short-term counseling services to address personal problems of the employee and his or her family that hinder job performance. The program shall involve supervisor training and consultation and management referrals to avoid loss of valuable employees.

**Academic, Personnel & Student Affairs Committee***Doug Christensen, Chair**Gary Bieganski**Michael Jacobsen*

April 12-13, 2007

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**Extension of Early Retirement Incentive Programs**

Changes to Board Policy 5401; Early Incentive Program

Changes to Board Policy 5403; Voluntary Phased Retirement Program

Changes to Board Policy 5406; Voluntary Retirement Settlement

Priority: Educational Excellence

Strategy: 4

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During recently concluded negotiations with all three bargaining units, an agreement was reached to extend the Early Retirement Incentive Program, the Voluntary Phased Retirement Program, and the Voluntary Retirement Settlement Program through the next biennium.

The Early Retirement Incentive and Voluntary Retirement Settlement programs were due to expire on June 30, 2007. The extension will continue both programs until June 30, 2009. The Voluntary Phased Retirement Program does not have a sunset, however, the Agreement with the faculty union assures that the program will be continued at least through the term of the new Agreement.

All three programs have been important to those eligible for early retirement and to the Colleges. The three programs have proven to be cost-effective as well.

Attached are copies of Board Policies 5401, 5403, and 5406 with their change in dates.

Note that Policies 5401 and 5406 have additional changes mandated by law. Both 5401 and 5406 are considered to be deferred compensation arrangements within the meaning of Internal Revenue Code Section 409A. The policies have been modified to clarify that retirement under these policies requires separation from service with the State Colleges and the Nebraska State College System.

Policy 5403, voluntary phased retirement, also has an additional change. Paragraph 8, as originally written, can be construed as creating a deferred compensation arrangement. This paragraph has been amended to clarify the amount of compensation is ordinary income as defined by the IRS and that there is no "incentive" or deferred salary provided.

# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5401**

**Early Retirement Incentive Program;  
State College Employees**

**Page 1 of 2**

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## **BOARD POLICY**

A voluntary early retirement incentive program is available to eligible state college employees as hereafter provided. This program shall exist separate and apart from, and as a supplement to, all other employee benefit programs provided in the Nebraska State College System. The goals of the program are to provide flexibility for employees to consider new or alternative career opportunities and for the State Colleges regarding their staffing needs and associated costs.

In order to encourage the early retirement of qualified employees, the Board will provide an incentive in the form of paid premiums in the Board's group medical and/or dental health insurance programs offered retirees by Blue Cross/Blue Shield until the retired employee becomes eligible for coverage under the federal Medicare program, at which time the paid premiums shall cease.

This program will become effective July 1, 200~~5~~<sup>7</sup> and shall remain in effect for a temporary period ending on June 30, 200~~7~~<sup>9</sup>. This program is to remain operative through the time period indicated, with no assurances that the program will be extended or reopened beyond June 30, 200~~7~~<sup>9</sup>. For the first year of this program, eligible employees must indicate their intention to participate by ~~May 1, 2005~~ June 15, 2007 for an early retirement to take effect on July 1, 200~~5~~<sup>7</sup>. For retirement dates thereafter, eligible employees must have at least 180 days from the time of the employee's election to retire before the retirement can take effect unless the parties mutually agree to waive that period.

### **Terms and Conditions of Early Retirees Program**

1. **Eligibility**--Beginning with the effective date of this Policy, a state college employee who (1) has completed at least ten (10) years of continuous service within the State College System, and (2) is sixty (60) years of age or older, will be eligible for this benefit program. Periods of approved paid leave shall not constitute an interruption of continuous service.
2. **Request for and Approval of Early Retirement Benefit**--Any full-time employee who is eligible for the early retirement benefit may, with the approval of the appropriate supervisor and vice president, request approval for early retirement. Employees wishing to apply for this benefit must provide a notice of intention to retire at least 180 days ahead of time. The decision to request such a benefit is voluntary and at the sole discretion of the employee. No employee shall, in any manner, be coerced by any College officer or employee to request or accept an early retirement. Approval of a request for an early retirement is not automatic, but shall be approved or denied as the campus president in the reasonable exercise of his or her discretion shall determine is in the best interest of the College. Early retirement requests approved by the campus president must also be approved by the Board.
3. **Incentive Benefit**--Eligible employees who request and are approved for the early retirement benefit program after adoption of this policy shall retire and separate from service with the State Colleges and Nebraska State College System on an agreed upon date which shall not be less than 180 days after the employee's request, unless the employee elects an earlier date, in exchange for the opportunity to continue thereafter to enroll in the appropriate Board-sponsored health and dental plan available for retired employees with the Board paying the full amount of the retiree's annual medical and/or dental insurance, including the portion previously paid by the employee, until the retiree is eligible for coverage under Medicare, at which time payments will cease.

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 5401**

**Early Retirement Incentive Program;  
State College Employees**

**Page 2 of 2**

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In the event of the employee's death prior to becoming eligible for coverage for Medicare, the Board's obligation to pay the cost of health coverage shall cease on the first day of the month following the date of death. The employee's surviving spouse may elect under the Plan's continuation of coverage provisions to continue his or her health insurance coverage by paying the cost for such coverage normally paid by the spouse of a deceased retired employee.

4. **Early Retirement Incentive Agreement.** The specific terms and conditions of each early retirement must be approved in accordance with this Policy by the responsible campus president and shall be reduced to writing in an Early Retirement Incentive Agreement. Each Early Retirement Incentive Agreement shall include a waiver of rights and claims by the employee under the Federal Age Discrimination in Employment Act (29 U.S.C. Sec 621 et seq.), as amended by the Older Workers Benefit Protection Act (Oct. 26, 1990, P. L. 101-433). Such waiver shall comply with the requirements for knowing and voluntary waivers provided in 29 U.S.C. Sec. 626 (f) (1).
  
5. **Amendment and Termination.** The Board may amend or terminate this program effective as of a date specified by the Board which shall not be less than one year after notice of the amendment or termination is provided to employees who have met the eligibility requirements as of the date of such notice. Notwithstanding the foregoing, the Board may amend or terminate the program at any time to the extent required by applicable law.

Policy Adopted: 4/1/99  
Policy Revised: 4/11/03  
Policy Revised: 9/17/04  
Policy Revised: 2/10/05  
Policy Revised: 4/13/07

**BOARD POLICY**

In order to provide senior members of the faculty with increased career flexibility, a partial retirement policy is provided for a faculty member, who has completed at least ten years of service to the College, and who has attained the age of 55. At the discretion of the Board, such faculty members may be permitted to alter his or her employment status to a reduced-time .33 FTE partial retirement appointment. Any partial retirement appointment shall be subject to all the requirements of Board policies with respect to term and conditions of employment and mandatory retirement.

When determined by the responsible President to be in the best interest of the College, and approved by the Board, phased retirement will allow senior faculty to initiate retirement beginning with reduced .33 FTE employment as members of the College faculty and concluding with full retirement from College employment no later than July 1 following the third anniversary of the starting date of a phased retirement appointment.

**TERMS AND CONDITIONS OF PHASED RETIREMENT APPOINTMENTS**

1. **Eligibility** -- Beginning with the effective date of this Policy, a tenured faculty member who (1) has completed at least ten years of service within the State College System, (2) is 55 years of age or older, and 3) is not subject to mandatory retirement as authorized by law prior to December 31, 1993, will be eligible for a phased retirement appointment.
2. **Request For and Approval of Phased Retirement Appointments** -- Any full-time member of the faculty who is eligible for a phased retirement appointment may, with the approval of the responsible dean or director, request approval of a phased retirement appointment. The decision to request a phased retirement appointment is voluntary and at the sole discretion of the faculty member. No faculty member shall, in any manner, be coerced by any College officer or employee to request or accept a phased retirement appointment. Approval of a request for a phased retirement appointment is not automatic, but shall be approved or denied as the President in the reasonable exercise of his or her discretion shall determine is in the best interest of the College.
3. **Part-Time Appointment Status; Appointment Changes** -- Phased retirement appointments will be parttime appointments for a specified part-time .33 FTE on an academic-year appointment as specified in a Phased Retirement Appointment Agreement.
4. **Phased Retirement Appointment Agreement** -- The specific terms and conditions of each phased retirement appointment must be approved in accordance with this Policy by the responsible President and shall be reduced to writing in a Phased Retirement Appointment Agreement. Each Phased Retirement Appointment Agreement shall include a waiver of rights and claims by the faculty member under the Federal Age Discrimination in Employment Act (29 U.S.C. Sec. 621 et seq.), as amended by the Federal Older Workers Benefit Protection Act (Oct. 26, 1990, P.L. 101-433). Such waiver shall comply with the requirements for knowing and voluntary waivers provided in 29 U.S.C. Sec. 626 (f) (1).
5. **Starting Date and Maximum Duration of a Phased Retirement Appointment** -- Each phased retirement appointment shall terminate not later than July 1 following the third anniversary of the starting date of the phased retirement appointment. Each Phased Retirement Appointment Agreement shall specify the date of termination of the phased retirement appointment and shall also include a clause that the faculty member agrees to fully retire from College service at the end of the phased retirement appointment.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5403**

### **Voluntary Phased Retirement Policy; Tenured Faculty**

**Page 2 of 2**

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6. **Eligibility for Salary Increases** -- Faculty members on phased retirement appointments will be eligible for proportional salary increases in keeping with the normal review process for faculty salary adjustments.
  7. **Tenure Status** -- A "Tenured Appointment" will apply to a faculty member on a phased retirement appointment if the faculty member holds a tenured appointment at the time of beginning a phased retirement appointment. Once a phased retirement appointment becomes final, the tenured appointment of the faculty member will be for the fraction of the final phased retirement appointment to a full-time appointment. As with all tenured appointments, phased retirement appointments of tenured faculty members will be subject to termination prior to the end of the phased retirement appointment as provided by Board Policies 5014 and 5013.
  8. **~~Incentive Supplementary Compensation~~** -- Faculty members who request and accept phased retirement appointments after adoption of this policy shall continue to participate as applicable in the Nebraska State College Retirement Plan based upon the amount of their part-time phased retirement appointment salary. ~~In addition, each faculty member on a phased retirement appointment will be paid supplementary compensation in the form of additional salary plus an amount. This supplementary compensation amount will be~~ determined by multiplying the difference between the faculty member's full-time equivalent salary and part-time phased retirement appointment salary, by the percentage of the employer contribution made to other full-time faculty members retirement plan.
  9. **Employment Benefits** -- Group life, medical and dental insurance will be made available to faculty members on phased retirement appointments as if they were on full-time appointments. Long-term disability insurance premiums during any calendar year and any subsequent long-term disability benefits shall be based upon the phased retirement salary paid to an individual on a phased retirement appointment as of January 1 of each calendar year.  
  
Vacation leaves and leaves of absence due to disability shall be determined and allowed on a fractional basis by multiplying the full-time appointment entitlement by the fraction of the part-time phased retirement appointment.
  10. **Faculty Privileges** -- Additional faculty privileges of employment will be made available to faculty members on phased retirement appointments on the same basis as if they were on a full-time appointment. Requests for travel money and research money will be evaluated through normal processes. Requests for offices for faculty members on phased retirement appointments will be processed through normal channels, and office space will be provided as available.
  11. **Academic Freedom and Responsibility** -- Faculty members on phased retirement appointments will have the same academic freedoms and responsibilities as other faculty members and will have access to all grievance and appeal procedures available to other members of the faculty.

Policy Adopted: 6/5/93

Policy Revised: 4/12/96

Policy Revised: 4/13/07



# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5406**

**Voluntary Retirement Settlement Program;  
State College Employees**

**Page 1 of 2**

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## **BOARD POLICY**

The 2005-07 Voluntary Retirement Settlement Program is a temporary benefit program of the Nebraska State College System available only to eligible employees as hereafter provided. This temporary benefit program shall exist separate and apart from all other employee benefit programs provided in the Nebraska State College Board Policy Manual. It shall remain in effect only for the time period provided below. The goal of the 2005-07 Voluntary Retirement Settlement Program is as follows:

- To provide flexibility and avoid potential problems in staffing and associated costs for the operations and programs of the Nebraska State College System.
- To provide employees who qualify for the benefits of this program with an opportunity to consider early retirement or new or alternative career opportunities.

## **Terms and Conditions of the Voluntary Retirement Settlement Program**

### **1. Eligibility**

To retire under the terms and conditions of the Voluntary Retirement Settlement Program, the participant must be fifty-five (55) years of age or more on July 1, of the year in which he or she chooses to retire and separate from service with the State Colleges and Nebraska State College System and have ten (10) or more years of consecutive service to the College or within the State College System.

### **2. Process**

- a. To retire on June 30, 200~~5~~7 under the terms of the Voluntary Retirement Settlement Program, written notification to the College President and appropriate Vice President by ~~May 1, 2005~~ June 15, 2007 is required.
- b. To retire on June 30, 200~~6~~8 under the terms and conditions of this program, written notification to the College President and appropriate Vice President by ~~January October 15, 2005~~8, is required.
- c. To retire on June 30, 200~~7~~9 under the terms and conditions of this program, written notification to the College President and appropriate Vice President by ~~January October 15, 2006~~9 is required.

### **3. Time Limits**

- a. Eligible employees interested in retiring on July 1, 200~~5~~7 under the terms and conditions of this program will have from the effective date of this Policy until ~~May 1 2005~~ June 15, 2005 to announce their intention to participate in the program. Eligible participants must signify in writing by no later than ~~May 1, 2005~~ June 15, 2005 of their intent to retire and receive the incentive payments and health insurance benefit to take effect for the fiscal year beginning July 1, 200~~5~~7; or
- b. Employees eligible to retire on July 1, 200~~6~~8 under the terms and conditions of this program will have from July 1, 200~~5~~7 until ~~October~~ January 15, 2005~~8~~ to announce their intention to participate in the program. Eligible participants must signify in writing by no later than ~~October~~ January 15, 2005~~8~~ of their intent to retire and to receive the incentive payments and health insurance benefit to take effect for the fiscal year beginning July 1, 200~~6~~8.

# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5406**

## **Voluntary Retirement Settlement Program; State College Employees**

**Page 2 of 2**

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- c. Employees eligible to retire on July 1, 200~~7~~<sup>9</sup> under the terms and conditions of this program will have from July 1, 200~~8~~<sup>6</sup> until ~~October~~ January 15, 200~~6~~<sup>9</sup> to announce their intention to participate in the program. Eligible participants must signify in writing by no later than ~~October~~ January 15, 200~~6~~<sup>9</sup> of their intent to retire and to receive the incentive payments and health insurance benefit to take effect for the fiscal year beginning July 1, 200~~7~~<sup>9</sup>.

### **4. Incentive Payment**

In exchange for the promise of retirement, participants will receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary as approved by the Board with payment to be made in twelve (12) equal monthly installments following termination of employment.

### **5. Incentive Health Insurance Benefit**

In consideration of the participant retiring from College service, the College agrees that on the first day of the month following the date of retirement the participant will be:

- a. Permitted to remain in the group medical and dental insurance plan offered retirees by Blue Cross/Blue Shield during the 12-month period following termination of employment, and
- b. That the College will pay the full cost of such coverage which includes both the cost the participant would pay for such coverage if still employed by the College, and the cost that the College pays for such coverage as the employer, and
- c. That such coverage payments will continue for a period of twelve months (12) with termination of payments and coverage on June 30 of the fiscal year in which received. However, if an employee reaches sixty-five (65) years of age during the payment period the employee will no longer be eligible to participate in the group medical and dental plan offered retirees by BC/BS. In this instance the College will pay an amount equivalent to the cost of the Medicare Supplemental plan chosen by the employee for the payout period remaining.

### **6. Death of Participant**

If death of the participant occurs during the payout period, the participant's beneficiaries will receive any remaining incentive payments due under the terms of this program. The medical and dental incentive benefit will terminate upon the date of death.

### **7. Voluntary Requirement**

No individual employed in the Nebraska State College System shall be coerced into participating in this Voluntary Retirement Settlement Program, or have his or her employment terminated for the purpose of preventing him or her from becoming eligible to participate.

### **8. Duration of Program**

The program is intended to be operative through the time period indicated with incentive payments and incentive health insurance coverage available only during the fiscal year following retirement.

Policy Adopted: 4/11/03

Policy Revised: 2/10/05

Policy Revised: 4/13/07

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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Guidelines for Alcohol and Drug Testing Program – Board Policy 5009

Priority: Educational Excellence

Strategy: 4

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A testing program for alcohol and illegal substance use while on the job will be implemented beginning July 1, 2007.

Attached is new Board Policy 5009 that provides guidelines for implementing and maintaining a reasonable cause drug and alcohol testing program. Specific provisions of this program have been negotiated with the bargaining units. The purpose of the program is to provide for a safer, healthier, and more efficient workplace environment.

The Board has already expressed a vital interest in maintaining a healthy and productive workplace as noted in Policy 5006 which prohibits the illegal manufacture, possession, distribution and use of controlled substances in the workplace. This policy does not, however, permit the colleges to test for alcohol and illegal drug use while on the job even though use and abuse may be apparent, and may be impacting performance. Under 5006, employee consent is required before testing.

# STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

## **Guidelines For Reasonable Cause Drug And Alcohol Testing**

**Page 1 of 6**

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### **BOARD POLICY**

The Board of Trustees of the Nebraska State Colleges has a vital interest in maintaining a safe, healthy, and efficient work environment as expressed in Board Policies 2800 and 5006. Being under the influence of alcohol or illegal drugs on the job poses serious safety and health risks to the user, to all those who work with the user, and to others in the community such as students.

To maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the College's property, information, equipment, and reputation, this policy gives notice of the intent to test for alcohol and unlawful drug use when cause exists in the workplace to conduct such a test. The goals and objectives of the program are outlined in this policy and are intended to provide guidance to supervisors and employees concerning their responsibilities in the program.

The purpose of the testing program is to help in the treatment and elimination of alcohol and unlawful drug use and abuse in the workplace while protecting employee rights. Each College shall devise procedures within the parameters outlined in this Policy to protect employee rights to privacy, their Constitutional freedom from unreasonable searches, and their right to due process with regard to any drug and alcohol testing.

Any testing program implemented pursuant to this policy shall strictly conform to the provisions outlined in The Nebraska Drug Testing Act, Sections 48-1901 to 48-1910 of the Nebraska Revised Statutes, relating to drug and alcohol testing of employees. The provisions outlined in the Act relating to the methods employed to test, and the use, requirements, release, and disclosure of test results, specimen preservation, and chain of custody, shall control the manner in which the testing program is conducted.

All employees are required as a condition of employment to abide by the terms of this policy as well as applicable state and federal law. In addition, an employee shall notify the College administration if convicted of violating any criminal drug statute while in the workplace or on college premises no later than five days after such conviction.

An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent following a request to test for reasonable cause may result in disciplinary action, including discharge, for a first refusal or subsequent refusal. The costs of any such tests shall be borne by the college.

### **Procedure**

#### **Scope:**

This policy applies to all full and part-time employees, including student employees.

#### **Definitions:**

1. Alcohol means any product of distillation of any fermented liquid or any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits, and alcohol used in the manufacture of denatured alcohol, flavoring extracts, syrups, or medicinal, mechanical, scientific or culinary preparations.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

### **Guidelines For Reasonable Cause Drug And Alcohol Testing**

**Page 2 of 6**

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2. College property, premises or facilities means all property of the College including, but not limited to, the offices, facilities, structures, work areas and surrounding campus areas on College-owned or leased property, including parking lots, and storage areas. The term also includes College owned or leased property or equipment including vehicles owned, operated, leased, or under the control of the College wherever located.
  3. Drug testing means the scientific analysis of urine, blood, saliva, or breath.
  4. Illegal drug means any drug which is not legally obtainable; or any legal drug being used at a dosage or for a purpose other than recommended by the manufacturer or other than intended by the manufacturer, unless prescribed by a physician for use.
  5. Legal drug means any prescribed drug or over-the-counter drug that has been legally authorized and is being used for the purpose for which prescribed or manufactured.
  6. Reasonable, proper, sufficient or just cause means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job due to alcohol or drug impairment. Such inability may include, but not be limited to, decreased quality or quantity of the employee's productivity, judgment, reasoning, concentration and/or psychomotor control, and marked changes in behavior. Accidents, deviations from safe work practices, and erratic conduct indicative of impairment are examples of "reasonable cause".
  7. Under the influence means a condition in which a person is affected by a drug or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech and difficulty in maintaining balance, or an obvious odor of alcohol. A determination of being under the influence can only be as the result of a scientifically valid test, such as urinalysis or blood analysis.
  8. Possession means to have on one's person, in one's personal effects, in one's vehicle or otherwise under one's care, custody, or control.
  9. Refusal to test means that an employee fails to provide adequate breath for alcohol testing without a valid medical explanation, or the employee fails to provide an adequate urine, blood, or saliva sample for controlled substances testing without a genuine inability to provide a specimen and as determined by a medical evaluation, or the employee engages in conduct that clearly obstructs the testing process.

#### Training of Supervisors:

Supervisors and other management personnel are to be trained annually in:

1. The rationale and specific details of the program start up and implementation.
2. The supervisor's specific responsibilities including detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

### **Guidelines For Reasonable Cause Drug And Alcohol Testing**

**Page 3 of 6**

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3. Ways to recognize and deal with employees who have job performance problems that may be related to drugs or alcohol, including intervening in situations that may involve violations of this policy by recommending participation in a drug and alcohol abuse prevention program or counseling through the Employee Assistance Program.
4. Training programs will be offered annually by outside instructors specially trained in workplace drug and alcohol abuse programs. All training shall be documented.

#### Employees are to be informed of:

1. The health and safety dangers associated with drug and alcohol use.
2. The provisions of this policy.
3. The College will initially provide each employee a copy of the policy, and obtain written acknowledgement from each employee that the policy has been received and reviewed. This policy will also be included in the employee's handbook and be available on the College's website.

#### Discipline:

1. Any employee who is found to be in possession of or under the influence of alcohol or illegal drugs while on college premises will be subject to discipline up to and including discharge, unless the possession or use of alcohol is in conjunction with a college sponsored event that is expressly authorized by the college president. A determination of being under the influence cannot occur without a certified positive test result.
2. Any employee who is found through drug or alcohol testing to have in his or her body any amount of an illegal drug or alcohol at a level which adversely impacts performance while at work or on college property will be subject to discipline up to and including discharge except that, depending on the circumstances of the case, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the College administration. Any subsequent drug/alcohol test that results as positive during or following rehabilitation will result in discharge.

#### Rehabilitation and Employee Assistance:

Rehabilitation assistance in lieu of discharge will be offered on a one-time basis, only after a certified positive test result:

1. To any employee who has violated this policy for the first time, provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.
2. Employees may be allowed a leave of absence for treatment. Employees participating in a rehabilitation program shall be entitled to use their accumulated but unused vacation or other accrued leave time. Nothing herein shall be construed to diminish any rights which may apply under the ADA, FMLA or other relevant laws or the employer's right to take appropriate disciplinary action.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

### **Guidelines For Reasonable Cause Drug And Alcohol Testing**

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- a. Recommendation for intervention, counseling, or rehabilitation will not be made by the employer without certified positive test results. The testing vendor will contact the employee to discuss the results. A copy of the test results shall be provided to the employee.

#### Requirements To Test:

1. Two (2) supervisors trained in the detection of drugs must articulate and substantiate specific behavioral performance or physical indicators of probable drug or alcohol use in the form of a written statement.
2. All documentation related to the for-cause test, including justification, and key decision makers, must be submitted to the HR Director who will carefully consider and document all evidence supporting a request to perform drug and alcohol testing prior to the scheduling of any test.
3. When reasonable cause exists for testing an employee, the examination for drug use shall be scheduled immediately and conducted within one or two hours of the occurrence. Alcohol testing should be immediately administered.
4. Supervisors will transport the employee to the testing facility in a college vehicle. Time spent conducting the test will be considered work time and the employee will be paid for this time.
5. Except for a confirmatory breath test as provided in Section 48-1903 of the Nebraska Revised Statutes, all confirmatory tests shall be performed by a clinic, hospital, or laboratory which is certified pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a.

#### Determination for Testing:

Factors to be considered include but are not limited to the following:

1. Documented pattern of unsatisfactory work performance, with evidence of drug or alcohol related behavior.
2. Physical signs and symptoms consistent with substance abuse.
3. Evidence of illegal substance use, possession, sale, or delivery while on duty.
4. Occurrence of a serious accident or potentially serious accident for no apparent reason.
5. Flagrant violations of established safety, security or other operating procedures for no apparent reason.
6. Erratic or violent behavior.

#### Guide to Reasonable Cause Testing:

1. Focus on Safety:
  - a. The primary issue is safety. Any employee believed to be under the influence of alcohol or a prohibited drug is an immediate hazard to him or herself and others.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

### **Guidelines For Reasonable Cause Drug And Alcohol Testing**

**Page 5 of 6**

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2. Verify the reasonable cause decision:
  - a. Anonymous tips must be taken seriously, but should not be the sole reason to initiate a request for a specimen. Hearsay alone is not an acceptable basis for reasonable cause referral.
3. Isolate and inform the employee:
  - a. Remove the employee from the workplace or vehicle. It is important to interview the employee privately.
4. Inquire and Observe:
  - a. Ask the employee to explain the suspected behavior and describe the events that took place. Note what can be observed and objectively documented as it relates to physical signs and symptoms of probable drug abuse. Remember, a reasonable cause decision must be made by two (2) supervisors.
5. Document events:
  - a. Record the behavior signs and symptoms that support the determination to conduct a reasonable cause test. Provide all documentation related to the for-cause test request, including justification and key decision makers, to the Human Resources Director who will review, consider, and document all evidence that supports the request to perform drug and alcohol testing.
6. If a reasonable belief that drugs or alcohol are a factor in the incident still exists after completion of the above steps, a request for testing should be made.
7. Explain that a request for testing is not an accusation; it is merely a request for additional objective data.
8. Explain the consequences for failure to submit to a request for drug screening.
9. Both supervisors, or their designees, are to transport the employee in a college vehicle to the testing site. After the specimen has been collected, the supervisors will transport the employee home or permit a family member or friend to do so. Allowing an employee who is reasonably believed to be under the influence of drugs or alcohol to drive home may create unnecessary liability exposure for the College.
10. Procedure for Confirmation of Tests:
  - a. If the employee's initial drug and/or alcohol test is positive, a confirmation test shall be immediately administered.
  - b. If the employee's initial drug test is positive, the employee will be placed on paid leave of absence, pending a confirmation of the employee's specimen if there is a delay between the initial test and the confirmation test.
  - c. If a positive drug and/or alcohol test is not confirmed, the employee's job status will be restored.



## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5009**

### **Guidelines For Reasonable Cause Drug And Alcohol Testing**

**Page 6 of 6**

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11. Grounds for Immediate Dismissal:
  - a. Any second confirmed positive test for illegal drug or alcohol use will result in dismissal.
  - b. Refusal to be tested for alcohol or drug use.
  - c. Employee cannot provide a specimen.
  - d. Tampering with test.
  - e. Conviction of selling alcohol or illegal substances on College-owned or leased property.
  - f. Conviction of a felony involving off-site sale or distribution of illegal substances while employed in the State College System.
  - g. Repeat DUI conviction.
  
12. Confidentiality:
  - a. The employer will notify the employee if the results of the test are negative. If test results are positive, the testing facility will contact the employee to discuss the results, including the confirmation test.
  - b. All alcohol and controlled substances testing will be performed by an independent contractor. Testing procedures will conform to both federal and Nebraska law and will be incorporated into and made part of this policy. The procedures are designed to protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee.
  - c. All records maintained by the College pursuant to this Policy are strictly confidential. Employee information contained in these records may not be released except as required by law or as expressly authorized by the employee.
  - d. Records specific to the employee may be obtained by the employee upon the employee's written request.
  - e. Records will be released to a subsequent employer when requested in writing by the employee. This disclosure is limited to the specific records authorized in the employee's written request.
  - f. Records may be released in a lawsuit, grievance or administrative proceeding initiated by or on behalf of the employee, arising out of a test administered pursuant to this policy or a determination that the employee engaged in prohibited conduct. Such proceedings include, without limitation: workers' compensation, unemployment compensation or other benefit-related proceedings. The College may also disclose information that indicates that the employee refused to test in accordance with this Policy.
  - g. Records may be released to any other person when authorized in writing by the employee. The information released is limited to the specific information in the employee's authorization.

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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Update on Faculty College

Core Values: Foster Cooperative Ventures Among NSCS Institutions and Other Agencies and Organizations  
Recruit and Retain Quality Faculty and Staff

Priority: Educational Excellence

Strategy: 1

Goals: a, d, e

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Wayne State Vice President for Academic Affairs, Bob McCue, will update the Board with additional details for NSCS faculty to meet on the WSC campus this summer. Wayne State has a link on the WSC website (<http://www.wsc.edu>) for additional information on the 2007 Faculty College as well. Plans call for discussion of topics that are of common interest to the faculty at all three colleges in particular and higher education in general.

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*

*Gary Bieganski*

*Michael Jacobsen*

April 12-13, 2007

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2006-07 Non-resident Scholars Reports

Priority: Financial Strength

Strategies: 1, 2, 3, 4

Goals: i, k

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The intent of the Non-resident Scholars Program is to:

- enrich the cultural diversity of the student population of each college;
- increase the number of high academic ability students attending the NSC institutions; and to
- increase dormitory occupancy and facility utilization at each college.

In order to participate, non-resident students are required to meet certain academic standards. Entering freshmen have to rank in the upper fourth of their high school class, have a 3.25 cumulative GPA on a 4.0 scale, or have achieved a score of 25 on the ACT. Transfer students are required to have a 3.0 cumulative GPA for all previous college work or meet the standards required of nonresident freshmen students. To continue in the program, students are required to maintain a cumulative 3.0 GPA. The Chadron State Non-resident Scholars Program was implemented during the 1988-89 academic year, while the Peru State and Wayne State programs were initiated in 1990-91.

## 5.6.-2

## 2006-07 Non-Resident Scholar Participants

Fall 2006

		Chadron	Peru	Wayne	Total
Total # of Out-of State Students		338	319	463	1120
# Non-Resident Scholars		311	98	155	564
Participants		92%	31%	33%	50%
States of Origin	AK	2	1	0	3
	AL	0	1	0	1
	AR	0	0	0	0
	AS	0	1	0	1
	AZ	5	1	1	7
	CA	7	2	2	11
	CO	52	1	1	54
	CT	0	1	0	1
	FL	1	0	1	2
	HI	1	0	0	1
	IA	0	34	114	148
	ID	1	0	1	2
	IL	0	1	1	2
	KS	2	18	3	23
	KY	1	0	0	1
	MA	0	1	0	1
	MD	1	0	0	1
	MI	2	0	0	2
	MN	2	2	3	7
	MO	2	15	1	18
	MT	3	0	0	3
	NH	1	0	0	1
	NJ	1	0	0	1
	NV	2	2	0	4
	NY	0	0	1	1
	OK	0	1	0	1
	PR	1	0	0	1
	SC	2	0	0	2
	SD	87	0	17	104
	TN	0	2	0	2
	TX	3	3	1	7
	UT	0	0	1	1
	VA	0	1	0	1
	WA	0	1	0	1
	WV	0	1	0	1
	WY	127	0	5	132
	Other	5	8	2	15

**Academic, Personnel & Student Affairs Committee***Doug Christensen, Chair**Gary Bieganski**Michael Jacobsen*

April 12-13, 2007

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**Student Opportunity Award Program Report**

Priority: Financial Strength

Strategies: 1, 2, 3, 4

Goals: i, k

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The Student Opportunities Scholarship Program offers access to all out-of-state students as well as international students. The following is the criteria for the SOSP:

## Freshman:

ACT of **22** or higherRank in the top **half** of class

Minimum GPA of 3.25

Attached is a summary of students currently enrolled under the SOSP.

At Chadron State, 11.5% of the twenty-six students receiving the tuition waiver are from states other than those bordering Nebraska. Of the 14 new students enrolled in the SOSP during Fall 2006, 9 were males and 5 were females. Also 21.4% of the new enrollees are minority, and 100% are living in campus housing.

During the Fall semester of 2006, 5% of the out-of-state students at Peru State participated in the SOSP program. Of the nine new students enrolled in the program during Fall 2006, 4 were males and 5 were females. Three of the new students enrolled are minority status and eight students are living in campus housing.

At Wayne State, 6% of all out-of-state students participated in the SOSP program for the 2006-07 academic year. One male and one female make up the newly enrolled students during Fall 2006. Of the two new students enrolled during Fall 2006, none are minority and both are living in campus housing.

## 5.7.-2

**2006-07 Student Opportunity Award Participants**

Fall 2006

		Chadron	Peru	Wayne	Total
Total # of Out-of State Students		338	319	463	1120
# Student Opportunity Award Scholars		27	15	27	69
Participants		8%	5%	6%	6%
State of Origin	AZ	0	1	0	1
	CO	9	0	2	11
	IA	0	5	18	23
	IL	0	1	0	1
	KS	0	4	0	4
	MN	0	0	1	1
	MO	0	2	0	2
	NM	1	0	0	1
	OK	1	0	0	1
	SD	10	0	6	16
	TX	0	2	0	2
	WY	6	0	0	6
	Other	0	0	0	0

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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**Athletic Gender Equity Reports**

Priority: Educational Excellence

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At its February 26, 1999, meeting, the Board asked that the colleges establish plans to assure that their athletic programs were in compliance with the federal requirements of Title IX. The plans were to be structured so that full compliance would be reached within five to seven years, with annual updates provided to the Board.

Title IX of the Education Amendments of 1972 provides that “no person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.” Title IX regulations require intercollegiate athletic programs to be compliant in three major categories:

- Participation opportunities (sports offerings);
- Financial Aid awarded; and
- Other program areas.

To meet the participating opportunities requirement, a college must offer participation opportunities for male and female students in substantial proportion to their respective enrollments. Institutions not meeting the substantial proportionality test can avoid violations of Title IX by demonstrating a history and continuing practice of program expansion for female participants or by having fully and effectively met the interests and abilities of the underrepresented gender.

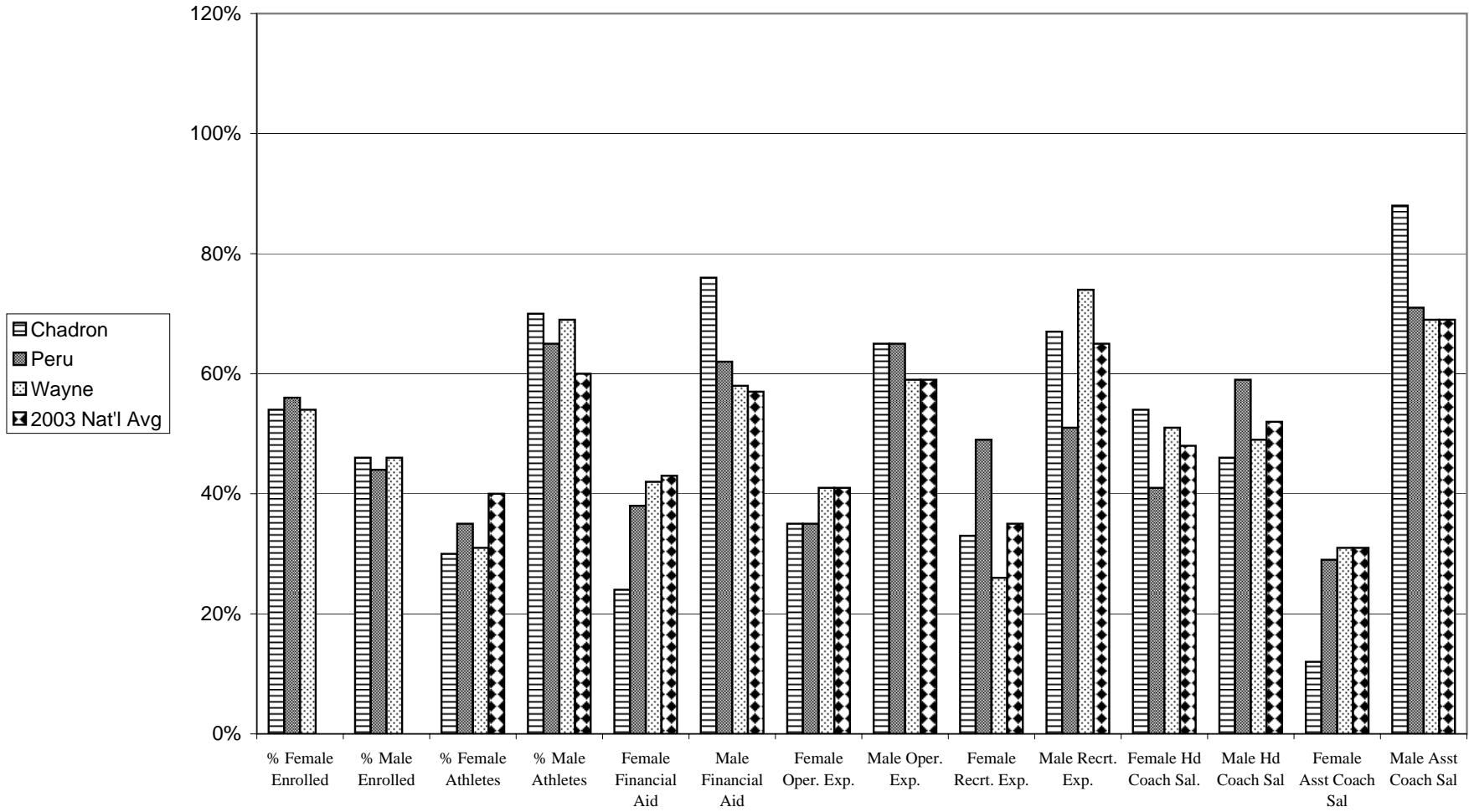
In evaluating financial aid awards, regulations only require that a college award athletic scholarships to members of each sex in proportion to the number of students of each sex participating in intercollegiate athletics.

In evaluating the other program areas, the same or proportionately similar benefits are to be provided in the areas of scheduling of games and practice times, equipment and supplies, academic tutoring, travel and per diem allowances, assignment and compensation of coaches, locker rooms, practice and competition facilities, medical facilities and services, publicity, administrative support, and recruitment of athletics.

Attached is this year’s report from each college as well as a graph that indicates the level of compliance attained by each of the three state colleges.

Each of the colleges are currently in compliance with Title IX Gender Equity requirements in athletics having recently expanded participation opportunities for female students, the athletically under-represented gender.

### 2006 Athletic Gender Equity Data





**CHADRON STATE COLLEGE**  
**Athletic Gender Equity**  
**Plan for Title IX Compliance**

**INTRODUCTION:**

The Educational Amendment Act of 1972 prohibits discrimination on the basis of gender in educational programs and activities by recipients of federal funds. Specific provisions governing athletics programs and the awarding of athletic scholarships are also delineated. The Title IX regulation specifies equal opportunities for members of both genders must exist if a college offers an athletic program.

The Office of Civil Rights (OCR) of the U.S. Department of Education is responsible for enforcing Title IX of this amendment. Evidence of providing nondiscriminatory participation opportunities for individuals of both genders can be determined by one of three mechanisms, as provided by the Office of Civil Rights:

- The number of participation opportunities for male and female students is substantially proportionate to their respective enrollments in the College;
- The institution can demonstrate a historical and continuing practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender; or
- The interests and abilities of the members of the athletically under-represented gender have been and continue to be fully and effectively accommodated by the present program.

The institution is required to meet one of these three criteria for determining Athletic Gender Equity Compliance, as defined by the Office of Civil Rights.

The Office of Civil Rights evaluates not only the institution's programs and overall determination of compliance, but also the quality and support available to the athletic programs accommodating the two genders, in terms of coaching, equipment, practice and competitive facilities, recruitment, game scheduling, and publicity.

Historically, Chadron State College has elected to use prong three as its determination of compliance with Gender Equity. However, since the addition of Woman's Softball, the determining factor has shifted to the second prong of the test. Chadron State College will still remain open to the interests and abilities of the members of the athletically under-represented gender and attempt to fully and effectively accommodate them by its present programs.

To assess student interests in athletic, fitness, and sport activities Chadron State College has developed an interest survey that was tested in the spring semester of 2006 and will be administered officially in the spring semester of 2007. This instrument was developed with collaboration between the Athletic Department, the Health, Physical Education and Recreation Department, and the College's Office for Institutional Research.

## 5.8.-4

### ANALYSIS OF CURRENT STATUS

#### Number of Athletes

Based on an unduplicated headcount, there were 299 student athletes at Chadron State College in 2005-2006. Two hundred eight men and 91 women participated in intercollegiate athletics. 69.6% of the participants were men and 30.4% were women. The breakdown by individual sports is as follows:

Men: Basketball	16	Women: Basketball	13
Football	116	Golf	6
Indoor Track	32	Indoor Track	29
Outdoor Track	31	Outdoor Track	29
Wrestling	28	Volleyball	15

Additionally, 16 student-athletes participated in a second sport.

#### Operating Expenditures

The total operating expenditures, for athletic programs in 2005-2006, were \$274,307. The men's programs spent \$178,847 and the women's programs spent \$95,460. This represents 65.2% of operating expenditures for men's athletic programs and 34.8% for women's athletic program. A breakdown by individual sports is as follows:

Men: Basketball	\$32,411	Women: Basketball	\$22,791
Football	\$91,385	Golf	\$14,793
Track, Combined	\$25,274	Track, Combined	\$25,274
Wrestling	\$29,777	Volleyball	\$32,602

#### Recruiting Expenditures

The total recruiting expenditures, for athletic programs in 2005-2006, were \$13,438. The men's athletic programs spent \$4,363 and the women's athletic programs spent \$9,075. 32.5% of the recruiting expenditures were for men and 67.5% for women. A breakdown by individual sports is as follows:

Men: Basketball	\$ 150	Women: Basketball	\$2,400
Football	\$2,513	Golf	\$ 0
Track, Combined	\$ 0	Softball	\$5,668
Wrestling	\$1,700	Track, Combined	\$ 278
		Volleyball	\$ 729

### Athletic Student Financial Aid

The total athletic student financial aid expenditures for athletics in 2005-2006 were, \$450,713. The men's programs awarded \$344,424 (76% an average of \$2,712 per athlete) and the women's programs awarded \$106,289 (24% an average of \$2,084 per athlete). The averages are calculated on the total number of men and women who receive athletically related student aid. Breakdowns follow:

Men: Basketball	\$ 55,326	Women: Basketball	\$40,410
Football	\$216,128	Golf	\$ 5,732
Track, Combined	\$ 34,027	Track, Combined	\$ 26,277
Wrestling	\$ 38,943	Volleyball	\$ 33,870

The average athletic student financial aid expenditure is broken down by sport as follows:

Men: Basketball	\$3,952	Women: Basketball	\$3,674
Football	\$2,807	Golf	\$ 955
Track, Combined	\$1,791	Track, Combined	\$1,314
Wrestling	\$2,291	Volleyball	\$2,419

The number of students receiving athletically-related student aid is broken down by sport as follows:

Men: Basketball	14	Women: Basketball	11
Football	77	Golf	6
Track, Combined	19	Track, Combined	20
Wrestling	17	Volleyball	14

### Summary of Chadron State College Expenditures Data

Of the athletes participating in intercollegiate athletics at Chadron, 69.6% were men and 30.4% were women. Men's programs received 65.2% of the operating funds, and women's programs received 34.8%. In recruiting expenditures, the men's athletic programs spent 32.5% and the women's athletic programs spent 67.5%. Athletic student financial aid awarded to men was 76% and aid granted to women was 24%.

## 5.8.-6

### **Resource/Facility Analysis**

Male and female athletes use the same facilities on campus. Men's basketball, women's basketball, and women's volleyball are all played at the Armstrong Gymnasium on the same court. These teams use the facility for practice as well as varsity competition. Football is played on Elliott Field and practice fields are located south of the Armstrong building. Wrestlers practice and compete at the Nelson Physical Activity Center (NPAC). The NPAC is also home for indoor men's and women's track and field practice and competition. In the spring, track and field moves to an outside facility owned by the Chadron Public Schools. The women's golf team practices at Chadron's Ridgeview Country Club. The women's softball team will utilize the new facility located on the southeast corner of campus. As of June 30, 2006, \$110,000 was spent on the women's softball complex. We expect to spend another \$80,000 in fiscal year 2007.

### **PLAN TO ENSURE CONTINUED COMPLIANCE WITH ATHLETIC GENDER EQUITY**

The addition of Woman's Softball was accomplished through the support of the Chadron State College administration and institutional budget.

Women's Softball competed in the NCAA non-championship segment, fall '06, and will compete in the Rocky Mountain Athletic Conference and the NCAA championship segment spring '07. The softball field has been completed and is one of the finest facilities in the conference. The grand opening was held on October 8<sup>th</sup> and was attended by alums and a large group of supporters. Dr. Janie Park, Chadron State College President, addressed the crowd and threw out the first pitch.

With the funding available through the College's Gender Equity Funds, the weight room was remodeled and moved to the balcony of the Armstrong Building and the completion of the additional athletic offices was accomplished by the beginning of fall semester, '06.

Staffing needs are also considered to address Gender Equity with the additional position of Senior Women's Administrator. This position has been assumed by the Chadron's volleyball coach. A search is being conducted for an Administrative Aid to support the Director of Athletics in the areas of budgeting, compliance and insurance. This is an upgrade of the current support staff position.

**PERU STATE COLLEGE**  
**Athletic Gender Equity**  
**Plan for Title IX Compliance**

## **INTRODUCTION**

The Educational Amendment Act of 1972 prohibits discrimination on the basis of gender in educational programs and activities by recipients of federal funds. Specific provisions governing athletic programs and the awarding of athletic scholarships are also delineated. The Title IX regulation specifies that equal opportunities for members of both genders must exist if a college offers an athletic program.

The Office of Civil Rights (OCR) of the U.S. department of Education is responsible for enforcing Title IX of this amendment. Evidence of providing nondiscriminatory participation opportunities for individuals of both genders can be determined by one of three mechanisms, as provided by the Office of Civil Rights:

The number of participation opportunities for male and female students is substantially proportionate to their respective enrollments in the College;

The institution can demonstrate a historical and continuing practice of program expansion, that demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender; or

The interests and abilities of the members of the athletically under-represented gender have been and continue to be fully and effectively accommodated by the present program.

The institution is required to meet one of these three criteria for determining Athletic Gender Equity Compliance, as defined by the Office of Civil rights.

The Office of Civil Rights evaluates not only the institution's program and overall determination of compliance, but also the quality and support available to the athletic programs accommodating the two genders, in terms of coaching, equipment, practice and competitive facilities, recruitment, game scheduling, and publicity.

Peru State College has elected to use the second and third mechanisms for determining gender equity within our athletic program offerings.

**5.8.-8**

**ANALYSIS OF CURRENT STATUS**

**Number of Athletes**

The total number of students who participated in intercollegiate athletics at Peru in 2005-2006 was 188--123 men and 65 women. Sixty-five percent of the participants were men and 35% were women. This represents a 2% increase in women's participants from 2004-2005. The breakdown by individual sport is as follows:

<b>Men:</b>	Football	74	<b>Women:</b>	Basketball	13
	Baseball	26		Softball	21
	Basketball	12		Volleyball	15
	Volleyball	11		Golf	4
				Cross-Country	4
				Cheer	8

**Operating Expenditures**

Two hundred four thousand nineteen dollars were spent for athletics in 2005-2006. Men's programs spent \$133,866 and women's programs \$70,153; a breakdown by gender shows that 65% of the total operating expenditures were allocated for men's sports, while 35% of expenditures went to women's athletics.

<b>Men:</b>	Baseball	\$31,525	<b>Women:</b>	Softball	\$23,307
	Basketball	\$27,262		Basketball	\$19,559
	Volleyball	\$10,702		Volleyball	\$14,894
	Football	\$64,377		Golf	\$ 6,009
				Cross-Country	\$ 6,384

**Recruiting Expenditures:**

The total recruiting expenditures for athletics in 2005-2006 were \$7,918 with men's programs spending \$4,027 and women's programs spending \$3,891. Forty-nine percent of the recruiting dollars were for women and 50% for men. The Athletic Director has worked closely with the coaches and the Vice President for Administration and Finance to establish separate recruiting budgets for 2007-2007 in order to better establish clear expenditures related to recruiting.

<b>Men:</b>	Baseball	\$1,347	<b>Women:</b>	Softball	\$ 646
	Basketball	\$1,617		Basketball	\$1,747
	Volleyball	\$ 610		Volleyball	\$ 604
	Football	\$ 453		Golf	\$ 309
				Cross-Country	\$ 585

### Athletic Student Financial Aid

The total student financial aid allocations for athletics in 2005-2006 were \$246,692. The men's program awarded \$151,890 and the women's program awarded \$94,802. Sixty-two percent of athletic student financial aid was granted to men and 38% to women. Breakdown by sport and gender:

<b>Men:</b> Baseball	\$29,800	<b>Women:</b> Softball	\$29,000
Basketball	\$27,650	Basketball	\$24,525
Volleyball	\$14,950	Volleyball	\$22,950
Football	\$79,490	Golf	\$ 8,052
<b>Totals:</b>	<b>\$151,890</b>	Cross-Country	\$ 5,900
		Cheer	\$ 4,375
		<b>Totals:</b>	<b>\$94,802</b>

The average athletic student financial aid expenditure broken down by number of participating athletes in each individual sport is as follows:

<b>Men:</b> Baseball	\$1,146	<b>Women:</b> Softball	\$1,380
Basketball	\$2,304	Basketball	\$1,887
Volleyball	\$1,359	Volleyball	\$1,530
Football	\$1,074	Golf	\$2,013
<b>Avg.</b>	<b>\$1,471</b>	Cross-Country	\$1,475
		Cheer	\$ 547
		<b>Avg.</b>	<b>\$1,472</b>

### Comparison of resources provided by gender:

	<b>Male</b>	<b>Female</b>
Number of student-athletes:	123	65
Operating Expenditures:	\$133,866	\$ 70,153
Recruiting Expenditures:	\$ 4,027	\$ 3,891
<u>Financial Aid:</u>	<u>\$151,890</u>	<u>\$ 94,802</u>
Total:	\$289,783	\$168,846
<u>Divided by number of S/A</u>	<u>123</u>	<u>65</u>
<b>Expenditures per student athlete:</b>	<b>\$ 2,355</b>	<b>\$ 2,597</b>

### Summary of Peru State College Athletic Operating Expenditures Data

The total number of student athletes at Peru State for 2005-2006 was 188. There were 123 men and 65 women participating in intercollegiate athletics: 65 percent men and 35 percent women. This represents a 2 percent increase in women participants from last year. The breakdown of athletic expenditures indicates the same percentages exist for actual dollars spent on athletics with men's sports spending \$137,893 (65%) and women's sports spending \$74,044 (35%) during the 2005-2006 year.

## **5.8.-10**

### **Resource/Facility Analysis**

Athletic facilities are equal and balanced for men and women. Women's and men's volleyball and women's and men's basketball are played in the Al Wheeler Activity Center. All teams use the same court for practice and competition. Football is played at the Oak Bowl with practice facilities located north of the game field. Baseball and softball each have their own fields at the campus complex.

### **FUTURE PLAN TO ENSURE CONTINUED COMPLIANCE WITH ATHLETIC GENDER EQUITY**

Renovations to the Al Wheeler Activity Center are slated to begin in May of 2007, with completion targeted for the end of April, 2008. New locker rooms, athletic training facilities, weight rooms, offices, storage, and a student health center will be located in the renovated areas of the AWAC. Each team by gender and sport (with the exception of football) will have access to the use of equal locker room facilities. Football dresses and stores equipment in the field house at the Oak Bowl. All other renovated areas will offer equal services to each team by gender and sport, including, but not limited to; coaches offices, storage, weight training and conditioning opportunities,, athletic training and rehabilitation, access to the swimming pool, and meeting rooms.

Currently plans call for the construction of an indoor facility to accommodate men's and women's volleyball, men's and women's basketball, baseball, softball, intramurals, and physical education classes during the time for reconstruction of the AWAC. The facility will be housed near the baseball/softball complex. Each team by gender and activity will have equal access to the facility. The facility will remain in place following the 2007-2008 year and serve as an indoor practice facility for baseball and softball.

Peru State provides opportunities for male and female participation in intercollegiate athletics; said opportunities meet the basic requirements of students who want to participate.

Feasibility studies are currently being conducted by the administration regarding the possible expansion of athletic opportunities for the student population at Peru State for the expressed purpose of exceeding the standards for the enhancement of the student experience.



**WAYNE STATE COLLEGE**  
**Athletic Gender Equity**  
**Plan for Title IX Compliance**

## **INTRODUCTION**

The Educational Amendment Act of 1972 prohibits discrimination on the basis of gender in educational programs and activities by recipients of federal funds. Specific provisions governing athletics programs and the awarding of athletic scholarships are also delineated. The Title IX regulation specifies equal opportunities for members of both genders must exist if a college offers an athletic program.

The Office of Civil Rights (OCR) of the U.S. Department of Education is responsible for enforcing Title IX of this amendment. Evidence of providing nondiscriminatory participation opportunities for individuals of both genders can be determined by one of three mechanisms, as provided by the Office of Civil Rights:

- The number of participation opportunities for male and female students is substantially proportionate to their respective enrollments in the College;
- The institution can demonstrate a historical and continuing practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender; or
- The interests and abilities of the members of the athletically under-represented gender have been and continue to be fully and effectively accommodated by the present program.

The institution is required to meet one of these criteria for determining Athletic Gender Equity Compliance, as defined by the Office of Civil Rights.

The Office of Civil Rights evaluates not only the institution's programs and overall determination of compliance, but also the quality and support available to the athletic programs accommodating the two genders, in terms of coaching, equipment, practice and competitive facilities, recruitment, game scheduling, and publicity.

Wayne State College has elected to use the second and third mechanisms for determining gender equity within our athletic program offerings.

## 5.8.-12

### ANALYSIS OF CURRENT STATUS

#### Student Need and Demand:

##### Number of Athletes

The total of number of student athletes at Wayne State in 2005-06 was 343. There were 237 men and 106 women who participated in intercollegiate athletics. 69.1% of the participants were men and 30.9% were women. The breakdown by individual sport is below:

Men:	Baseball	36	Women:	Basketball	12
	Basketball	11		Golf	4
	Football	106		Soccer	23
	Golf	12		Softball	16
	Cross Country	12		Cross Country	7
	Indoor Track	29		Indoor Track	15
	Outdoor Track	31		Outdoor Track	15
				Volleyball	14

#### Operating Expenditures

The total operating expenditures for athletics in 2005-06 were \$506,130. The men's program spent \$299,579 and the women's program spent \$206,551. 59.2% of operating expenditures were spent for men's athletic programs and 40.8% spent on the women's athletic programs. A breakdown by individual sport is below:

Men:	Baseball	\$ 86,060	Women:	Basketball	\$41,892
	Basketball	\$ 44,053		Golf	\$ 4,874
	Football	\$118,290		Soccer	\$35,435
	Golf	\$ 8,373		Softball	\$41,447
	Cross Country	\$ 6,420		Cross Country	\$ 5,635
	Indoor Track	\$ 14,981		Indoor Track	\$13,148
	Outdoor Track	\$ 21,402		Outdoor Track	\$18,783
				Volleyball	\$45,337

#### Recruiting Expenses

The total recruiting expenditures for athletics in 2005-06 were \$60,641 with the men's program spending \$45,197 and the women's program spending \$15,444. 74.5% of the recruiting dollars were for men and 25.5% for women. A breakdown by individual sport is below:

Men:	Baseball	\$ 3,802	Women:	Basketball	\$ 7,566
	Basketball	\$ 9,509		Golf	\$ 19
	Football	\$30,100		Soccer	\$ 1,697
	Golf	\$ 120		Softball	\$ 2,506
	Track/CC	\$ 1,666		Track/CC	\$ 1,626
				Volleyball	\$ 2,030

### Athletic Student Aid

The total athletic student financial aid expenditures for athletics in 2005-06 were \$507,664. The men's programs awarded \$294,368 and the women's programs awarded \$213,296. Fifty eight percent of athletic student financial aid was granted to men and 42% was granted to women. A breakdown by individual sport is below:

Men:	Baseball	\$ 27,800	Women:	Basketball	\$ 88,849
	Basketball	\$ 84,854		Soccer	\$ 19,150
	Football	\$171,564		Softball	\$ 25,350
	Golf	\$ 2,000		Track/CC	\$ 16,600
	Track/CC	\$ 8,150		Volleyball	\$ 62,347
				Golf	\$ 1,000

The average athletic student financial aid expenditure broken down by number of participating athletes in each individual sport is as follows:

Men:	Baseball	\$ 772	Women:	Basketball	\$7,404
	Basketball	\$7,714		Golf	\$ 250
	Football	\$1,619		Soccer	\$ 833
	Golf	\$ 167		Softball	\$1,584
	Track/CC	\$ 113		Track/CC	\$ 449
				Volleyball	\$4,453

### Summary of Wayne State College Operating Expenditures Data

69.1% of the total athletes participating in intercollegiate athletics at Wayne State were men and 30.9% women. The men's athletic programs received 59.2% of the operating budget and the women's athletic programs received 40.8%. In recruiting expenditures, the men's programs spent 74.5% and women's programs spent 25.5%. Athletic student financial aid awarded to men was 58.0% and aid granted to women was 42.0%.

### Resource/Facility Analysis

Wayne State College Supplemental Budget Report on Financial Aid for fiscal year 2005-06 reported athletic scholarship assistance at a combined "state and other" funding level of \$507,664. Male athletes received \$294,368 (an average of \$1,242 each) while female athletes received \$213,296 (an average of \$2,012 each).

Game facilities for male and female athletes are nearly identical, while offices and locker rooms need improvement for women. WSC currently has a locker room for men's basketball, baseball and football, while the only team locker room for women is shared by basketball and volleyball. A majority of the construction is completed for a softball locker room, and is projected to be completed by February, 2007. Also, new locker room spaces for men's and women's teams are planned as part of the current Stadium renovation project which should provide locker areas for soccer, women's track, men's track, volleyball, and women's basketball. If the renovation project is completed as planned, all sports will have their own locker room except men's and women's golf.

## 5.8.-14

### **FUTURE PLAN TO ENSURE CONTINUED COMPLAINE WITH ATHLETIC GENDER EQUITY**

Recruitment of Women: WSC continues to work towards increasing our number of women student-athletes. Two areas of focus will be golf and track.

Scholarships: Currently, scholarship spending is heavily favored toward our underrepresented gender - women. Title IX requirements state that scholarship spending should be within 1% of participation numbers. Our scholarship spending is off by 11.1%, in favor of women (women's participation is 30.9%, while scholarship spending for women is 42%).

Operational Expenses: Operating expenses favor women's sports, based on participation. In other words, while participation for women's sports is 30.9%, WSC spends 40.8% of its operating budget on women's sports. As participation in women's sports increases, careful consideration must be given as to how that will affect operational budgets in order to maintain equity.

Staff/Hiring: Last summer WSC hired two female head coaches for the sports of soccer and softball. Both of those positions were previously held by men. WSC will continue to seek to hire the best candidate for each open position, but will ensure that female applicants are actively recruited where/when appropriate.

**Academic, Personnel & Student Affairs Committee**

*Doug Christensen, Chair*  
*Gary Bieganski*  
*Michael Jacobsen*

April 12-13, 2007

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**Optimal Enrollment Model**

Core Values: Provide a Stimulation, Caring, and Enriching Learning Experience  
Maintain Affordable Tuition and Fees  
Priority: Educational Excellence  
Goal: g  
Priority: Financial Strength  
Strategy: 3

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The Enrollment and Marketing Committee has requested that the colleges and the system office develop a means to measure enrollment capacities for each of the colleges. The attached document, offered for your review and approval, is the result of the efforts of the system office and the colleges to determine a set of measures that will assist the Board and the colleges in determining enrollment potential and capacity in 7 defined areas including:

- Resident Hall Capacity
- Resident Parking Capacity
- Commuter Parking Capacity
- Cafeteria Capacity
- Classroom Space Utilization
- Lab Space Utilization
- Faculty to Student Ratio

We anticipate that the measures presented here will be subject to modification, with the Board's approval, as the document matures.

# NSCS Campus Capacity Measures

3-Nov-06  
updated 2-Jan-07, 26 March-07, 28 March-07

## #1 Resident Hall Capacity

Source: Occupancy & Income Report/Fall

	Room Capacity	Rooms Occupied	% Occupied
CSC	0	0	#DIV/0!
PSC	0	0	#DIV/0!
WSC	0	0	#DIV/0!

	Current Bed Capacity	Beds Occupied	% Occupied
	-	-	#DIV/0!
	-	-	#DIV/0!
	-	-	#DIV/0!

## #2 Parking Capacity Resident

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC	0	0	#DIV/0!	1.5
PSC	0	0	#DIV/0!	1.5
WSC	0	0	#DIV/0!	1.5

## #3 Parking Capacity Commuter

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC			#DIV/0!	3
PSC			#DIV/0!	3
WSC			#DIV/0!	3

Note: Commuter headcount based on total headcount less resident headcount.

## #4 Cafeteria Capacity

Source: Building Inventory  
Fall End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC		417		-	#DIV/0!
PSC		277		-	#DIV/0!
WSC		661		-	#DIV/0!

Note: Allow 18 square feet per student station; allow two turns per hour to determine hourly capacity; utilized capacity may be influenced by student count, dining station count or hours of service.  
Dining space square footage provided by each college as follows: CSC - 7,500, PSC - 4,978, WSC - 11,889

### #5 Classroom Space Utilization

Source: CCPE Standard - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 30 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions. Identify only rooms used as classrooms
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 30.
- Column 7 - Percent of Student Station Utilization Based on 30 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 30 Hours. Column 4 / 30 Hours X 100.

### #6 Lab Space Utilization

Source: CCPE - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 20 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions.
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 20.
- Column 7 - Percent of Student Station Utilization Based on 20 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 20 Hours. Column 4 / 20 Hours X 100.

**#7 Faculty/Student Ratio**

	Lower Division (Levels 01 & 02)	Upper Division (Levels 03 & 04)	UG Total	Target Ratio	Graduate Division (Levels 05,06,& 07)	Total	Target Ratio
On Campus *							
Total FTE Student/ FTE On Campus Faculty				19 - 21			16 - 18
Off Campus **				19 - 21			16 - 18
On Line ***				25			16 - 18

\*On Campus - Includes students enrolled on campus, hybrid courses meeting on campus

Student FTE is based on 15 SCH for UG; 12 SCH for GR, including Ind. Study

Faculty FTE is based on 12 credit hours for UG; 9 credit hours for Graduate, excludes Ind. Study

\*\*Off Campus - Includes courses provided at remote campus locations in traditional instructor/student format, all IDL, and hybrid courses that utilize a remote location for classroom instruction.

\*\*\*On Line - Includes all course work provided completely on line regardless of point of origin. On line courses provide no face to face meeting time between instructor and student.

Also includes Correspondence courses.

General Notes:

Item 1 - All values originate from fall occupancy & income reports.

Item 2 - Resident parking lot capacities provided by individual campus staff or master plan documents. Capacities may change with lot modifications or space assignments. Target values are based on UNL existing capacities provided by Dan Carpenter of UNL.

Item 3 - Same as item 2.

Item 4 - Formula for determining capacity was provided by Roger Kruse of Kruse Consulting and is based on design values Kruse would use in 2007.

Item 5 - Space Utilization standards have been established by the CCPE.

Item 6 - Same as item 5.

Item 7 - Faculty/Student Ratio values to be provided by end of term Instructional Load report. This report will require modification to accommodate new categories.

**Report due at the first regular BOT meeting following the close of each fall semester.**



## Enrollment and Marketing Committee

*Bill Roskens, Chair*

*Floyd Vrtiska*

*Crystal Ellis*

April 12-13, 2007

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### Student Trustees' Update

Core Values: Provide a Stimulating, Caring, and Enriching Learning Experience

Emphasize Participation in Public Service

Strategy: Greater System Prominence

Goal: f

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Each college sent applications for three nominees for the 2007-08 Student Trustees' positions. Governor Heineman was presented with a booklet of all applicants' information in late February. He chose the new trustees in March.

They are as follows:

Junior Tyler Thompson of Scottsbluff, Chadron State College

Junior Cori Harmon of Dawson, Peru State College

Senior Jennifer Myers of Wahoo, Wayne State College

## Enrollment and Marketing Committee

*Bill Roskens, Chair*

*Floyd Vrtiska*

*Crystal Ellis*

April 12-13, 2007

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### Davis-Chambers Scholarship

Priority: Financial Strength

Strategies: 2, 4

Goals: a, i

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The 2007-08 Davis-Chambers Scholarships were awarded to three academically talented transfer students from the Nebraska Community Colleges. The scholarship includes full-tuition, room, board, fees, and other expenses.

The scholarship recipients are:

1. Virgilio Villeda of Grand Island to Chadron State College (full award)
2. Rae Berli of Columbus to Peru State College (online – half an award)
3. Jose Serrano of Crete to Peru State College (half an award, Peru will pay half also)

To be eligible for the Davis-Chambers Scholarship, an applicant must have met the following qualifications:

1. Be a member of an under-represented minority group.
2. Be a graduate of an accredited high school located in the State of Nebraska.
3. Be a transfer student of junior standing from a Nebraska Community College and enrolled or planning to enroll as a full-time undergraduate student at Chadron State College in the fall of 2006
4. Have a 3.0 Nebraska Community College cumulative grade point average
5. Be a resident of the State of Nebraska
6. Must complete an application form for Chadron State College
7. Must complete and submit a Free Application for Federal Student Aid (FAFSA)
8. Must include a letter of recommendation from a community college professor or official

Other factors were considered as appropriate, such as honors, activities and evidence of leadership.

## Enrollment and Marketing Committee

*Bill Roskens, Chair*  
*Floyd Vrtiska*  
*Crystal Ellis*

April 12-13, 2007

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### Senators' Reception Report

Priority: Financial Strength  
Goals: b, g  
Priority: System Prominence  
Strategies: 1, 3  
Goals: a, b, c

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Twenty-one senators and seven spouses attended the 2007 Senators' Reception held February 6 at The Ferguson Center. The Peru State College Foundation graciously sponsored the event for the second year.

Dates were also secured for the reception for the following two years.

They are:

Tuesday, January 15, 2008

Tuesday, January 13, 2009

## Enrollment and Marketing Committee

*Bill Roskens, Chair*  
*Floyd Vrtiska*  
*Crystal Ellis*

April 12-13, 2007

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### Joint Admissions Program Forms

Vision: Serve as a model of collaborative educational excellence, setting standards for strengthening individuals and communities through knowledge, service, leadership, and global understanding, while paving the way for future generations.

Core Values: Foster Cooperative Ventures Among NSCS Institutions and Other Agencies and Organizations  
Assure Financial, Programmatic, and Geographic Access to NSCS Institutions

Priority: Financial Strength

Strategy: 3

Goals: d, g

Priority: System Prominence

Strategy: 4

Goal: b

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As you know, we recently completed the joint admissions agreement between the NSCS and the Nebraska Community College Association. As part of that program, we developed a short form that would be used by NSCS students who wanted to take courses at a Nebraska State College other than his/her home institution. Representatives from each college and Larry Schultz, vice chancellor for academic affairs and general counsel worked together to develop the forms. The two forms, one for undergraduate students and one for graduate students, will allow an easier transition for students who want to take one or more classes from another college in our system.



# Joint Admissions Program UNDERGRADUATE FORM

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Home (Host) Institution:**

- Chadron State College
- Peru State College
- Wayne State College

**Desired Guest Institution(s)**

- Chadron State College
- Peru State College
- Wayne State College

**Semester of Enrollment:**  Fall  Spring  Summer: Session \_\_\_\_\_ **Year:** 20\_\_\_\_\_

May, June, July

- New Student
- Returning Student

**Course(s) Planned at Guest Institution**

Call Number	Course Name	Department	Course Number	Section Number	Credit Hours

This application is valid for students desiring to take courses as part of a sequence leading to an undergraduate degree through the Nebraska State College System Joint Admissions Program. These courses may be applied to full degree programs and will be treated as Home credits by the Home institution.

By signing this form, the student grants the home institution permission to submit a copy of their application for admission to the guest institution and grants the guest institution permission to submit official transcripts to the home institution upon completion of coursework at the guest institution.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Please return this form to the Office of Admissions at your home institution to be forwarded along with a copy of your Application for Admission to the guest institution. The Office of Admission will verify your standing with the Registrar prior to submitting materials to the guest institution.**

**This section to be completed by the Host Institution:**

I certify that the above named student is in good academic and disciplinary standing at \_\_\_\_\_ State College and is eligible to continue taking coursework at our institution.

\_\_\_\_\_  
*Registrar Signature*

\_\_\_\_\_  
*Registrar Name (Printed)*

\_\_\_\_\_  
*Date*



# Joint Admissions Program GRADUATE FORM

Student Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### Home (Host) Institution:

- Chadron State College
- Peru State College
- Wayne State College

### Desired Guest Institution(s)

- Chadron State College
- Peru State College
- Wayne State College

Semester of Enrollment:  Fall  Spring  Summer: Session \_\_\_\_\_ Year: 20\_\_\_\_\_

May, June, July

- New Student
- Returning Student

### Course(s) Planned at Guest Institution

Call Number	Course Name	Department	Course Number	Section Number	Credit Hours

This application is valid for students desiring to take courses as part of a sequence leading to a graduate degree through the Nebraska State College System Joint Admissions Program. These courses may be applied to full degree programs and will be treated as Home credits by the Home institution.

By signing this form, the student grants the home institution permission to submit a copy of their application for admission to the guest institution and grants the guest institution permission to submit official transcripts to the home institution upon completion of coursework at the guest institution.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Please return this form to the Office of Admissions at your home institution to be forwarded along with a copy of your Application for Admission to the guest institution. The Office of Admission will verify your standing with the Registrar prior to submitting materials to the guest institution.**

### This section to be completed by the Host Institution:

I certify that the above named student is in good academic and disciplinary standing at \_\_\_\_\_ State College and is eligible to continue taking coursework at our institution.

\_\_\_\_\_  
*Registrar Signature*

\_\_\_\_\_  
*Registrar Name (Printed)*

\_\_\_\_\_  
*Date*

## Enrollment and Marketing Committee

*Bill Roskens, Chair*

*Floyd Vrtiska*

*Crystal Ellis*

April 12-13, 2007

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### Permanent Residency Forms

Core Value: Assure Financial, Programmatic, and Geographic Access to NSCS Institutions

Priority: Greater System Prominence

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Forms were created for permanent residency status to assist undocumented immigrants in receiving in-state postsecondary education throughout our system. Each college was sent the forms in February. The respective college logos will be added to the documents and we will then have them available for students as needed.

**Affidavit of Intent to Apply for Permanent Residency Status**

I, the undersigned, a recently enrolled student at \_\_\_\_\_ State College, do hereby make this Statement and Affidavit upon oath and affirmation of belief and personal knowledge that the following matters and facts relating to an application for permanent residency status in the United States are true and correct to the best of my knowledge:

- 1. That I resided with my parent, guardian, or conservator while attending a public or private high school in the State of Nebraska;
- 2. That I graduated from a public or private high school in the state of Nebraska or received the equivalent of a high school diploma in this state;
- 3. That I resided in this state for at least three years before the date I graduated from the high school or received the equivalent of a high school diploma in this state;
- 4. That I registered as an entering student in a state postsecondary educational institution not earlier than the 2006 fall semester; and
- 5. That I will file an application for permanent residence with the United States Citizenship Immigration Service at the earliest opportunity that I am eligible to do so.

I, the undersigned, understand that this Affidavit is made for the purpose of establishing residency status for college tuition purposes.

Signed: \_\_\_\_\_  
Signature of Affiant Date

Signed: \_\_\_\_\_  
Signature of Parent/Guardian Date

Signature Witnessed by the Following \_\_\_\_\_ State College official:

Signed: \_\_\_\_\_  
Signature of Witness Title Date



**Fiscal and Facilities Committee**

*Larry Teahon, Chair*  
*Cap Peterson*  
*Tyler Pribbeno*

April 12-13, 2007

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**Optimal Enrollment Model**

Core Values: Provide a Stimulation, Caring, and Enriching Learning Experience  
Maintain Affordable Tuition and Fees  
Priority: Educational Excellence  
Goal: g  
Priority: Financial Strength  
Strategy: 3

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The Enrollment and Marketing Committee has requested that the colleges and the system office develop a means to measure enrollment capacities for each of the colleges. The attached document, offered for your review and approval, is the result of the efforts of the system office and the colleges to determine a set of measures that will assist the Board and the colleges in determining enrollment potential and capacity in 7 defined areas including:

- Resident Hall Capacity
- Resident Parking Capacity
- Commuter Parking Capacity
- Cafeteria Capacity
- Classroom Space Utilization
- Lab Space Utilization
- Faculty to Student Ratio

We anticipate that the measures presented here will be subject to modification, with the Board's approval, as the document matures.

# NSCS Campus Capacity Measures

3-Nov-06  
updated 2-Jan-07, 26 March-07, 28 March-07

## #1 Resident Hall Capacity

Source: Occupancy & Income Report/Fall

	Room Capacity	Rooms Occupied	% Occupied
CSC	0	0	#DIV/0!
PSC	0	0	#DIV/0!
WSC	0	0	#DIV/0!

	Current Bed Capacity	Beds Occupied	% Occupied
	-	-	#DIV/0!
	-	-	#DIV/0!
	-	-	#DIV/0!

## #2 Parking Capacity Resident

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC	0	0	#DIV/0!	1.5
PSC	0	0	#DIV/0!	1.5
WSC	0	0	#DIV/0!	1.5

## #3 Parking Capacity Commuter

Source: Facility Master Plan or actual count  
Fall End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC			#DIV/0!	3
PSC			#DIV/0!	3
WSC			#DIV/0!	3

Note: Commuter headcount based on total headcount less resident headcount.

## #4 Cafeteria Capacity

Source: Building Inventory  
Fall End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC		417		-	#DIV/0!
PSC		277		-	#DIV/0!
WSC		661		-	#DIV/0!

Note: Allow 18 square feet per student station; allow two turns per hour to determine hourly capacity; utilized capacity may be influenced by student count, dining station count or hours of service.  
Dining space square footage provided by each college as follows: CSC - 7,500, PSC - 4,978, WSC - 11,889

### #5 Classroom Space Utilization

Source: CCPE Standard - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 30 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions. Identify only rooms used as classrooms
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 30.
- Column 7 - Percent of Student Station Utilization Based on 30 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 30 Hours. Column 4 / 30 Hours X 100.

### #6 Lab Space Utilization

Source: CCPE - summary only

1	2	3	4	5	6	7	8
Room Description	Assignable Square Feet	Student Stations Available for Use	Weekly Hours Scheduled For Use	Actual Weekly Total of Student Station Hours Used	Weekly Student Stations Available Based on 20 Hrs.	% Occupied	% Scheduled

#### Notes:

- Column 1 - Description to include building and room number.
- Column 2 - The floor area of the room as measured from the inside finish of permanent outer walls or permanent partitions.
- Column 3 - The number of classroom seats the room is designated to accommodate. One student station is one classroom seat.
- Column 4 - Self-explanatory.
- Column 5 - Number of registered students on October 15 IPEDS census date X course credit hours per student.  
Utilize "hours met" rather than credit hours to assure appropriate utilization.
- Column 6 - Column 3 X 20.
- Column 7 - Percent of Student Station Utilization Based on 20 Hours. Column 5 / Column 6 X 100.
- Column 8 - Percent of Room Utilization Based on 20 Hours. Column 4 / 20 Hours X 100.

**#7 Faculty/Student Ratio**

	Lower Division (Levels 01 & 02)	Upper Division (Levels 03 & 04)	UG Total	Target Ratio	Graduate Division (Levels 05,06,& 07)	Total	Target Ratio
On Campus *							
Total FTE Student/ FTE On Campus Faculty				19 - 21			16 - 18
Off Campus **				19 - 21			16 - 18
On Line ***				25			16 - 18

\*On Campus - Includes students enrolled on campus, hybrid courses meeting on campus

Student FTE is based on 15 SCH for UG; 12 SCH for GR, including Ind. Study

Faculty FTE is based on 12 credit hours for UG; 9 credit hours for Graduate, excludes Ind. Study

\*\*Off Campus - Includes courses provided at remote campus locations in traditional instructor/student format, all IDL, and hybrid courses that utilize a remote location for classroom instruction.

\*\*\*On Line - Includes all course work provided completely on line regardless of point of origin. On line courses provide no face to face meeting time between instructor and student.

Also includes Correspondence courses.

General Notes:

Item 1 - All values originate from fall occupancy & income reports.

Item 2 - Resident parking lot capacities provided by individual campus staff or master plan documents. Capacities may change with lot modifications or space assignments. Target values are based on UNL existing capacities provided by Dan Carpenter of UNL.

Item 3 - Same as item 2.

Item 4 - Formula for determining capacity was provided by Roger Kruse of Kruse Consulting and is based on design values Kruse would use in 2007.

Item 5 - Space Utilization standards have been established by the CCPE.

Item 6 - Same as item 5.

Item 7 - Faculty/Student Ratio values to be provided by end of term Instructional Load report. This report will require modification to accommodate new categories.

**Report due at the first regular BOT meeting following the close of each fall semester.**

## Fiscal and Facilities Committee

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

### Update on Legislative Budget Recommendations

Core Values: Assure Financial, Programmatic, and Geographic Access to NSCS Institutions  
Maintain Affordable Tuition and Fees

Priority: Financial Strength

Strategies: 1, 2

Goals: b, g

Priority: Greater Prominence

Strategies: 1, 2, 3

Goals: a, b, c

### **APPROPRIATION COMMITTEE PRELIMINARY RECOMMENDATIONS**

As you know, the Appropriation Committee released its preliminary recommendations in February. A summary is provided below:

DEFICIT REQUESTS (the Committee followed the Governor's recommendations on deficits):

- The committee recommended no funding on a request of \$187,867 for the utilities request.
- The Committee recommended \$11,150 (69%) of a \$16,160 request for LB1100 depreciation assessment for PSC Administration Building renovation.
- The Committee recommended \$24,128 (69%) of a \$34,968 request for fire damage restoration at CSC.
- The Committee recommended \$63,412 (69%) of a \$91,901 request for phone system costs at WSC.

BIENNIUM REQUESTS - OPERATIONS BUDGET:

The committee's preliminary recommendations for the biennium were for an overall increase of 3.3% for each year of the biennium (as compared to the Governor's 2.1% and 2.2% proposed increases). Currently, our "core needs/fixed obligations" would require a 9.6% general fund increase in the first year and a 7.1% increase in the second year. Just to put that in perspective; to cover those core needs with the 3.3% general fund increase would require approximately a 14.2% tuition increase; \$2.6 million in budget reductions; or some combination of budget reductions and tuition increase, just in the first year.

The committee is recommending about 66% of our salary/benefit needs; with the exception of no funding recommendation for health insurance increases. Funding is included at 100% for DAS Charges. The committee also included a portion (60-65%) of our depreciation assessments. It then followed the Governor's example of pulling estimated "Vacancy Savings" from our budgets as they were working to get the overall % increase down. This represents a real cut to our budget.

**BIENNIUM REQUESTS - CAPITAL CONSTRUCTION:**

The Appropriations Committee is including reaffirmations of LB1, LB1100, and LB605 annual funding; all at 100% of planned amounts. The Committee included \$3.5 million of funding in the biennium for the South Sioux City project. No funding was recommended for the rest of our capital construction projects.

**COMMITTEE TESTIMONY & TIMELINE**

Overall, the Committee's recommendation is improved from the Governor's recommendations; yet still well short of our needs. Stan testified before the appropriations committee on our budget request on March 5 and presented our request with an emphasis on meeting the NSCS fixed obligations. We should know the Appropriation Committee's proposed budget to the legislature by April 25 (70<sup>th</sup> day of session) and a budget bill should be passed by the legislature by May 15 (80<sup>th</sup> day of session) with any action by the Governor and any overrides happening after that date. We anticipate knowing the final results of the biennium budget process by the last week of May.

The Appropriations Committee has introduced its amendment for providing deficit adjustments for the 2005-2007 biennium. The Committee recommendations include the NSCS's revised utility request of \$257,917 in the current year and an additional \$183,548 next year, for a cumulative increase in 2006-07 of \$441,465. The funds were requested for PSC and WSC. The Committee's amendment also includes additional funds for the South Sioux City center design development, at a reduced amount of \$132,450. The rationale for the amount takes into consideration the contributions Northeast Community College has made thus far and assumes that, in total, each college will provide an equal amount for the planning. The amount recommended is higher than the Coordinating Commission's proposal of \$97,200, or 50% of our request.

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**2007-08 Potential Occupancy and Income**

Core Value: Maintain Affordable Tuition and Fees  
Priority: Financial Strength  
Goal: c

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Chadron, Peru, and Wayne have provided potential occupancy and income reports for Fall 2007 and Spring 2008.

The attached reports provide the estimated occupancy and related income expected at each college, given certain assumptions. This report shows Sparks Hall off-line due to the change in use. Peru continues to have 36 rooms in Morgan off-line until Phase II of the construction plan can be implemented. Room occupancy rates, based on the market demand for private rooms at the colleges, were 92% for CSC, 91% for PSC, and 95% for WSC for the fall semester, 2007.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2007

REPORT DATE: 03-01-07  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2006	Beds Occupied Fall 2007	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2007	Percent Room Occupancy
Residence Hall									
ANDREWS	304	284	187	187	0.00%	65.85%	148	148	100.00%
BROOKS	110	84	0	0	0.00%	0.00%	40	0	0.00%
EDNA WING	94	94	66	66	0.00%	70.21%	49	49	100.00%
EDNA WORK	92	92	60	60	0.00%	65.22%	46	46	100.00%
HIGH RISE	400	422	283	283	0.00%	67.06%	218	218	100.00%
KENT HALL	304	275	220	220	0.00%	80.00%	151	136	90.07%
<b>SUBTOTALS</b>	<b>1,304</b>	<b>1,251</b>	<b>816</b>	<b>816</b>	<b>0.00%</b>	<b>65.23%</b>	<b>652</b>	<b>597</b>	<b>91.56%</b>

	Apartments Available	Apartments Occupied Fall 2006	Apartments Occupied Fall 2007	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0	0.00%
SPARKS HALL **	0	6	0	0	0.00%
WEST COURT	41	40	41	0	100.00%
<b>SUBTOTALS</b>	<b>41</b>	<b>46</b>	<b>41</b>	<b>0</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>1,304</b>	<b>1,292</b>	<b>862</b>	<b>0</b>	<b>66.33%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,304		889-1735	\$985,000	\$882,000	89.54%
Student Apartments N/A						
Family Housing	41		380-462	77,700	73,500	94.59%
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				34,650	32,600	94.08%
Other						
<b>TOTALS</b>				<b>\$1,097,350</b>	<b>\$988,100</b>	<b>90.04%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

\*\* Sparks Hall taken off line 12-15-06. Being remodeled for Administrative Offices.



**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: SPRING 2008

REPORT DATE: 03-01-07  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2007	Beds Occupied Spring 2008	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2007	Percent Room Occupancy
Residence Hall									
ANDREWS	304	284	172	172	0.00%	60.56%	148	137	92.57%
BROOKS	110	84	0	0	0.00%	0.00%	40	0	0.00%
EDNA WING	94	94	51	51	0.00%	54.26%	49	39	79.59%
EDNA WORK	92	92	60	60	0.00%	65.22%	46	45	97.83%
HIGH RISE	400	422	263	263	0.00%	62.32%	218	210	96.33%
KENT HALL	304	275	162	162	0.00%	58.91%	151	108	71.52%
<b>SUBTOTALS</b>	<b>1,304</b>	<b>1,251</b>	<b>708</b>	<b>708</b>	<b>0.00%</b>	<b>56.59%</b>	<b>652</b>	<b>539</b>	<b>82.67%</b>

	Apartments Available	Apartments Occupied Spring 2007	Apartments Occupied Spring 2008	Percent of Change	Percent Occupancy	
Family Housing						
EDNA WORK WING	0	0	0	0	0.00%	
WEST COURT	41	32	32	0	78.05%	
<b>SUBTOTALS</b>	<b>41</b>	<b>32</b>	<b>32</b>	<b>0</b>	<b>78.05%</b>	
<b>TOTALS</b>	<b>1,304</b>	<b>1,292</b>	<b>740</b>	<b>740</b>	<b>0</b>	<b>57.28%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,304		889-1735	\$985,000	\$860,000	87.31%
Student Apartments N/A						
Family Housing	41		380-462	74,000	70,000	94.59%
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				11,000	5,600	50.91%
Other						
<b>TOTALS</b>				<b>\$1,070,000</b>	<b>\$935,600</b>	<b>87.44%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: FALL 2007

REPORT DATE: APRIL 13, 2007  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2006	Beds Occupied Fall 2007	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2007	Percent Room Occupancy
Residence Hall									
ELIZA MORGAN (1)	170	98	90	92	2.22%	93.88%	50	50	100.00%
DELZELL	146	144	105	110	4.76%	76.39%	72	57	79.17%
CLAYBURN/MATHEWS	120	106	73	75	2.74%	70.75%	58	51	87.93%
DAVIDSON/PALMER	116	106	82	85	3.66%	80.19%	58	56	96.55%
NICHOLAS/PATE	24	48	39	41	5.13%	85.42%	28	29	103.57%

SUBTOTALS	576	502	389	403	3.60%	80.28%	266	243	91.35%
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	Apartment Available	Apartment Occupied Fall 2006	Apartment Occupied Fall 2007	Percent of Change	Percent Occupancy	
Family Housing						
OAK HILL	12	10	12	0	100.00%	
FACULTY	8	6	8	0	100.00%	
SUBTOTALS	0	20	16	20	0	100.00%
TOTALS	576	522	405	423	0	81.03%

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Projected Income	Percent of Potential Income
Residence Halls *	552	454	1130-1696	\$641,502	\$490,832	76.51%
Student Apartments	12	12	1320-1580	\$23,310	23,310	100.00%
Faculty Apartments	8	8	1400-1700	\$14,616	14,616	100.00%
Summer, Guest Housing & Rentals					47,597	
Other					22,320	
TOTALS				\$679,428	\$598,675	88.11%

\* Residence Hall rental revenue is less waivers, refunds and receivables.

(1) 36 rooms in Morgan remain off-line until Phase II of the construction plan can be implemented.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: SPRING 2008

REPORT DATE: APRIL 13, 2007  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2007	Beds Occupied Spring 2008	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2008	Percent Room Occupancy
Residence Hall									
ELIZA MORGAN (1)	170	98	76	80	5.26%	81.63%	50	48	96.00%
DELZELL	146	144	109	112	2.75%	77.78%	72	65	90.28%
CLAYBURN/MATHEWS	120	106	45	48	6.67%	45.28%	58	45	77.59%
DAVIDSON/PALMER	116	106	76	79	3.95%	74.53%	58	48	82.76%
NICHOLAS/PATE	24	48	32	35	9.38%	72.92%	28	20	71.43%

<b>SUBTOTALS</b>	<b>576</b>	<b>502</b>	<b>338</b>	<b>354</b>	<b>4.73%</b>	<b>70.52%</b>	<b>266</b>	<b>226</b>	<b>84.96%</b>
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	Apartment Available	Apartment Occupied Spring 2007	Apartment Occupied Spring 2007	Percent of Change	Percent Occupancy	
Family Housing						
OAK HILL	12	10	12	0	100.00%	
FACULTY	8	6	8	0	100.00%	
<b>SUBTOTALS</b>	<b>0</b>	<b>20</b>	<b>16</b>	<b>0</b>	<b>100.00%</b>	
<b>TOTALS</b>	<b>576</b>	<b>522</b>	<b>354</b>	<b>374</b>	<b>0</b>	<b>71.65%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Projected Income	Percent of Potential Income
Residence Halls *	552	454	1130-1696	\$641,502	\$468,296	73.00%
Student Apartments	12	12	1320-1580	\$23,310	23,310	100.00%
Faculty Apartments	8	8	1400-1700	\$14,616	14,616	100.00%
Summer, Guest Housing & Rentals					47,597	
Other					22,320	
<b>TOTALS</b>				<b>\$679,428</b>	<b>\$576,139</b>	<b>84.80%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables.

(1) 36 rooms in Morgan remain off-line until Phase II of the construction plan can be implemented.

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL, 2007

REPORT DATE: March 19, 2007  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Fall 2006 (Final)	Projected Beds Occupied - Fall 2007	Percent of Change Projected	Percent Bed Occupancy	Available Room Capacity	Projected Rooms Occupied Fall 2007	Percent Room Occupancy
Residence Hall	165	160	112	112	0.00%	70.00%	66	63	95.45%
Anderson Hall	165	160	112	112	0.00%	70.00%	66	63	95.45%
Berry Hall	328	306	267	267	0.00%	87.25%	159	153	96.23%
Bowen Hall	448	434	338	338	0.00%	77.88%	208	194	93.27%
Morey Hall	240	231	188	188	0.00%	81.39%	119	114	95.80%
Neihardt Hall	185	161	136	136	0.00%	84.47%	91	86	94.51%
Pile Hall	150	134	103	103	0.00%	76.87%	72	67	93.06%
Terrace Hall	147	140	110	110	0.00%	78.57%	74	70	94.59%
<b>SUBTOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,254</b>	<b>1,254</b>	<b>0.00%</b>	<b>80.08%</b>	<b>789</b>	<b>747</b>	<b>94.68%</b>

	Projected Beds Occupied - Fall 2007	Percent of Change	Percent Occupancy
Family Housing	0	0.00%	0.00%

<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,254</b>	<b>1,254</b>	<b>0</b>	<b>80.08%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,663	1,566	\$1085-1630	\$1,638,360	\$1,273,105	77.71%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals						
Other				\$15,000	6,309	42.06%
<b>TOTALS</b>				<b>\$1,653,360</b>	<b>\$1,279,414</b>	<b>77.38%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income anticipated.

Total Potential Income based on 250 single rooms and 1,316 double rooms

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: Spring, 2008

REPORT DATE: March 19, 2007  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Spring 2007 (February)	Projected Beds Occupied - Spring 2008	Percent of Change Projected	Percent Bed Occupancy	Available Room Capacity	Projected Rooms Occupied Spring 2008	Percent Room Occupancy
Residence Hall									
Anderson Hall	165	160	115	115	0.00%	71.88%	66	60	90.91%
Berry Hall	328	306	239	239	0.00%	78.10%	159	150	94.34%
Bowen Hall	448	434	285	285	0.00%	65.67%	208	180	86.54%
Morey Hall	240	231	169	169	0.00%	73.16%	119	115	96.64%
Neihardt Hall	185	161	129	129	0.00%	80.12%	91	85	93.41%
Pile Hall	150	134	91	91	0.00%	67.91%	72	65	90.28%
Terrace Hall	147	140	106	106	0.00%	75.71%	74	65	87.84%
<b>SUBTOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,134</b>	<b>1,134</b>	<b>0.00%</b>	<b>72.41%</b>	<b>789</b>	<b>720</b>	<b>91.25%</b>

	Apartment Available	Apartment Occupied Spring, 2007	Projected Apartment Occupied Spring, 2008	Percent of Change	Percent Occupancy
Family Housing					

<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,134</b>	<b>1,134</b>	<b>0.00%</b>	<b>72.41%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Projected Actual Income	Percent of Potential Income
Residence Halls *	1,663	1,566	\$1085-\$1630	\$1,638,360	\$1,151,277	70.27%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals						
Other				\$55,000	55,000	100.00%
<b>TOTALS</b>				<b>\$1,693,360</b>	<b>\$1,206,277</b>	<b>71.24%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income anticipated.

Total Potential Income based on 250 single rooms and 1,316 double rooms

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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**Grant Applications and Awards for Information Only****Chadron State Applications**

- False River Wetland Education through Maps and Aerial Photography (WETMAPP Barataria-Terebonne National Estuary Program) -- \$13,000
- Learning Healthy Personal and College Lifestyle CHOICES from a Student-Team (National Collegiate Athletic Association) -- \$30,000
- Lewis and Clark and the Indian Country, a Traveling Exhibition to Libraries (American Library Association) -- \$1,000

**Wayne State Applications**

- Combinatorial Matrix Theory (CURM: Center for Undergraduate Research in Mathematics at Brigham Young University & National Science Foundation) -- \$16,600
- Effects of Body Composition on Glucose and Insulin Response to 6 Weeks of Progressive Resistance Training in Young, Healthy Females (National Strength and Conditioning Association) -- \$5,000
- Nebraska Business Development Center (U.S. Small Business Administration through the University of Nebraska at Omaha) -- \$55,000
- Wayne State College Violence Prevention Project (U.S. Department of Justice, Office of Violence Against Women) -- \$299,975

**Wayne State Awards**

- Black History Month, "Daughters of Africa" (Nebraska Arts Council) -- \$500
- Geographic Educators of Nebraska 06-07 (National Geographic Education Foundation) -- \$72,000
- Language Arts Festival (Nebraska Humanities Council) -- \$600
- L.I.F.E.: Literacy Is For Everyone (Nebraska Coordinating Commission for Postsecondary Education Improving Teacher Quality: State Grant Program) - - \$59,899
- Lower Elkhorn Natural Resources District Arboretum Project (Lower Elkhorn Natural Resources District) -- \$3,932.50
- NAS Travel Expenses 07 (The Nebraska Academy of Sciences, Inc.) -- \$660
- Nebraska Business Development Center (U.S. Small Business Administration through the University of Nebraska at Omaha) -- \$57,000 (revised award)

## 7.4.-2

### Wayne State Awards continued

- Northeast Nebraska Educator Development Cohort for K-6 Paraprofessionals (Coordinating Commission for Post Secondary Education Improving Teacher Quality: State Grant Program) -- \$99,993.60
- Plains Writer's Fiesta (Nebraska Humanities Council) -- \$1,000
- Service Learning and Social Capital: Bridging Youth, Communities, and Higher Education in Northeast Nebraska (Corp. for National Service/Midwest Consortium for Service Learning in Higher Education/University of Nebraska-Lincoln) -- \$20,000

Priority: Financial Strength

Strategy: 2

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Board policy 6024 requires that grant applications and awards, which have as part of the agreement the obligation to accept fiscal responsibility in future years, or require maintenance of effort shall be approved to the Board. Grant applications and awards not requiring maintenance of effort or an obligation to accept fiscal responsibility in future years are attached for information only.

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 5, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: False River Wetland Education through Maps and Aerial Photography (WETMAPP)		
Funding Source: Barataria-Terebonne National Estuary Program		
Amount Requested: \$13,000	Amount Awarded:	Funding Period: 3/1/ 07 - 10/30/07
Closing Date for Application Submission: January, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		0
How many of these are new positions?		0
Briefly describe the purpose(s) of this application/award: Chadron State College (CSC) and the US Geological Survey's National Wetlands Research Center (NWRC) intend to identify a site and to develop a master set of materials for a wetland education site on the False River near New Roads, LA. This is Phase One of a two part project. Phase Two will support workshops and the inclusion of materials on the WETMAPP web site.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Catherine M. Lockwood, PhD		
Administrator responsible for approving the application: Janie Park, PhD, President		



7.4.-4

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Chadron State College		Date: March 5, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: Learning Healthy Personal and College Lifestyle CHOICES from a Student-Team		
Funding Source: National Collegiate Athletic Association (NCAA)		
Amount Requested: \$30,000	Amount Awarded:	Funding Period: 8/1/ 07 - 8/31/ 10
Closing Date for Application Submission: Postmarked by February 16, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): Management of student-team and project activities; internal evaluation . Management and project administration provided by Bill Roweton and Brad Smith.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		0
How many of these are new positions?		0
Briefly describe the purpose(s) of this application/award: This three-year educational effort will beneficially affect campus attitudes, behaviors, and knowledge about alcohol abuse. The project educates through modeling, field experiences, focus groups, and reading; support conversations between community and College stakeholders; collect, create, and assemble ready access to campus alcohol data; train social coping skills; and highlight the relationship between abusive alcohol use and mental health. Operationally, an extensive trained student team of 18 undergraduates will deliver services and information to the campus and community.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: William E. Roweton, PhD, and Mr. Brad Smith		
Administrator responsible for approving the application: Janie Park, PhD, President		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 5, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: Lewis and Clark and the Indian Country, a Traveling Exhibition to Libraries		
Funding Source: American Library Association		
Amount Requested: \$1,000	Amount Awarded:	Funding Period: 9/1/ 07 - 9/30/ 09
Closing Date for Application Submission: February, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): If chosen, applicants are encouraged to request funding for cost of speakers for the Nebraska Humanities Council.		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		0
How many of these are new positions?		0
Briefly describe the purpose(s) of this application/award: "Lewis and Clark and the Indian Country, a Traveling Exhibition to Libraries" would be displayed at CSC for six weeks sometime between November, 2007 and November, 2011. The \$1000 grant provides for training, insurance, and brochures. CSC's Sandoz Center, the Museum of the Fur Trade, the Chadron Public Library, and the Chamber of Commerce will partner with the Reta King Library.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Ms Glenda Gamby and Ms Christine Fullerton		
Administrator responsible for approving the application: Janie Park, PhD, President		

7.4.-6

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: Combinatorial Matrix Theory		
Funding Source: CURM: Center for Undergraduate research in Mathematics at Brigham Young University & National Science Foundation		
Amount Requested: 16,600	Amount Awarded:	Funding Period: 06/07-06/08
Closing Date for Application Submission: March 15, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes time commitment of a faculty member.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.71
How many of these are new positions?		New FTE: 0.71
Briefly describe the purpose(s) of this application/award: This proposal will provide release time for a faculty member and stipends for 3 student workers to do undergraduate research in mathematics. It will also help cover some workshop and conference travel expenses.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Timothy Hardy, Assistant Professor, Physical Sciences and Mathematics		
Administrator responsible for approving the application: Beth Kroger, Administration & Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: Effects of Body Composition on Glucose and Insulin Response to 6 Weeks of Progressive Resistance Training in Young, Healthy Females.		
Funding Source: National Strength and Conditioning Association		
Amount Requested: 5,000	Amount Awarded:	Funding Period: 09/07-06/08
Closing Date for Application Submission: March 15, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0.0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: This proposal will study the effects of progressive resistance training and the effects it has on insulin sensitivity and glucose tolerance, especially in females. These findings may aid in the decision of prescribing resistance exercise to clients and patients at risk for metabolic disorders.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Kristi Hinnerichs, Assistant Professor, Health, Human Performance and Sport and Barbara Engebretsen, Associate Professor, Health, Human Performance and Sport		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

7.4.-8

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application: <input checked="" type="checkbox"/>	Accept Award:
Name of Program: Nebraska Business Development Center		
Funding Source: U.S. Small Business Administration through the University of Nebraska at Omaha		
Amount Requested: 55,000	Amount Awarded:	Funding Period: 01/07-01/08
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Will this grant require <b>State Matching Funds</b> ?		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): Matching funds of between \$11,000 and \$16,000 to include communications, supplies, and travel expenses as well as consultant fees.		
Will this grant require <b>In-Kind Funds</b> ?		Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-Kind support includes the College's indirect cost rate with the U.S. Small Business Administration.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
How many FTE positions will the grant fund?		FTE: 0.91
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This award is a subcontract with the University of Nebraska-Omaha for funding to continue the operation of a regional center of the Nebraska Business Development Center at Wayne State College. It provides funding for salaries and benefits for 0.91 FTE of a director.		
Is this grant a continuation of a previous/existing grant?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: : While not technically a continuation, this subcontract would continue to fund the Nebraska Business Development Center at Wayne as it has for a number of years.		
Has this grant application been previously denied?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. Loren Kucera, Director of Nebraska Business Development Center		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application: X	Accept Award:
Name of Program: Wayne State College Violence Prevention Project		
Funding Source: U.S. Department of Justice, Office on Violence Against Women		
Amount Requested: 299,975	Amount Awarded:	Funding Period: 10/07-10/10
Closing Date for Application Submission: March 8, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.83
How many of these are new positions?		New FTE: 0.83
Briefly describe the purpose(s) of this application/award: This proposal will provide funding, over a three year period for salaries, benefits, travel, office supplies, laptop computers and operating expenses for a Graduate Assistant and 9 SAVE Peer Educators. It also includes funds for consultant expenses and Save Peer Educators training costs. The objectives of this proposal are to enlarge and strengthen victim services programs through participation in a campus/community coalition, create and operate educational programs about violence against women through peer education and a media campaign to implement policies, protocols and services to train campus personnel on them. It will also provide travel funds for 4 individuals to attend an approved DOJ workshop.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Ms. Lin Brummels, Director of Counseling		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

7.4.-10

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Black History Month, "Daughters of Africa"		
Funding Source: Nebraska Arts Council		
Amount Requested: 500	Amount Awarded: 500	Funding Period: 02/07
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 02/02/07
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes: X	No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): Matching funds include artist's fee and marketing.		
Will this grant require <b>In-Kind Funds</b> ?	Yes: X	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes time commitment of several employees.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: This award assisted in bringing a multicultural celebration to Wayne State College in honor of Martin Luther King Day. The Mixed Blood Theatre Company from Minneapolis, MN presented "Daughters of Africa".		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Clarissa Kaiser, Director of Multi-Cultural Affairs		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Geographic Educators of Nebraska 06-07		
Funding Source: National Geographic Education Foundation		
Amount Requested: 72,000	Amount Awarded: 72,000	Funding Period: 09/06 -10/07
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? NO		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: The Geographic Educators of Nebraska (GEON) is an organization of K-12 teachers throughout the state dedicated to promoting and enhancing the quality of geography education in Nebraska. They hold annual workshops and training sessions for teachers around the state. They cover travel expenses, training stipends, and teacher materials. GEON has been awarded a grant from the National Geographic Education Foundation for 2006-07 to fund these activities. A WSC faculty member, Dr. Randy Bertolas, is now the coordinator for GEON and WSC is now acting as the fiscal agent for the grant award.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Randy Bertolas, Professor, History, Politics and Geography		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		



7.4.-12

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Language Arts Festival		
Funding Source: Nebraska Humanities Council		
Amount Requested: 1,500	Amount Awarded: 600	Funding Period: 01/07-05/07
Closing Date for Application Submission: January 1, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 02/02/07
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: X      No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): State matching funds include artist fees, communication expenses and supplies.		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes time commitment of several faculty and staff and equipment usage.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This project will provide an opportunity for Nebraska middle and secondary schools to gather together and celebrate the language arts. Funds will be used for artist fees and travel expenses.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Janet Gilligan, Professor, Language and Literature Department		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: L.I.F.E.: Literacy Is For Everyone		
Funding Source: Nebraska Coordinating Commission for Post Secondary Education Improving Teacher Quality: State Grant Program		
Amount Requested: 59,899	Amount Awarded: 59,899	Funding Period: 02/07-07/08
Closing Date for Application Submission: November 1, 2006		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 11/17/06
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?	Yes: X	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support by Wayne State College includes use of the college's facilities and equipment as well as the time commitment of several faculty and staff.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: This award to ESU 1, with Wayne State College serving as the higher education in-kind partner, awards funding for middle school teacher stipends, meals and training materials/resources as well as substitute teacher salaries/benefits and consultant fees. The goal of this project is to improve the content knowledge of middle level teachers (grades 5-8) in analyzing nonfiction text as well as using comprehension and questioning strategies to enable their students to become successful readers and meet Nebraska reading standards.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Amy Hill, ESU 1 Professional Development Coordinator		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

7.4.-14

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Lower Elkhorn Natural Resources District Arboretum Project		
Funding Source: Lower Elkhorn Natural Resources District		
Amount Requested: 3,850	Amount Awarded: 3,932.50	Funding Period: 02/07-06/08
Closing Date for Application Submission: October 31, 2006		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: X      No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): State Matching Funds will be used for tree removal and in planting stock.		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes time commitment of grounds crew members and mulch.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This award provides funding for removal and replacement of trees/shrubs on campus.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. Kim Schramm, Landscape & Arboretum Manager		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: NAS Travel Expenses 07		
Funding Source: The Nebraska Academy of Sciences, Inc.		
Amount Requested: 660	Amount Awarded: 660	Funding Period: 04/07-06/07
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: This award provides funding for attendance at the spring NAS meeting by students and faculty. It is to assist with travel, lodging, registration fees and food expenses.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Marian Borgmann-Ingwersen, Professor, Physical Sciences & Math Department		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

7.4.-16

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X (revised)
Name of Program: Nebraska Business Development Center		
Funding Source: U.S. Small Business Administration through the University of Nebraska at Omaha		
Amount Requested: 55,000	Amount Awarded: 57,000	Funding Period: 01/06-01/07
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 09/16/05
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: X      No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): Matching funds of \$11,000 include communications, supplies, and travel expenses as well as consultant fees.		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-Kind support includes the College's indirect cost rate with the U.S. Small Business Administration.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.91
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This award is a subcontract with the University of Nebraska-Omaha for funding to continue the operation of a regional center of the Nebraska Business Development Center at Wayne State College. It provides funding for salaries and benefits for 0.91 FTE of a director.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: : While not technically a continuation, this subcontract continues to fund the Nebraska Business Development Center at Wayne as it has for a number of years.		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. Loren Kucera, Director of Nebraska Business Development Center		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Northeast Nebraska Educator Development Cohort for K-6 Paraprofessionals		
Funding Source: Coordinating Commission for Post Secondary Education Improving Teacher Quality: State Grant Program		
Amount Requested: 99,994	Amount Awarded: 99,993.60	Funding Period: 02/07-05/09
Closing Date for Application Submission: November 1, 2006		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 02/02/07
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: .04
How many of these are new positions?		New FTE: .04
Briefly describe the purpose(s) of this application/award: This award, over a two year time period, will identify, develop and prepare paraprofessionals who are bilingual/minority individuals for a career working within area public schools. Funding is requested for salary and benefits to have an advisor for the students in this paraprofessional program, who will also serve as a liaison to Wayne State College and Northeast Community College. Funds are also requested for supplies, student stipends and communication expenses.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Frank Adams, Professor, Educational Foundations and Leadership Department		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## 7.4.-18

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Plains Writer's Fiesta		
Funding Source: Nebraska Humanities Council		
Amount Requested: 1,500	Amount Awarded: 1,000	Funding Period: 01/07-05/07
Closing Date for Application Submission: January 1, 2007		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 02/02/07
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: X      No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): Matching funds by Wayne State College include marketing, communication expenses and artists fees.		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes time commitment of several faculty and staff members, telephone and equipment usage.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This award will allow Nebraska writers and small presses located in Nebraska to present their work before an audience, creating a personal relationship with them. This will hopefully expand the audience's interest in humanities and the arts.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. J.V. Brummels, Associate Professor, Language & Literature Department		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: April 13, 2007
Notice of Intent	Application:	Accept Award: X
Name of Program: Service-Learning and Social Capital: Bridging Youth, Communities, and Higher Education In Northeast Nebraska		
Funding Source: Corp. for National Service/Midwest Consortium for Service Learning in Higher Education/ University of Nebraska-Lincoln		
Amount Requested: 20,000	Amount Awarded: 20,000	Funding Period: 01/07-01/08
Closing Date for Application Submission: October 23, 2006		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 11/17/06
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?	Yes: X	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-Kind support includes the time commitment of several faculty and staff members.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: : This award will provide funding for a faculty summer stipend, workshop/resource materials, assessment forms, refreshments, supplies and travel expenses. The objective of the award is to increase faculty and student involvement in service-learning, expand a co-curricular component to service-learning, participate in Consortium-sponsored activities, serve as a mentor for several other colleges and increase connections with community partners with emphasis on PK-12 schools and other agencies who serve rural youth.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: While this is technically a new award for funding, it continues an effort for maintaining and advancing the service-learning programs established through funding received in 2004, 2005 and 2006 of \$20,000 each.		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Jean Karlen, Professor, Sociology, Psychology, and Criminal Justice		
Administrator responsible for approving the application: Beth Kroger, Administration and Finance		



## Fiscal and Facilities Committee

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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### Contracts and Change Orders for Information Only

Priority: Financial Strength  
Strategy: 1  
Goal: c

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Board policies 7015 and 8065 require that the colleges report the following contract awards and change orders to the Board as information.

**CONTRACTS** – 1) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$40,000; c) consultant contracts for less than \$25,000; and d) exempt contracts exceeding \$25,000.

<b>Chadron State College</b>	
Location on Campus:	Nelson Physical Activity Center
Contracted Work:	Professional design services for mechanical room access
Contract Amount:	\$10,500
Fund Source:	LB 309
Contractor:	David Coe, Engineer
Location on Campus:	Heat Plant
Contracted Work:	Professional design services for access stairs to tunnel
Contract Amount:	\$2,400
Fund Source:	LB 309
Contractor:	David Coe, Engineer

<b>Peru State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Al Wheeler Activity Center – north side Emergency repair of main 3-inch water service line \$4,500 LB 309 Moran Brothers Excavating
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	TJ Majors Window repairs phase II – 31 window replacements \$8,977 LB 309 Brown Glass Company Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Hoyt Science Building Seven roof test cuts/report \$261.33 LB 309 Weathercraft Co. of Lincoln
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Theater-Auditorium Five roof test cuts/report \$186.67 LB 309 Weathercraft Co. of Lincoln
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Neal Hall and Delzell Hall Room 00A Lease \$2,297.00 per month Cash Peru State College
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	AD Majors Hall Lease of 26,514 square feet of space \$29,960.82 Cash Peru State College

<b>Wayne State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Natatorium Replacement of window/door glass \$24,500 Contingency Maintenance Binswanger Glass, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Athletic Fields – Softball Locker Room Install plumbing, electrical and HVAC \$12,149.76 Private Gifts/Foundation L & L Thompson Construction, Wayne, NE

<b>Wayne State College continued</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Morey Hall Remove/replace rear entrance doorway \$4,971 Contingency Maintenance Otte Construction, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Rice Auditorium and Memorial Stadium Architectural fees – program statement \$25,000 LB 605 Leo A Daly, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Athletic Fields – Softball Locker Room Water/sewer connections \$2,023.50 Private Gifts/Foundation Robert Woehler & Sons Construction, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Berry Hall Front entry stoop replacement \$9,950 Contingency Maintenance Otte Construction, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Athletic Training Services \$20,000 Operations Budget Star Physical Therapy, Franklin, TN
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Facility Services and Armory Asbestos Survey \$1,530 LB 605 Environmental Services, Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Connell Hall Restoration and painting of wood exterior \$7,889 Operations Budget Otte Construction, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Rice Auditorium Remove/replace balcony seating \$85,724.85 LB 1100 (via 309 Task Force) University Pub, Lincoln, NE

7.5.-4

**CHANGE ORDERS** – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less than \$20,000.

<b>Chadron State College</b>	
Location on Campus:	Reta King Library
No. & Description:	#1 – Design change in tapered insulation, overflow drains, primer
Change Order Amount:	(\$6,400) Deduct
Fund Source:	LB 309/Capital Improvement Funds
Contractor:	Twin City Roofing and Sheet Metal

<b>Wayne State College</b>	
Location on Campus:	Brandenburg Education and Humanities
No. & Description:	#1-3 Move receptacle outlet, heat sensor and change flush sensors
Change Order Amount:	\$1,079.33
Fund Source:	LB 309/Capital Improvement Funds
Contractor:	Regal Construction, Omaha, NE
Location on Campus:	Carhart Restroom/Elevator/Stair Tower
No. & Description:	#27 Correct bathroom light fixture placement
Change Order Amount:	\$3,316
Fund Source:	Operations Budget and Architect (50-50 cost share)
Contractor:	Sampson Construction, Omaha, NE

**Fiscal and Facilities Committee**

*Larry Teahon, Chair  
Cap Peterson  
Tyler Pribbeno*

April 12-13, 2007

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Changes to Board Policy

Priority: Financial Strength

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The following by-laws, policies, table of contents and word index have been revised to harmonize policy provisions with changes either mandated by law or by former acts of the Board. These changes have been made in accordance with Article XIV of the Board By-Laws, Revisor of Board By-Laws and Policies, and Board Policy 2010, Duties of the Chancellor. These revised policies are as follows:

Policy 9004: Revenue Bonds; Fees; Charges; Use

Policy 9006: Revenue Bonds; Use of Surplus Funds

7.6.-2

**REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE  
SYSTEM**

**POLICY: 9004 Revenue Bonds; Fees, Charges, Use**

**Page 1 of 1**

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**BOARD POLICY**

The Board will establish and maintain such schedule or rates, fees and/or charges for the use of the facilities controlled by the Board. The revenues collected in whole or in part are pledged to the holder of the bonds and shall be in an amount at least sufficient to pay the amortization plan, operating maintenance charges, principal and interest representing the indebtedness against the income and revenue of the facilities, and to provide for such bond reserve, replacement and surplus funds as the bond indentures require. The amounts of such funds shall be expended for purposes in connection with the facilities as the Board determines. Any amount in surplus or replacement funds and amounts received through sale, condemnation or destruction of facilities may be used to construct, repair or replace any of the types of facilities described by law. Any amounts in such funds are specifically appropriated to the purposes of such funds and shall at all times be subject to the orders of the Board accordingly. Before any single expenditure in excess of ~~two hundred fifty thousand dollars (\$250,000)~~ **five hundred thousand dollars (\$500,000)** is made from any of the surplus or replacement funds, the Board shall first secure approval of the Coordinating Commission for Postsecondary Education and of the Legislature and, if the Legislature is not in session, the Executive Board of the Legislative Council.

Legal Reference: RRS 81-318  
RRS 85-408

State colleges; dormitory fund; use  
Dormitories; housing facilities; rates, fees, charges; pledge for payment of  
bonds; surplus; expend; approval of legislature exceptions

Policy Adopted: 1/28/77  
Policy Revised: 3/24/88  
Policy Revised: 2/3/89  
Policy Revised: 3/11/94  
Policy Revised: 9/10/02  
Policy Revised: 4/13/07

## REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9006**

**Revenue Bonds; Use of Surplus Funds**

**Page 1 of 2**

### BOARD POLICY

The Surplus Funds on each campus are those funds remaining each year after costs of operations and maintenance have been paid and after the required minimum dollar amounts have been deposited into the various other bond funds at the end of the fiscal year. The Surplus Fund shall be drawn upon first to make up any deficiencies in the Bond Fund and/or the Bond and Interest Reserve Funds. The Surplus Fund may then be used, upon approval of the Board, to complete the Costs of Construction or Acquisition of any Improvement in the event the funds on deposit in the Construction Fund are not adequate; to pay the Costs of Construction or Acquisition of additional buildings and facilities appropriate to be purchased with revenue bond funds; and to make any extraordinary repairs, renewals, replacements, renovations, equippings, and furnishings to the revenue bond facilities of which all or part of the revenue, fees and earnings are derived from the operations and which are pledged under the revenue bond resolution to payment on the debt of the facilities. These extraordinary items are those which are not customarily included as costs of operation and maintenance and which are deemed necessary or desirable by the Board in order to maintain such revenues, fees and earnings or to maintain the facilities as a revenue-producing enterprise. It is the Board of Trustees' intent that the minimum balance to be maintained in the Surplus Funds at each of the State Colleges shall be ~~7.5%~~ ~~72%~~ of the outstanding debt; however, in no circumstance shall any of the colleges' Surplus Funds be drawn down below \$200,000.

Before an expenditure exceeding \$500,000 for any one item can be initiated, and subsequent to Board approval, the Chancellor will submit such project to the Coordinating Commission for Postsecondary Education and to the Legislature for approval as required by law.

### PROCEDURE

An annual Contingency Maintenance Request for extraordinary repair items shall be submitted to the System Office in the format and according to the schedule developed by the System Office. The request material shall be reviewed by the Board's revenue bond financial management consultant and Vice Chancellor for Finance & Administration, and a recommendation submitted by them to the Board. The projects being requested are authorized to be initiated at the beginning of the subsequent fiscal year and expenditures for them are to be transacted after July 1 of that new fiscal year. An exception to this procedure is granted for those projects that must be completed during the subsequent summer months. The colleges are authorized to begin planning and design activities and to place purchase orders for such Contingency Maintenance projects as soon as the Board has approved the requests. However, no payments shall be made on those projects until after July 1 of the request year. Approved projects will be initiated and completed within three years of the resolution's applicable fiscal year period. Projects that have not been initiated within that time period shall be closed out and Surplus Fund balances earmarked for those specific projects shall be reclassified as uncommitted Surplus Funds. Designated funds may continue to be earmarked for those projects that have been initiated within the three-year period but, due to extraordinary circumstances, have not been completed and payment made to the vendor.

Periodically it may be necessary to expend Surplus Funds on an emergency-type project. The System Office should be notified and the College may proceed with the project, after approval is given by the Chancellor and the Fiscal and Facilities Subcommittee Chair. Such approvals shall be reported to the Board at the subsequent meeting.

If any contingency maintenance item approved by the Board exceeds its estimated cost, the College may reallocate up to \$1,000 in fund balances from other completed projects and report same to the System Office.

**7.6.-4**

**REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 9006**

**Revenue Bonds; Use of Surplus Funds**

**Page 2 of 2**

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If any fund balances remain from completed Contingency Maintenance projects, the College may expend up to \$5,000 of those funds for additional, related projects, after consultation with System Office staff. Such reallocation shall be reported to the Board in the subsequent Contingency Maintenance Progress Report. Reallocations exceeding \$5,000 shall be submitted to the Board for approval prior to initiating the projects using those funds.

Legal Reference: RRS 85-408

Dormitories; housing facilities; rates, fees, charges; pledge for payment of bonds; surplus; expend; approval of Legislature

Policy Adopted: 3/11/94

Policy Revised: 8/29/97

Policy Revised: 2/26/99

Policy Revised: 6/2/06

Policy Revised: 9/15/06

Policy Revised: 4/13/07



- Chancellor's Report –  
April 2007

1. Change of Date for June Board Meeting

The June Board meeting date has been changed from June 1 to June 7 in an effort to give the Business Officers a greater chance to incorporate the final appropriation numbers in their budget documents.

2. Capital Construction

The NSCS Capital Construction request for the 2008 – 2009 biennium included year one dollars in the amount of \$6 million and a year two request in the amount of \$4 million for the purpose of replacing the System's aging student information system, necessary supporting hardware, and to provide migration assistance to a new system. The existing student information system was purchased and implemented in 1987 and is now dated, lacking in necessary function to provide appropriate administrative support to students, faculty, and accountability reporting. We have had on-going discussions with a variety of software providers and are currently in the process of developing a Request for Proposal in conjunction with the colleges.

A new enterprise resource planning system will need to be flexible enough to provide some combination of support to each college in the areas of student information, financial aid, business, human resources, advancement, and reporting. It is our goal to provide an inclusive process representing the unique identity and individual needs of each college.

This process has a new sense of urgency since the February 12 notification from SunGard, the parent company of our current SIS+ system, informing us that all support for the current product will end on September 30, 2007. This information makes migration to a new system essential and time sensitive. We expect that the process of selection of a new vendor will take approximately 6 months and implementation of a new product upwards of 24 months. Funding for this project has not been recommended by the governor or the appropriations committee at this time.

3. Board Retreat

Bill Roskens, Vice Chair, has asked that we consider having a board retreat to review the past year and to discuss ideas for action for the next year. The retreat would provide an arena where Board members could talk candidly about current processes, directions and changes that the board might want to consider. We can discuss possible retreat times, dates and places at the meeting.

## 8.1.-2

### 4. Recognition of Out-Going Student Trustees and Welcome New In-Coming Student Trustees

I want to thank our student trustees, Tyler Pribbeno, Crystal Ellis, and Michael Jacobsen for their hard work and dedication. The NSCS has been blessed with terrific student trustees in the past and this year was no exception. As we say good-bye, we also say hello and welcome to our new student trustees who are Tyler Thompson, CSC; Cori Harmon, PSC; and Jennifer Myers, WSC.

### 5. Nominating Committee Appointment

The Chair of the Board will appoint a nominating committee to nominate Board officers for the coming year. The committee will make its report to the Board at the June meeting.

### 6. 2007-2008 Board of Trustees Meeting Schedule

I have prepared a schedule for the 2007-2008 Board of Trustees' meetings. Please note the schedule has been adjusted to coincide with the senators' reception on January 15, 2008.

### 7. Sheri Irwin-Gish

Congratulations to Sheri Irwin-Gish and her husband Lenny upon the birth of Creighton Thomas Gish who arrived on March 12 weighing in at 8 pounds 10 ounces and was 21 inches long. Sheri will be on leave until April 23. Lynne Olson will keep an eye on the public relations/marketing function in Sheri's absence.

**2007-08 Proposed Board Meeting Schedule**

**NOTE → Corresponds With Senators Reception ← NOTE**  
(Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>September 13-14, 2007</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>November 15-16, 2007</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING—LINCOLN</b> Senators' Reception 4:00 p.m.	<b>January 15, 2008</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--PERU</b>	<b>March 27-28, 2008</b> Thursday - Friday
<b>MAY</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>May 30, 2008</b> Friday

**Chadron State College  
President's Report  
April 13, 2007**

**Team Training for Professional Development**

We recognize that ongoing professional development is critical for our staff and administration at Chadron State. Consequently, this year we have allocated significant funding for team training for staff and administration in Enrollment Management, Student Services, the Business Office, and Extended Campus. The training is contracted through the Outreach Program at Montana State University-Billings and delivered at Chadron State College by an onsite consultant.

The unit-wide training is designed to improve team function, develop leadership skills and build collaborative relationships. Additionally, the training is designed to develop skills that are critical for the service units to support and participate in the measurement and improvement of the institutional effectiveness project we are undertaking as part of the HLC Academy for Assessment.

The training involves both the leadership and frontline staff and is designed to support the Focus Area and Focus Objectives of Chadron State's Vision 2011 strategic plan. In particular, the focus area Institutional Community is being addressed. The intent of this focus area is to achieve a collegial institutional environment that encourages and assists students, faculty, and staff in realizing their potentials and reaching their aspirations.

The training, which began in February and will run through October 2007, is divided into modules for supervisory personnel and modules for frontline team members (non-supervisory). The modules for the supervisory team have a leadership focus and include:

- **The Principles and Qualities of Genuine Leadership**  
In this four-hour module, participants learn about five critical leadership qualities that contribute to personal and organizational success, and discuss how they relate to key business issues. They also learn six basic principles that can help them develop effective relationships.
- **Providing Constructive Feedback**  
The purpose of this module is to provide skills that will help participants give constructive feedback in a way that builds openness and mutual respect, and promotes problem solving and learning.
- **Developing Others**  
This module is designed to provide participants with skills for developing others, thereby helping others expand their capabilities so they will have the confidence to take on new challenges and work more independently
- **Giving Recognition**  
The purpose of this module is to provide participants with skills for recognizing and reinforcing the behaviors that support and lead to the right results.

## 8.2.-2

The modules for our frontline teams have a leadership/service focus. These modules consist of the following:

- **The Principles and Qualities of Genuine Leadership**  
This unit acquaints personnel with a five-step process for defining and analyzing problems, finding solutions, and implementing them. *The Principles and Qualities of Genuine Leadership* are positioned as strategies to create an environment in which people are encouraged to offer their best thinking in line with a clear problem-solving process
- **Connecting People and Process**  
Through participation in this program individuals will be prepared to take appropriate and timely actions supported by the knowledge, commitment, and ability to deliver organizational results.
- **Teaming Up for Seamless Service**  
The purpose of this module is to explore what it takes to deliver seamless service, and to develop skills for addressing service issues with fellow service providers.

We will be thoroughly assessing this professional development project. If successful, we will consider expanding it to other areas on campus.

Participants undergoing this round of training will develop an ongoing incident reporting system to track service incidents both positive and negative. Data will be accumulated and reviewed to determine areas for process improvement.

A quality review committee will be established to identify process changes to be implemented.

Early indications are that staff and administrators attending the sessions are very pleased with the training.

**Peru State College  
President's Report  
April 13, 2007**

***“New Marketing Campaign Uses New Approach”***

Throughout the course of the last few years, Peru State College has experienced significant enrollment growth, specifically in the area of online education. Last fall enrollment numbers exceeded the 2,000 mark for the first time in the college's 139-year history. The current year's enrollment reflects an 11 percent increase that is over an above the 19 percent increase the college posted last year.

The largest area of growth for the school has been in the area of online education. PSC began offering online classes six years ago with 50 students. By spring 2007, the number of online only students has grown to 848 students, up from 561 the previous year. Currently, 71 percent of all PSC students, or a total of 1,523 students, take one or more classes online each semester. Because of our online offerings, PSC has students located throughout the world. Most of the college's students are working men and women, stay-at-home mothers and military personnel who could not otherwise earn a college degree.

In an effort to ensure that this growth continues unabated, our Department of Marketing and Public Affairs has begun implementing new and innovative marketing approaches to attract students in what is becoming an increasingly competitive online marketplace. Specifically, the department has moved away from broad-based image marketing and has begun selling specific online programs to specific groups through more targeted marketing efforts. In doing so, we asked ourselves, “who are the people who are most invested in pursuing a college degree.” The answer was fairly obvious – students already in college.

This semester we embarked on a grand experiment, contracting with around 40 community college student newspapers throughout the region to advertise our online bachelor's degree completion opportunities. We didn't leave the four year schools out either, though we did narrow our focus to the Kansas City metro area and Nebraska. At those institutions we are promoting our graduate programs and educating students on how they can finish their degrees at their current institutions faster by taking an online course or two through PSC and transferring in their credit.

The best part of our plan is that it is relatively inexpensive compared to advertising in mainstream newspapers and we are targeting an audience that has already decided to invest in their education. We're not “cold-call” advertising to people who may or may not want to get a degree. Additionally, it's our belief that students typically read their school newspapers front to back while they're waiting for class, etc., thereby making our potential exposure much higher via this medium.

In addition to advertising in different college newspapers, we have also freshened-up the look of our ads. We have tried to get away from the old model of picturing happy students walking on campus and listing our degree programs. Instead, we've created some stark imagery that attracts attention and uses a humorous play on words. The feedback we have received thus far has been incredibly positive.

We are measuring the effectiveness of this campaign by utilizing landing pages on the Web. You can see for yourself what I'm talking about at [www.peru.edu/doitonline](http://www.peru.edu/doitonline). We've installed counters to see how many people are visiting and which ad is tracking highest. We anticipate using landing pages more and more in our marketing efforts to track effectiveness. We expect that our fall enrollment numbers will also tell us whether or not our grand experiment is working as well as we think it is.

**Wayne State College  
President's Report  
April 13, 2007**

**International Education Initiatives at Wayne State College**

International education initiatives keep Nebraska competitive nationally and globally and expand the minds of the future educators, business leaders and other Wayne State graduates. It is vitally necessary for our students to learn to understand and respect other cultures, languages and beliefs. Equally important, students must complement their academic and career learning with the international skills that provide them with the tools they need to succeed at home and abroad. Wayne State meets this challenge through campus classroom initiatives, exchanges and opportunities to study abroad.

Michael Marek, an assistant professor of mass communication at Wayne State, recently took part in a collaboration that explored emerging technology for distance education. Marek said he believes the project, which involved interaction with students at Chienkuo Technology University (CTU) in Taiwan, holds promise for Wayne State students as "a way of giving them a broader perspective to take to their future workplaces." Web-based exchanges open the door for Wayne State students to travel to Taiwan for educational experiences as well as stimulate foreign students to visit our college, Marek explained.

Deborah Whitt, chair of the Department of Communication Arts, incorporates global classroom experiences into her class, Intercultural Communication. Beginning in the fall 2006 semester, Wayne State developed an interactive classroom that allowed our students to interact in real time with students in their classrooms at the University of Jammu in India and the University of Costa Rica. This spring, Chienkuo Technology University will be added.

"Student partners begin their interactions through discussion boards and chat rooms on WebCT," Whitt said. "After a series of assignments developed to 'get to know and understand our partner' (and work through our intercultural communication apprehension), students begin to develop friendships, trust, and close bonds with their international partners. In this friendship building process, students share information about current events, cultural attitudes, family systems, and values. Emotions and perceptions are shared. These are matters of the 'heart.' When the heart binds with cognitive knowledge learned through reading assignments and lectures, engagement in intercultural communication and transformation of perception take place. When we begin our video conferencing and actually see one another smile and laugh together instantaneously in our classrooms, incredible learning experiences take place."

Whitt said she knows that some students from last fall are still in contact with their international student partners. "They continue to track events in these countries and clarify perceptions of the media representations. The experience is rewarding and life changing," she said.

Wayne State continues to offer several options for students who want to study abroad. Highlights from the past year included studies in the Czech Republic from March to May 2006. The Nebraska Semester Abroad Program, in cooperation with Nebraska International Consortium, provided an opportunity for students to study at Palacky University in Olomouc. First offered in 1992, this program enables 20 to 25 Nebraska students to study in the Czech Republic and northern Greece for 11 weeks every spring. The Nebraska International Consortium consists of UNL, UNO, UNK and Wayne State. The program is divided between two sites: Olomouc, Czech Republic, and Thessaloniki, Greece.

Professor Meena Dalal led a group to her homeland of India from December 2005 to January 2006. The itinerary included several areas of India, including the famous Taj Mahal. In May and November of 2006 and March of this year, students and faculty had an opportunity to travel and study in Greece.

In June 2008, a home stay program in Costa Rica will offer an excellent opportunity for students to immerse themselves in the Spanish language. Sponsored by the Department of Communications, there will be courses available such as Intercultural Communication and English as a Second Language practicum (two of the five classes in the ESL endorsement).

The Chronicle of Higher Education continues to explore globalization and the place of international education within the landscape of higher education. In its most recent report (March 2, 2007), The Chronicle reported that “many multinational companies say colleges are not turning out graduates with strong international skills, even as foreign markets become increasingly important. Knowledge of a foreign language, an understanding of global economics and ‘cross-cultural competence’ are highly valued but in short supply.”

Wayne State must meet or exceed the standards being developed across the country in regard to international education. The global marketplace, in which Nebraska increasingly plays an important role, demands that Wayne State be competitive in this component of education.

Recently, a communications executive here in Nebraska responded to the state college system television ads emphasizing Nebraska’s connection to the world. He questioned the wisdom of emphasizing international education and maintained that such efforts undermine the state’s need for an educated work force. I responded to him that while there might be some room for misinterpretation of the purpose of the commercial, we never intended the ad to encourage young people to leave the state for employment, which would run counter to our stated mission. But rather that the NSCS helps our students to achieve and succeed and to reach their goals. Wayne State serves the state by making a notable difference in rural and community life through teaching and learning excellence, student success and regional service.

The hallmark of an excellent education, I said to him, arises out of the experiences students have during the process of attaining their degrees. International education and the chance to expand horizons in no way detract from the great state of Nebraska. In fact, such experiences serve to better educate our young people, thus creating leaders and a professional work force second to none in this country.

Globalization is a fact of life throughout the business world and beyond. But it is not a threat. It is an opportunity. This opportunity, whether figurative in the sense of gaining a deeper understanding of the increasingly interconnected world in which we live, or literal, such as exchange agreements and partnerships with foreign countries, contributes to the success of our students and adds value to each precious tax dollar contributed by the hard-working people of Nebraska. In regard to international business, communication and travel – truly the world is not flat.