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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 Peru State College, Peru, Nebraska on April 16-17, 2009.

| | | |
|--------------------|------------|------------|
| Executive Session | April 16 – | 11:00 a.m. |
| Committee Meetings | April 16 – | 1:00 p.m. |
| Business Meeting | April 17 – | 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 16-17, 2009
PERU STATE COLLEGE
PERU, NEBRASKA

THURSDAY, APRIL 16 – Meetings will be held in the Academic Resource Center (ARC)
unless otherwise indicated

| | | |
|---------------|---|---|
| 9:00 – 11:00 | Council of Business Officers | ARC Room 209 |
| 10:30 – 12:00 | Council of Admissions and College Relations Officers | Library Special Collections Room |
| 11:00 – 12:00 | Council of Academic Officers | ARC Room 201 |
| 11:00 – 12:00 | BOARD OF TRUSTEES EXECUTIVE SESSION WITH CHANCELLOR Personnel Issues and Teaching Excellence Award | ARC Conference Room |
| 12:00 – 1:00 | Lunch | Student Center Bur Oak Room |
| 1:00 – 3:00 | BOARD COMMITTEE MEETINGS Fiscal & Facilities Committee Enrollment & Marketing Committee | ARC Room 209 Library Special Collections Room |
| 1:00 – 1:15 | Academic, Personnel & Student Affairs Committee Teaching Excellence Award Executive Session | ARC Room 201 |
| 1:15 – 3:00 | Academic, Personnel & Student Affairs Committee | ARC Room 201 |
| 3:00 – 4:30 | Board of Trustees Open Forum | ARC Conference Room |
| 4:30 – 5:30 | Wheeler Center Tour AV Larson Art Center Tour Jindra Hall Tour | |
| 5:30 | Reception | President's House |
| 7:00 | Dinner Counseling Excellence Award Banquet | Student Center, Live Oak Room |

FRIDAY, APRIL 17

8:00 – 9:00 Board of Trustees & Chancellor Student Center, Bur Oak Room
Executive Session & Breakfast, if necessary

8:00 – 9:00 Breakfast for All Others Student Center Dining Room

9:00 BOARD OF TRUSTEES BUSINESS MEETING ARC Conference Room

Boxed Lunch Available in Room Upon Completion of Meeting

**APRIL 16, 2009
1:00 – 3:00 P.M.
ARC Room 201**

ACADEMIC, PERSONNEL & STUDENT AFFAIRS COMMITTEE MEETING

Consent agenda items:

- 1.1 Accept Report on Personnel Action
- 1.2 Accept Promotion and Tenure Report
- 1.3 Final Round Approval of Changes to Board Policy 3011; College Right to Change; Discontinue Programs

Items for discussion and action:

- 2.1 Approve Program Review Recommendations
- 2.2 Approve Teaching Excellence Award Nomination (Executive Session)
- 2.3 First Round Approval of Changes to Board Policy 4430; Transfer of Credits
- 2.4 First & Final Round Approval of Changes to Board Policy 3000; Admission Requirements; Undergraduate; General
- 2.5 First & Final Round Approval of Changes to Board Policy 3400; Tuition Remission
- 2.6 First & Final Round Approval of Changes to Board Policy 3675; Minority Achievement
- 2.7 First & Final Round Approval of Changes to Board Policy 4150; Degrees; General
- 2.8 First & Final Round Approval of Changes to Board Policy 4210; Program Review Practices
- 2.9 First & Final Round Approval of Changes to Board Policy 4220; Assessment Policy and Procedures
- 2.10 First & Final Round Approval of Changes to Board Policy 5000; Equal Employment Opportunity/Affirmative Action Guidelines
- 2.11 First & Final Round Approval of Changes to Board Policy 5001; Non-Discrimination and Citizenship Status
- 2.12 First & Final Round Approval of Changes to Board Policy 5102; Performance Evaluation; Faculty
- 2.13 First & Final Round Approval of Changes to Board Policy 5103; Performance Evaluation; Professional Staff
- 2.14 First & Final Round Approval of Changes to Board Policy 5104; Performance Evaluation; Support Staff
- 2.15 First & Final Round Approval of Changes to Board Policy 6021; Income; Tuition and On-Line Rate

- 2.16 First & Final Round Approval of Deletion of Board Policy 4652; Standards for Promotion, Tenure, and Salary Adjustment
- 2.17 First & Final Round Approval of Deletion of Board Policy 5115; Reasons for Denials; Non-Reappointment; Faculty and Professional Staff
- 2.18 First & Final Round Approval of Deletion of Board Policy 5201; Dismissal for Cause; Faculty
- 2.19 First & Final Round Approval of Deletion of Board Policy 5203; Dismissal for Cause; Professional Staff
- 2.20 First & Final Round Approval of Deletion of Board Policy 5206; Resignations, Abandonment, Layoffs; Professional and Support Staff
- 2.21 First & Final Round Approval of Deletion of Board Policy 5300; Faculty Grievance Committee; Powers
- 2.22 First & Final Round Approval of Deletion of Board Policy 5301; Grievance Procedures; Faculty
- 2.23 First & Final Round Approval of Deletion of Board Policy 5302; Due Process Guidelines; Professional Staff
- 2.24 First & Final Round Approval of Deletion of Board Policy 5303; Grievance Procedures; Professional Staff
- 2.25 First & Final Round Approval of Deletion of Board Policy 5304; Disciplinary Action Guidelines; Support Staff
- 2.26 First & Final Round Approval of Deletion of Board Policy 5305; Grievance Procedures; Support Staff
- 2.27 First & Final Round Approval of Deletion of Board Policy 5401; Early Retirement Incentive Program
- 2.28 First & Final Round Approval of Deletion of Board Policy 5403; Voluntary Phased Retirement Policy; Tenured Faculty
- 2.29 First & Final Round Approval of Deletion of Board Policy 5406; Voluntary Retirement Settlement Program; State College Employees
- 2.30 First & Final Round Approval of Deletion of Board Policy 5500; Employee Benefits; Insurance; Employer Contribution; State College Employees
- 2.31 First & Final Round Approval of Deletion of Board Policy 5510; Tuition Remission; Immediate Families of State College Employees
- 2.32 First & Final Round Approval of Deletion of Board Policy 5511; Tuition Waiver; Professional Growth; State College Employees
- 2.33 First & Final Round Approval of Deletion of Board Policy 5600; Leaves of Absence; General Conditions; Types Available
- 2.34 First & Final Round Approval of Deletion of Board Policy 5602; Sick Leave for Faculty and Professional Staff

- 2.35 First & Final Round Approval of Deletion of Board Policy 5603; Sick Leave for Support Staff
- 2.36 First & Final Round Approval of Deletion of Board Policy 5604; Vacation Accrual; Professional Staff
- 2.37 First & Final Round Approval of Deletion of Board Policy 5605; Vacation Accrual; Support Staff
- 2.38 First & Final Round Approval of Deletion of Board Policy 5606; Funeral (Bereavement) Leave
- 2.39 First & Final Round Approval of Deletion of Board Policy 5607; Jury Duty Leave
- 2.40 First & Final Round Approval of Deletion of Board Policy 5609; Personal Leave
- 2.41 First & Final Round Approval of Deletion of Board Policy 5611; Family and Medical Leave
- 2.42 First & Final Round Approval of Deletion of Board Policy 5612; Crisis Leave Sharing
- 2.43 Salary Policy

Items for information and discussion:

- 5.1 Non-Resident Scholars Program Report (07-08)
- 5.2 Transfer of Department of Physical and Life Sciences from School of Arts & Sciences to School of Business, Applied & Mathematical Sciences and Rename Schools – CSC
- 5.3 Update on Faculty College – CSC

**APRIL 16, 2009
1:00 – 3:00 P.M.
Library Special Collections Room**

ENROLLMENT & MARKETING COMMITTEE MEETING

Consent agenda items:

No consent agenda items

Items for discussion and action:

No action items

Items for information and discussion:

- 6.1 Scholarship Luncheon Report
- 6.2 2009-10 Davis Chambers Scholarship
- 6.3 Application and Enrollment Report
- 6.4 Non-Resident Scholars Program Report (07-08)
- 6.5 2008-2009 Counseling Excellence Award
- 6.6 2009 Marketing Efforts
- 6.7 Plans for 2009-10

**APRIL 16, 2009
1:00 – 3:00 P.M.
ARC Room 209**

FISCAL & FACILITIES COMMITTEE MEETING

Consent agenda items:

- 1.4 Approve LB 309 Allocations and Retrievals

Items for discussion and action:

- 4.1 Approve Contingency Maintenance Requests
- 4.2 Authorize Chancellor to Renew Insurance Coverages
- 4.3 Approve Contract for Revenue Bond & Facilities Corporation Audits
- 4.4 Approval of Peru State Bookstore Contract and Authorize Chancellor to Approve & Sign Bookstore Contracts for Chadron and Wayne
- 4.5 Approval of Chadron and Peru State Food Service Contracts and Authorize Chancellor to Approve and Sign Food Service Contract for Wayne
- 4.6 Approve College Identity Theft Programs – Chadron, Peru & Wayne
- 4.7 Authorize Chancellor to Sign Construction Manager at Risk Contract for Jindra Fine Arts Building Codes Upgrade at Peru State and Summer Project Contract at Chadron State
- 4.8 Authorize Reallocation of Contingency Maintenance Funds – WSC
- 4.9 First & Final Round Approval of Changes to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.10 Approve Contracts and Change Orders
- 4.11 Approve Non-Resident Tuition 3-Year Pilot Project – PSC

Items for information and discussion:

- 7.1 Potential Occupancy and Income Reports
- 7.2 Contracts and Change Orders
- 7.3 Grant Applications and Awards
- 7.4 Update on NeSIS Project

APRIL 16-17, 2009
BOARD OF TRUSTEES MEETING

CALL TO ORDER

1. APPROVAL OF MEETING AGENDA

APPROVAL OF MINUTES from the February 27, 2009 meeting

PUBLIC COMMENT

ITEMS FOR CONSENT AGENDA

- 1.1 Accept Report on Personnel Action
- 1.2 Accept Promotion and Tenure Report
- 1.3 Final Round Approval of Changes to Board Policy 3011; College Right to Change; Discontinue Programs
- 1.4 Approve LB 309 Allocations and Retrievals

ITEMS FOR DISCUSSION AND ACTION

2. ACADEMIC, PERSONNEL & STUDENT AFFAIRS

- 2.1 Approve Program Review Recommendations
- 2.2 Approve Teaching Excellence Award Nomination (Executive Session)
- 2.3 First Round Approval of Changes to Board Policy 4430; Transfer of Credits
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- 2.42 First & Final Round Approval of Deletion of Board Policy 5612; Crisis Leave Sharing
- 2.43 Salary Policy

3. ENROLLMENT AND MARKETING

No action items

4. FISCAL AND FACILITIES

- 4.1 Approve Contingency Maintenance Requests
- 4.2 Authorize Chancellor to Renew Insurance Coverages
- 4.3 Approve Contract for Revenue Bond & Facilities Corporation Audits
- 4.4 Approval of Peru State Bookstore Contract and Authorize Chancellor to Approve & Sign Bookstore Contracts for Chadron and Wayne
- 4.5 Approval of Chadron and Peru State Food Service Contracts and Authorize Chancellor to Approve and Sign Food Service Contract for Wayne
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- 4.11 Approve Non-Resident Tuition 3-Year Pilot Project – PSC

ITEMS FOR INFORMATION AND DISCUSSION

5. ACADEMIC, PERSONNEL AND STUDENT AFFAIRS

- 5.1 Non-Resident Scholars Program Report (07-08)
- 5.2 Transfer of Department of Physical and Life Sciences from School of Arts & Sciences to School of Business, Applied & Mathematical Sciences and Rename Schools – CSC
- 5.3 Update on Faculty College – CSC

6. ENROLLMENT AND MARKETING

- 6.1 Scholarship Luncheon Report
- 6.2 2009-10 Davis Chambers Scholarship
- 6.3 Application and Enrollment Report
- 6.4 Non-Resident Scholars Program Report (07-08)
- 6.5 2008-2009 Counseling Excellence Award
- 6.6 2009 Marketing Efforts
- 6.7 Plans for 2009-10

7. FISCAL AND FACILITIES

- 7.1 Potential Occupancy and Income Reports
- 7.2 Contracts and Change Orders
- 7.3 Grant Applications and Awards
- 7.4 Update on NeSIS Project

8. MISCELLANEOUS ACTION & INFORMATION ITEMS

8.1 Chancellor's Report

8.1.1 2009-2010 Board of Trustees Meeting Schedule

8.1.2 Appoint Board Nominating Committee

8.1.3 Recognize Outgoing and Incoming Student Trustees

8.1.4 Remind Board Members Attending May Commencements (May 9)

8.2 Presidents' Reports

8.3 Student Trustees' Reports

ADJOURNMENT

The next regularly scheduled meeting of the Board of Trustees of the Nebraska State Colleges will be held June 19, 2009 at Lincoln.

**NEBRASKA STATE COLLEGE SYSTEM
BOARD OF TRUSTEES**

MINUTES OF FEBRUARY 27, 2009 MEETING

A meeting of the Board of Trustees of the Nebraska State College System was held at Peru State College, Peru, Nebraska on Friday, February 27, 2009.

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
Marge Harouff, Lincoln
Bill Roskens, Omaha
Michelle Suarez, Lincoln
Larry Teahon, Chadron
Floyd Vrtiska, Table Rock

Student Board Members present:

Rich Kunckel, Chadron State
Taylor Dunekacke, Peru State
Amanda Gehle, Wayne State

System Office Staff present:

Stan Carpenter, Chancellor
Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology
Carolyn Murphy, Vice Chancellor for Finance & Administration
Kristin Petersen, General Counsel & Vice Chancellor for Employee Relations
Korinne Tande, Vice Chancellor for Academic & Student Affairs
Sheri Irwin-Gish, Associate Vice Chancellor for Communications, Marketing & System Relations
Lynne Olson, Administrative Assistant to the Chancellor

CSC Staff present:

Janie Park, President
Dale Grant, Vice President for Administration
Lois Veath, Vice President for Academic Affairs
Randy Rhine, Vice President of Enrollment Management & College Relations
Tena Cook, Director of Admissions

PSC Staff present:

Linda Jacobsen, Vice President for Administration and Finance
Todd Drew, Vice President for Academic and Student Affairs
Regan Anson, Director of Marketing and Public Affairs
Michaela Willis, Vice President for Enrollment Management & Student Affairs
Bruce Batterson, Dean of Professional Studies
Kent Propst, Director of PSC Foundation

WSC Staff present:

Richard Collings, President
Beth Kroger, Vice President for Administration and Finance
Bob McCue, Vice President for Academic Affairs
Curt Frye, Vice President and Dean for Student Life
Jay Collier, Director of College Relations
Tammy Young, Director of Admissions
Tricia Akerlund, Marketing Coordinator
Phyllis Conner, Director of WS Foundation

Others present:

Dr. Dan and Elaine Hanson, PSC President Elect and his wife
Roger Breed, Commissioner of Education (Mar. 30)
Steve Lewis, Former Trustee

CALL TO ORDER

EXECUTIVE SESSION

Board Chair Roskens called the meeting to order at 9:30 a.m.

Motion was made by Trustee Bieganski and seconded by Trustee Suarez to move into executive session to discuss personnel issues. No action was taken. Motion was made by Trustee Suarez and seconded by Trustee Vrtiska to move out of executive session at 11:35 a.m.

The Academic, Personnel and Student Affairs Committee, Enrollment and Marketing Committee and Fiscal and Facilities Committee met starting at 11:35 a.m. to discuss agenda items. No action was taken. The committee meetings adjourned at 12:00 p.m.

CALL TO ORDER—BUSINESS MEETING

Board Chair Roskens called the business meeting to order at 1:15 p.m.

APPROVAL OF MEETING AGENDA

A motion was made by Trustee Bieganski and seconded by Trustee Suarez to approve the meeting agenda for March 27, 2009. Motion was unanimously approved.

APPROVAL OF MINUTES

Minutes of the January 13, 2009 and January 28, 2009 meetings were unanimously approved.

PUBLIC COMMENT

Steve Lewis, former NSCS Board of Trustees Chair and member of PSC Presidential Search Committee, thanked everyone for allowing him to participate in the presidential search and for all the hard work all committee members put in the search process. He further noted he was very pleased with the selection for the new PSC President.

CONSENT AGENDA ITEMS

A motion was made by Trustee Bieganski and seconded by Trustee Harouff to approve the consent agenda items listed below. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel. Motion was unanimously approved.

Accept Report of Personnel Action

Copies are attached to the official minutes.

LB 309 Allocations and Retrievals

Copies are attached to the official minutes.

Final Round Approval of Changes to Board Policy 8061; Capital Construction; Needs Statements

Copy is attached to the official minutes.

Final Round Approval of Changes to Board Policy 8062; Capital Construction; Program Statements

Copy is attached to the official minutes.

ITEMS FOR DISCUSSION AND ACTION

Academic, Personnel & Student Affairs Committee

Approve Appointment of Dr. Dan Hanson as President of Peru State College

Chancellor Carpenter introduced Dr. Dan Hanson and his wife Elaine to those in attendance at the meeting.

A motion to approve the appointment of Dr. Dan Hanson as the President of Peru State College and to authorize and direct the Chancellor to negotiate salary, start date, housing allowance and moving expenses was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

Approve 2009-2011 NAPE Agreement

A motion to approve the 2009-2011 Agreement between the Board of Trustees of the Nebraska State Colleges and The Nebraska Association of Public Employees/American Federation State, County, and Municipal Employees Bargaining Unit was forwarded by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

First Round Approval of Changes to Board Policy 3011; College Right to Change; Discontinue Programs

A motion for first round approval of changes to Board Policy 3011; College Right to Change; Discontinue Programs was recommended by the committee to the full Board, which unanimously approved the motion. (Copy is attached to the official minutes.)

Preliminary New Program Notification

A motion for approval was not required as no new programs were reported. The following minors, options and education program were listed but are not required to be reported to the Coordinating Commission.

Wayne State College

Business Administration minor in Leadership
(undergraduate)

Business Administration option in Logistics
(undergraduate)

Business Administration option in Banking
(undergraduate)

Industrial Technology minor in Industrial Computing
Technology (undergraduate)

Higher Education Instruction (MSE degree)

Enrollment and Marketing Committee

Nebraska State College System Advantage

A motion to approve the Nebraska State College System Advantage pilot program was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

Fiscal and Facilities Committee

Appoint Substantial Completion Committee for Administration Building – CSC

A motion to appoint the following to the substantial completion committee for the Administration Building project at Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

Gary Bieganski, Chair, Academic, Personnel & Student Affairs, Board of Trustees

Larry Teahon, Vice Chair, Board of Trustees, Chair, Fiscal & Facilities Committee

Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology, NSCS Office

Carolyn Murphy, Vice Chancellor for Finance & Administration, NSCS Office

Janie Park, President, CSC

Dale Grant, Vice President for Administration & Finance, CSC

Blair Brennan, Coordinator of Physical Facilities, CSC

Dana Fuller, Fuller Construction

Dan Worth, Bahr Vermeer & Haecker (BVH)

Richard O'Hearn, BVH

Mike Rindone, Building Division

Approve Peru State Acceptance of Three Lots

A motion to approve Peru State's acceptance of three lots on Park Avenue from Peru State Foundation was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

Accept Substantial Completion for Rice/Stadium – WSC

A motion to accept the substantial completion of the Rice/Stadium renovation project at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

Approve Use of LB 1100 Set Aside Funds FY10

A motion to approve the use of LB 1100 set aside funds for FY10 for the following projects and amounts for each college was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

FY10

Chadron - \$155,361 for Relighting Nelson Physical Activity Center Arena and Armstrong Gymnasium & Pool

Peru - \$165,803 for Jindra Fine Arts Building Code Upgrades

Wayne - \$125,000 for Art Gallery Renovation

\$ 83,897 for Stadium Seating Surface Refurbishment

Grant Award

A motion to approve the following grant award as submitted by Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Harouff, Roskens, Suarez, Teahon and Vrtiska. Voting nay: None. Student Opinion aye: Dunekacke, Gehle, and Kunckel.

- Nature Explore Outdoor Learning Environment (The Nebraska Community Enhancement Program) -- \$3,000

ITEMS FOR INFORMATION AND DISCUSSION

Academic, Personnel & Student Affairs

Fall Enrollment Reports

Fall 2008 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 2008 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 2009-10 through 2013-14. Vice Chancellor Tande explained that the reason the NSCS calendar does not coincide with the University's is that the NSCS spring break coincides with the 8 week online schedule adopted by Peru. If the NSCS were to move spring break to coincide with the university, students would start the second 8 week classes and then have a break for a week and then return to school. It would, in essence, give them a 9 week class period. The board requested the dates for Fall 2013 be moved forward one week so the end of the semester is not so close to the holiday. (Copy with corrections is attached to the official minutes.)

Athletic Gender Equity Reports

The athletic gender equity reports from each of the respective institutions were presented to the Board for review. (Copies are attached to the official minutes.)

Collective Bargaining Update

Kristin Petersen, Legal Counsel & Vice Chancellor for Employee Relations, noted an Agreement had been reached with the NAPE bargaining unit. The NSCPA and SCEA negotiations had progressed to the Special Master step in the process. The Special Master decision on the NSCPA unit had been received February 17. The Special Master decision on the SCEA unit was scheduled to be received February 27.

Update on Faculty College

The third "Faculty College" will be held at Chadron State May 18 through May 20, 2009 and the theme will be the "First Three Years and Beyond". Technology enhancements are being discussed for faculty unable to attend in person. The use of technology would allow faculty to attend sessions via computer or video conference. Activities for faculty spouses and families are being planned to encourage attendance. The second day of the gathering will be held at Fort Robinson.

Enrollment and Marketing

2009 Board of Trustees' Scholarship Report

As of January 30, 2009, 356 Board of Trustees' scholarship applications were received in the System Office. This reflects an increase of 66 students or 23%. Of the total number of applicants, 104 were for Chadron, 47 for Peru and 205 for Wayne. (Copy of report attached to the official minutes.)

All Board of Trustees' scholarship recipients and their families have been invited to the first NSCS Scholarship Banquet on Friday, March 27, where the Governor is scheduled to speak.

2009-10 Davis-Chambers Scholarship

Applications for the Davis Chambers scholarship were sent to all Nebraska Community Colleges' sites in November. The deadline for applications was set for March 2, 2009.

The Davis-Chambers Scholarship was created to recognize academically promising students who often find that financial requirements of postsecondary education are a major obstacle. The renewable scholarship is provided through the Nebraska State College System for transfers from Nebraska Community Colleges. The scholarship includes full-tuition, room, board, fees, and other expenses.

Optimal Enrollment Model Report

The optimal enrollment model reports for Fall 2006 through Fall 2008 from each college were reported for information. (Copies are attached to the official minutes.)

Student Trustees' Update

Applications for the 2009-2010 Student Trustees' positions have been received in the System Office and forwarded to Governor Heineman. The Governor will select the new student trustees in mid-March.

Senators' Reception Update

Governor Heineman, Lieutenant Governor Sheey and 25 senators attended the 2009 Senators' Reception Tuesday, January 13 from 4-7 p.m. at The Ferguson Center. The Chadron State Foundation sponsored the event. The date for next years' reception is Tuesday, January 12, 2010.

Fall Enrollment Reports

Fall 2008 enrollment reports from each college were reported for information. (Copies are attached to the official minutes.)

Fiscal and Facilities

Governor's Budget Recommendations

The Governor's budget recommendation did not include funding for any NSCS capital construction projects. It did include \$453,932 additional general funds for the first year of the biennium and an additional \$458,471 general fund increase in the second year of the biennium. The recommendation also included a temporary cessation of depreciation assessment payments. In addition, the Governor's budget would no longer require matching funds for Task Force for Building Renewal projects.

Six-Month Financial Reports

July – December 2008 financial reports from each college were reported for information. (Copies are attached to the official minutes.)

Six-Month Operating Expenditure Reports

July – December 2008 operating expenditure reports from each college and the System Office were reported for information. (Copies are attached to the official minutes.)

Six-Month Revenue Bond Expenditure Reports

July – December 2008 revenue bond operating expenditure reports from each college 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 2008 semester. (Copies are attached to the official minutes.)

Capital Construction Progress Reports

The following capital construction progress reports were reported for information. (Copies are attached to the official minutes.)

Chadron State

- Administration Building Renovation – Interim Report
- Sparks Hall Renovation – Interim Report

Peru State

- Al Wheeler Activity Center Addition/Renovation/Bleachers/AD Majors Demolition & Parking Lot – Interim Report
- Emergency Power Generation – Interim Report

Wayne State

- Campus Services – Interim Report
- Rice – Stadium Renovations Project – Initial Report

Contingency Maintenance Progress Reports

Contingency maintenance progress reports from each college were reported for information. (Copies are attached to the official minutes.)

LB 309 Progress Reports

LB 309 progress reports from each college were reported for information. (Copies are attached to the official minutes.)

Grant Applications

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

Chadron State Applications

- Rural Mothers Coping Emotionally in Northwest Nebraska (American Psychological Foundation (American Psychological Association) -- \$7,250
- How Do Mothers Manage Behavioral Health in Northwest Nebraska? (Johnson and Johnson) -- \$75,000
- Phase 1: How Do Mothers Manage Behavioral Health in Northwest Nebraska? (Oprah's Angel Foundation) -- \$67,700

Wayne State Applications

- Project L.I.F.E.: Literacy Is For Everyone, Part 3 (Nebraska Coordinating Commission for Postsecondary Education Improving Teacher Quality: State Grants Program) -- \$92,414
- RUI (Research at an Undergraduate Institution): An Ecological Guild-Based Biodiversity Inventory and Survey of the Aquatic Non-biting Midges (Diptera: Chironomidae) of the Altai and Hangai Mountain Drainages, Mongolia (National Science Foundation) -- \$7,852

Wayne State Awards

- NAS Student Presentations 2009 (The Nebraska Academy of Sciences) -- \$2,000

Contracts

The following contracts were presented to the Board for information.

Peru State Contracts

- President's House – (replace gutters, downspouts, soffit and fascia) - \$13,980
- Jindra Fine Arts Building – (professional services for code upgrade project) – TBD (Chancellor authorized to sign 1/13/09)

Wayne State Contracts

- College Center at South Sioux City – (professional services for College Store design) - \$1,150
- Carhart Science Building – (pre-construction services) - \$9,000
- Rice Stadium – (installation of laundry cabinets) - \$5,147.99
- Carhart Science Building – (professional services) - \$365,000 (Chancellor authorized to sign 1/13/09)
- Rice Stadium – (furnish and install carpet in locker room) - \$858

MISCELLANEOUS ACTION AND INFORMATION ITEMS

Chancellor's Report

Chancellor Carpenter introduced Bruce Batterson, current Peru State College Dean of Professional Studies. Bruce will assume the Vice President for Administration & Finance position upon the retirement of current VPFA, Linda Jacobsen.

Chancellor Carpenter informed the Board that the NSCS Appropriations Hearing was scheduled for 1:30 p.m. Monday, March 2. He noted the Colleges and System Office were continuing to review budget reduction plans. Chancellor Carpenter further noted that no funding had been recommended by the Governor or the Appropriation Committee for the NSCS NeSIS deficit request.

The Chancellor commented that the NeSIS project has reached the training stage. Consequently many NSCS staff are spending a great deal of time in Lincoln at the training office at 56th & O Street. The NSCS conversion from NIS to SAP remains on an aggressive implementation schedule. Expectations are that the conversions will “go-live” on July 1. Chancellor Carpenter thanked everyone for their hard work and dedication to this important and lengthy process.

Several bills before the legislature are being closely monitored by the NSCS lobbyists and staff. Vice Chancellor Tande and college personnel have been reviewing NSCS scholarship processes to assure compliance with Initiative 424--the new affirmative action law.

Three applications for legislatively directed initiatives (LDI) have been submitted to U.S. Senator Ben Nelson and additional proposals for consideration for Federal funding are being developed. The proposals submitted included one for WSC and Northeast Community College’s partnership for the College Center at South Sioux City. Additionally CSC’s Rangeland Agriculture Center and the NSCS Safe and Secure Campus Preparedness Initiative were submitted as well. Also, several projects have been identified for possible funding through the American Recovery & Reinvestment Act (ARRA).

The following will provide greetings from the Board of Trustees at the May 9, 2009 NSCS institution commencement ceremonies:

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

Presidents’ Reports

CSC President Janie Park noted Chadron had received a mountain lion specimen from the Nebraska Game & Parks Commission (NGPC) for students to use for research purposes. NGPC also provided a red fox and three swift fox specimens for student research projects as well. Other research and applied projects included the development of promotional material for the American College Health Association/National College Health Association (ACHA/NCHA) Survey and the projects developed to assist in the integration of athletics into campus programs and to reduce alcohol abuse. The current project to assist in the reduction of alcohol abuse includes videotaping a student party, arrests at the party and the subsequent trial of the students arrested.

WSC President Rick Collings reported on the U.S. Conn Library and the services available to Wayne State students and the region through interlibrary loan programs. The usage rates at the library have increased substantially over the past several years. A Starbucks coffee cart is also located in the library to provide coffee, sandwiches and snacks to library patrons.

PSC Director of Marketing and Public Affairs, Regan Anson, shared and discussed the various marketing pieces that PSC has used to recruit students over the years. The marketing approach at PSC has evolved from the “Three and a Tree” ads to the current “Word” series. Everything produced in terms of marketing and public affairs at PSC is done in-house on a limited budget. Many marketing pieces from PSC have received prestigious marketing awards.

Student Trustees' Reports

WSC Student Trustee Amanda Gehle reported on the following activities occurring at Wayne; free movies on Thursday nights, a presentation from the Dating Dr., a presentation about Charles Darwin for his 200th birthday, and the presentation of Shakespeare's Comedy of Errors, the most recent Black & Gold event. She also noted Wildcat Wheels continues to operate and is an excellent program for WSC students.

PSC Student Trustee Taylor Dunekacke noted the following had recently been held at PSC; the 36th annual Business Contest, History Day, Math Competition and Dr. Seuss's Birthday Celebration. The women's basketball team was rated 3rd in their conference and eight students had been selected to participate in the 2009 Nebraska State Bandmasters Association Intercollegiate Honor Band. The Honor Band performance was scheduled to be held at 8:00 p.m. Friday, March 6 in the UNL Kimball Recital Hall.

CSC Student Trustee Rich Kunckel reported that major renovations had taken place in the Nelson Physical Activity Center (NPAC) which expanded the weight room, cardiovascular section and racquet ball courts. CSC students voted to pay an extra activity fee to assist with the NPAC renovations. He noted that a very interesting presentation was held recently when Fred Hayes, an astronaut with the Apollo 13 mission, visited CSC as part of the Galaxy Series. Everyone enjoyed hearing the "real" story of the famous mission and its difficulties.

Next Meeting

The next regularly scheduled meeting of the NSCS Board of Trustees will be held at Peru, Nebraska April 16-17, 2009.

ADJOURNMENT -- The meeting was adjourned at 2:24 p.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

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: Accept Report of Personnel Actions

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

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: Chadron State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|---|---------------------|-----------------|----------------|----------------------------|------|---|-----------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Blundell, E. Patricia | EHP&SW; Education | Professor | 65,956.00 AY | State | 01/11/2010 - 05/08/2010 | 1.00 | Leave of Absence - one semester | Tenured |
| Ellington, H. Elisabeth | Arts & Sciences; English & Humanities | Assistant Professor | 45,000.00 AY | State | 08/20/2009 - 05/08/2010 | 1.00 | New Appointment; Replaces Laurie Novy | Probationary - Tenure Track |
| Hickmann, Kyle | BEAMS; Mathematical Sciences | Assistant Professor | 46,000.00 AY | State | 08/20/2009 - 05/08/2010 | 1.00 | New Appointment; Replaces Monty Fickel | Probationary - Tenure Track |
| Kendrick, Roger | Arts & Sciences; Physical & Life Sciences | Instructor | 48,492.00 AY | State | 08/21/2009 - 12/18/2009 | 1.00 | Leave of Absence - one semester | Probationary - Tenure Track |
| Kirsch, Kathleen | Arts & Sciences; Communication Arts | Associate Professor | 52,379.00 AY | State | 01/11/2010 - 05/08/2010 | 1.00 | Leave of Absence - one semester | Tenured |
| Winton, Karl | Arts & Sciences; Communication Arts | Assistant Professor | 45,000.00 AY | State | 08/20/2008 - 05/09/2009 | 1.00 | Non-Renewal | Specific Term |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|---|------|-----------------|----------------|----------------------------|------|-------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Banzhaf, Jodi | Extended Campus Programs; Distance Learning Coordinator | NA | 29,590.00 FY | State | 04/13/2004 - 02/10/2009 | 1.00 | Resignation | NA |
| Burki, Lindsey | Housing & Resident Life; Residence Hall Director | NA | 24,607.00 FY | Revenue Bond | 07/30/2007 - 05/31/2009 | 1.00 | Resignation | NA |

| NON-UNIONIZED PROFESSIONAL STAFF (FULL TIME/.75 FTE OR MORE) | | | | | | | | |
|--|---|------|----------------|----------------|----------------------------|-----|-------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Kennell, Deena | Project STRIVE & Upward Bound; Interim Director | NA | 9,000.00 FY | Grant | 02/01/2009 - 04/30/2009 | NA | Additional duties | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|---|---|---------------------|----------------|----------------|----------------------------|------|---------------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Amukamara, Humphrey | EHPCP&SW; Education | Assistant Professor | 749.99 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Bentz, Laura | Arts & Sciences; Visual & Performing Arts | Assistant Professor | 1,759.08 AY | State | 01/12/2009 - 05/09/2009 | 0.07 | Academic Overload | Special |
| Bentz, Laura | Arts & Sciences; Visual & Performing Arts | Assistant Professor | 1,000.00 AY | State | 01/12/2009 - 05/09/2009 | NA | FFYBE Design & Facillitation | Special |
| Bird, Richard | Arts & Sciences; Visual & Performing Arts | Professor | 2,665.16 AY | State | 01/12/2009 - 05/09/2009 | 0.07 | Academic Overload | Special |
| Blundell, Patricia | EHPCP&SW; Education | Professor | 219.78 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Brammer, Dawn | EHPCP&SW; Health, Physical Education & Recreation | Instructor | 232.77 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Brammer, Dawn | EHPCP&SW; Health, Physical Education & Recreation | Instructor | 219.78 AY | State | 03/01/2009 - 03/31/2009 | NA | Correspondence Course | Special |
| Brammer, Dawn | EHPCP&SW; Health, Physical Education & Recreation | Instructor | 1,000.00 AY | State | 01/12/2009 - 05/09/2009 | NA | FFYBE Design & Facillitation | Special |
| Carey, Charles | Arts & Sciences; Music | Instructor | 1,855.00 AY | State | 01/12/2009 - 05/09/2009 | 0.09 | Academic Overload | Special |
| Carnes, M. Elizabeth | EHPCP&SW; Counseling, Psychology & Social Work | Lecturer | 1,000.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Carnot, Mary Jo | EHPCP&SW; Counseling, Psychology & Social Work | Associate Professor | 500.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Cary, Phil | BEAMS; Mathematical Sciences | Associate Professor | 586.08 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Cary, Phil | BEAMS; Mathematical Sciences | Associate Professor | 234.18 AY | State | 01/01/2009 - 02/28/2009 | NA | Course Challenges | Special |
| Cavin, Scott | Arts & Sciences; Visual & Performing Arts | Assistant Professor | 234.17 AY | State | 08/22/2009 - 12/19/2009 | NA | Independent Study | Special |
| Enos, Karen | EHPCP&SW; Education | Assistant Professor | 833.35 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Gardener, Clark | EHPCP&SW; Education | Professor | 1,000.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Gaudet, Laura | EHPCP&SW; Counseling, Psychology & Social Work | Professor | 250.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Gaudet, Laura | EHPCP&SW; Counseling, Psychology & Social Work | Professor | 685.32 AY | State | 03/01/2009 - 03/31/2009 | NA | Correspondence Course | Special |
| Gaudet, Laura | EHPCP&SW; Counseling, Psychology & Social Work | Professor | 226.24 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|---|---|---------------------|-------------|----------------|-------------------------|------|-----------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Hoem, Bruce | EHPCP&SW; Counseling, Psychology & Social Work | Assistant Professor | 500.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Hyer, Joel | Arts & Sciences; Social Sciences | Associate Professor | 1,137.87 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Hyer, Joel | Arts & Sciences; Social Sciences | Associate Professor | 468.34 AY | State | 08/22/2008 - 12/19/2008 | NA | Independent Studies | Special |
| Jackson, Allen | EHPCP&SW; Health, Physical Education & Recreation | Assistant Professor | 452.55 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Keith, Tim | Arts & Sciences; Physical Life Sciences | Professor | 6,112.40 AY | State | 01/12/2009 - 05/09/2009 | 0.17 | Academic Overload | Special |
| King, Don | EHPCP&SW; Education | Professor | 250.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Knight, Robert | Arts & Sciences; Social Sciences | Assistant Professor | 219.78 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Lambert, Adam | Arts & Sciences; Music | Assistant Professor | 5,802.43 AY | State | 01/12/2009 - 05/09/2009 | 0.22 | Academic Overload | Special |
| Leite, Michael | Arts & Sciences; Physical Life Sciences | Professor | 232.77 AY | State | 03/01/2009 - 03/31/2009 | NA | Correspondence Course | Special |
| Leite, Michael | Arts & Sciences; Physical Life Sciences | Professor | 685.32 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Ritzen, Donna | EHPCP&SW; Health, Physical Education & Recreation | Assistant Professor | 77.59 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special |
| Schaefer, G. Sandy | Arts & Sciences; Music | Professor | 2,300.17 AY | State | 01/12/2009 - 05/09/2009 | 0.07 | Academic Overload | Special |
| Schreuder, Joel | Arts & Sciences; Music | Associate Professor | 4,395.89 AY | State | 01/12/2009 - 05/09/2009 | 0.15 | Academic Overload | Special |
| Stack, Robert | BEAMS; Mathematical Sciences | Professor | 4,145.10 AY | State | 01/12/2009 - 05/09/2009 | 0.10 | Academic Overload | Special |
| Stack, Robert | BEAMS; Mathematical Sciences | Professor | 452.55 AY | State | 03/01/2009 - 03/31/2009 | NA | Correspondence Course | Special |
| Stephens, Michael | Arts & Sciences; Music | Assistant Professor | 3,913.73 AY | State | 01/12/2009 - 05/09/2009 | 0.15 | Academic Overload | Special |
| Stewart, Deborah | EHPCP&SW; Counseling, Psychology & Social Work | Associate Professor | 666.64 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |
| Taylor, Una | Arts & Sciences; Music | Assistant Professor | 1,418.01 AY | State | 01/12/2009 - 05/09/2009 | 0.06 | Academic Overload | Special |
| Varpness, Zach | Arts & Sciences; Physical Life Sciences | Assistant Professor | 860.64 AY | State | 01/12/2009 - 05/09/2009 | 0.03 | Academic Overload | Special |
| Waldo, Jamie | BEAMS; Business & Economics | Associate Professor | 219.78 AY | State | 03/01/2009 - 03/31/2009 | NA | Correspondence Course | Special |
| Waldo, Jamie | BEAMS; Business & Economics | Associate Professor | 1,000.00 AY | State | 01/12/2009 - 05/09/2009 | NA | FFYBE Design & Facilitation | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|---|---|---------------------|----------------|----------------|-------------------------|------|--------------------------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Waldo, Jamie | BEAMS; Business & Economics | Associate Professor | 234.17 AY | State | 01/12/2009 - 05/09/2009 | NA | Enrollment over 30 online course (1) | Special |
| Weedon, Ron | Arts & Sciences; Physical Life Sciences | Professor | 6,966.48 AY | State | 01/12/2009 - 05/09/2009 | 0.14 | Academic Overload | Special |
| Wentworth, Beth | BEAMS; Mathematical Sciences | Assistant Professor | 2,597.16 AY | State | 01/12/2009 - 05/09/2009 | 0.10 | Academic Overload | Special |
| Zimmerman, Teresa | BEAMS; Applied Sciences | Assistant Professor | 500.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| NON-RANKED FACULTY | | | | | | | | |
|--------------------------------------|---------------------------------------|--------------------|----------------|----------------|----------------------------|------|--------------------------|---------------------|
| (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Beatty, Margene | Extended Campus Programs | NA | 700.00 AY | State | 01/16/2009 - 01/17/2009 | 0.10 | Adjunct | Special; part-time |
| Coone, Jan | Extended Campus Programs | NA | 155.14 AY | State | 03/01/2009 - 03/31/2009 | NA | Online Courses | Special; part-time |
| Coone, Jan | Extended Campus Programs | NA | 310.28 AY | State | 02/01/2009 - 02/28/2009 | NA | Online Courses | Special; part-time |
| Ferguson, Frank | Extended Campus Programs | NA | 54.95 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special; part-time |
| Follari, Lissanna | EHPCP&SW; Education | NA | 700.00 AY | State | 01/12/2009 - 05/09/2009 | 0.03 | Adjunct | Special; part-time |
| Guy, Nick | EHPCP&SW; Graduate Studies | Graduate Assistant | 6,000.00 AY | State | 08/22/2008 - 02/28/2009 | 0.25 | Termination | Special; part-time |
| Hickmann, Kyle | BEAMS; Mathematical Sciences | NA | 1,000.00 AY | State | 08/04/2009 - 08/19/2009 | NA | Online Platform Training | Special; part-time |
| Lanphear, Brenda | Arts & Sciences; English & Humanities | NA | 6,825.00 AY | State | 02/02/2009 - 05/09/2009 | 0.40 | Adjunct | Special; part-time |
| Miller, Ron | Extended Campus Programs | NA | 452.55 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special; part-time |
| Miller, Shannon | Arts & Sciences; English & Humanities | NA | 2,800.00 AY | State | 01/12/2009 - 05/09/2009 | 0.14 | Adjunct | Special; part-time |
| Miller, Shari | EHPCP&SW; Graduate Studies | Graduate Assistant | 750.00 AY | State | 01/12/2009 - 05/09/2009 | NA | IDL Courses | Special; part-time |
| Smith, Robin | Extended Campus Programs | NA | 278.72 AY | State | 02/01/2009 - 02/28/2009 | NA | Online Course | Special; part-time |
| Sukraw, F. Arlene | EHPCP&SW; Education | NA | 2,100.00 AY | State | 01/12/2009 - 05/09/2009 | 0.10 | Adjunct | Special; part-time |
| Wess, Roger | EHPCP&SW; Education | NA | 3,150.00 AY | State | 01/12/2009 - 05/09/2009 | 0.15 | Adjunct | Special; part-time |
| Wright, Ottley | Extended Campus Programs | NA | 146.52 AY | State | 02/01/2009 - 02/28/2009 | NA | Correspondence Course | Special; part-time |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: April 17, 2009

| NON-UNIONIZED PROFESSIONAL STAFF (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
|--|---------------------------------------|------|----------------|-----------------|----------------------------|------|-------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Simons, Sherri | Housing & Residence Life; Director | NA | 1,500.00 FY | Revenue Bond | 01/12/2009 - 02/28/2009 | 1.00 | Additional duties | Special |

| NON-UNIONIZED SUPPORT STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|---|---|------|----------------|---------|-----------|------|--|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding | Period of | FTE | Reason for Action | Type of Appointment |
| Neely, Joyce | Human Resources; Office Assistant II | NA | 1,766.00 MO | State | 3/2/2009 | 1.00 | New Appointment; Replaces Shar Sapp | Probationary |

| NON-UNIONIZED SUPPORT STAFF (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
|---|-------------------------------------|------|------------|----------------|----------------------------|------|-------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Waldron, Mary | Conferencing; Office Assistant I | NA | 8.80 HR | State | 12/01/2008 - 03/06/2009 | 0.50 | Resignation | NA |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Peru State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (FULL-TIME / .75 FTE OR MORE) | | | | | | | | |
|--|-----------------------------|-----------|--|----------------|----------------|-----|-------------------|-------------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Indicate Type of Appointment: |
| Clemente, Bill | School of Arts and Sciences | Professor | \$1,200 Online Course Development, ENG 310 (3 cr.hrs.) | State | 05/01/09 | N/A | Stipend | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Peru State College****MEETING DATE: April 17, 2009**

| UNIONIZED PROFESSIONAL STAFF (FULL-TIME / .75 FTE OR MORE) | | | | | | | | |
|---|-------------------------------|------|--------------------|----------------|-------------------|------|-------------------|-------------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Indicate Type of Appointment: |
| Clifton, LeeAnn | Payroll/Benefits Manager | N/A | \$32,760 pro-rated | State | 03/01/09-06/30/09 | 1 FY | Appointment | Special |
| Johnson, Stephanie | Distance Learning Coordinator | N/A | \$31,366 | State | 07/01/06-03/13/09 | 1 FY | Resignation | N/A |

| NON-UNIONIZED PROFESSIONAL STAFF (FULL-TIME / .75 FTE OR MORE) | | | | | | | | |
|---|---|------|--------------------|----------------|-------------------|------|-------------------|-------------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Indicate Type of Appointment: |
| Beardslee, Eugene | Director, Computer Services | N/A | \$83,500 pro-rated | State | 03/01/09-06/30/09 | 1 FY | Appointment | Special |
| Haveman, Deb | Interim Assist. Director of Financial Aid | N/A | \$30,000 pro-rated | State | 02/09/09-06/30/09 | 1 FY | Appointment | Special |
| Volker, Janice | Interim Director of Financial Aid | N/A | \$43,000 pro-rated | State | 02/09/09-06/30/09 | 1 FY | Appointment | Special |
| Williams, Krista | Interim Assist. Director of Financial Aid | N/A | \$30,000 pro-rated | State | 02/09/09-06/30/09 | 1 FY | Appointment | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Peru State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|--|--------------------------------|---------------------|---------|----------------|-------------------|--------|-------------------|----------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Type of Appointment: |
| Beischel, Mark | School of Education | Professor | \$4,584 | State | 06/08/09-07/31/09 | .10 AY | EDUC 601-EBX | Special |
| Beischel, Mark | School of Education | Professor | \$4,584 | State | 06/08/09-07/31/09 | .10 AY | EDUC 601-49X | Special |
| Blue, Cheryl | School of Education | Assistant Professor | \$3,203 | State | 06/08/09-07/31/09 | .10 AY | EDUC 601-ECX | Special |
| Blue, Cheryl | School of Education | Assistant Professor | \$3,203 | State | 06/08/09-07/31/09 | .10 AY | EDUC 602-DCZ | Special |
| Citrin, Anthony | School of Education | Professor | \$5,651 | State | 06/08/09-07/31/09 | .10 AY | EDUC 601-EAX | Special |
| Citrin, Anthony | School of Education | Professor | \$5,651 | State | 06/08/09-07/31/09 | .10 AY | EDUC 602-DAZ | Special |
| Davis, Spencer | School of Arts and Sciences | Professor | \$5,712 | State | 06/08/09-07/31/09 | .10 AY | HIST 425-02A | Special |
| Galardi, Greg | School of Professional Studies | Assistant Professor | \$4,391 | State | 06/08/09-07/31/09 | .10 AY | MGMT 601-49X | Special |
| Hnida, John | School of Arts and Sciences | Professor | \$5,809 | State | 06/08/09-07/31/09 | .13 AY | BIOL 130-00A, 00B | Special |
| Kearney, Elizabeth | School of Education | Assistant Professor | \$3,378 | State | 06/08/09-07/31/09 | .10 AY | EDUC 533-49X | Special |
| Kunkel, Ellie | School of Education | Assistant Professor | \$3,543 | State | 06/08/09-07/31/09 | .10 AY | EDUC 621-DCZ | Special |
| Kunkel, Ellie | School of Education | Assistant Professor | \$3,543 | State | 06/08/09-07/31/09 | .10 AY | EDUC 621-DAZ | Special |
| Lambrech, Willis | School of Education | Assistant Professor | \$3,356 | State | 06/08/09-07/31/09 | .10 AY | EDUC 551-49X | Special |
| Lambrech, Willis | School of Education | Assistant Professor | \$3,356 | State | 06/08/09-07/31/09 | .10 AY | EDUC 553-49X | Special |
| Long, Daryl | School of Arts and Sciences | Professor | \$2,364 | State | 06/08/09-06/11/09 | .03 AY | ESCI 520-01A | Special |
| Murray, Johann | School of Education | Assistant Professor | \$3,502 | State | 06/08/09-07/31/09 | .10 AY | EDUC 510-49X | Special |

PERSONNEL RECOMMENDATIONS TO THE CHANCELLOR
COLLEGE: PERU STATE COLLEGE
MEETING DATE: April 17, 2009

| RANKED FACULTY (SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|--|---------------------|---------------------|---------|----------------|-------------------|--------|-------------------|----------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Type of Appointment: |
| Priesman, Kristi | School of Education | Assistant Professor | \$3,251 | State | 06/08/09-07/31/09 | .10 AY | EDUC 602-49X | Special |
| Priesman, Kristi | School of Education | Assistant Professor | \$3,251 | State | 06/08/09-07/31/09 | .10 AY | EDUC 602-DBZ | Special |
| Urbach, Beverly | School of Education | Assistant Professor | \$3,502 | State | 06/08/09-07/31/09 | .10 AY | EDUC 621-DBZ | Special |
| Zost, Gregory | School of Education | Assistant Professor | \$3,321 | State | 06/08/09-07/31/09 | .10 AY | SPED 500-49X | Special |
| Zost, Loretta | School of Education | Assistant Professor | \$3,098 | State | 06/08/09-07/31/09 | .10 AY | EDUC 505-49X | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Peru State College

MEETING DATE: April 17, 2009

| NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE) | | | | | | | | |
|---|--------------------------------|------|--|----------------|--------------------------------------|--------|--------------------------|----------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Type of Appointment: |
| Brizuela, Francisco | Graduate Programs | N/A | \$70/student/cr.hr. or \$700/cr.hr. if enrollment is 10 or more | State | 06/08/09-06/26/09 | .03 AY | INS 500-49X | Special, Part-time |
| Cartagena, Teresa | School of Education | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 03/16/09-05/08/09 | .10 AY | EDUC-353-00Z | Special, Part-time |
| Fritschle, Karen | School of Professional Studies | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 03/16/09-05/08/09 | .10 AY | BUS 328-49W | Special, Part-time |
| Malone-DeAmbrose, Marci | School of Arts and Sciences | N/A | \$700/cr.hr. or \$50/ student/cr. hr. if allowed to meet with fewer than 10 students | State | 01/12/09-05/08/09 | .21 AY | Applied Music-Voice | Special, Part-time |
| Plettner, Kirsten | School of Arts and Sciences | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 01/12/09-05/08/09 | .10 AY | ENG 202-49B | Special, Part-time |
| Popelka, Susan | School of Professional Studies | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 03/16/09-05/08/09 | .10 AY | BUS 380-49W | Special, Part-time |
| Shea, Lori | School of Education | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 06/08/09-07/31/09 | .10 AY | EDUC 512-ECX | Special, Part-time |
| Stahr, Margaret | Graduate Programs | N/A | \$70/student/cr.hr. for up to 10 students; \$700/cr.hr. if 10 or more enrolled | State | 07/06/09-07/22/09; 07/13/09-07/17/09 | .20 AY | INS 590-55A; INS 590-55B | Special, Part-time |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Peru State College****MEETING DATE: April 17, 2009**

| NON-RANKED FACULTY (PART-TIME / LESS THAN .75 FTE) | | | | | | | | |
|---|-----------------------------|------|--|----------------|-------------------|--------|-----------------------------|----------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Type of Appointment: |
| Thompson, Gary | Graduate Programs | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 06/08/09-07/31/09 | .10 AY | EDUC 542-49X | Special, Part-time |
| Weichel, Mark | Graduate Programs | N/A | \$50/student/cr.hr. to 10; \$34/student/cr.hr. for 11 and above | State | 01/12/09-03/06/09 | .10 AY | EDUC 623 49V | Special, Part-time |
| Yelkin, Suzanne | School of Arts and Sciences | N/A | \$700/cr.hr. or \$70/ student/cr. hr. if allowed to meet with fewer than 10 students | State | 06/08/09-07/31/09 | .10 AY | ART 308-02A | Special, Part-time |
| Pineda, Janet | School of Education | N/A | \$700 | State | 01/12/09-05/08/09 | .03 AY | Student Teacher Supervision | Special, Part-time |
| Slattery, Valerie | School of Education | N/A | \$700 | State | 01/12/09-05/08/09 | .03 AY | Student Teacher Supervision | Special, Part-time |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Peru State College****MEETING DATE: April 17, 2009**

| UNIONIZED SUPPORT STAFF (FULL-TIME / .75 FTE OR MORE) | | | | | | | | |
|--|----------------------|------|---------------|----------------|-------------------|------|-------------------|-------------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Effective Date | FTE | Reason for Change | Indicate Type of Appointment: |
| Gornicki, Efi | Accounting Clerk III | N/A | \$2,125/month | State | 03/16/09 | 1 FY | New Appointment | Probationary |
| Sailors, Scott | Custodian | N/A | \$1,526/month | State | 11/03/08-03/06/09 | 1 FY | Resignation | N/A |
| Winkelhake, Tracey | Accounting Clerk III | N/A | \$2,125/month | State | 03/16/09 | 1 FY | New Appointment | Probationary |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|-------------------------------------|---------------------|-------------|----------------|----------------------|-----|--|---------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Conway, Gerald | Business and Economics | Associate Professor | \$74,989.00 | State | 8/22/08 – 6/12/09 | 1.0 | Contract date extended due to serving as Director of Greece study abroad | Tenured |
| Conway, Kathleen | Counseling and Special Education | Professor | \$77,859.00 | State | 8/22/08 – 6/12/09 | 1.0 | Contract date extended due to serving as Director of Greece study abroad | Tenured |
| Farmer, Todd | Health, Human Performance and Sport | Assistant Professor | \$48,672.00 | State | 8/17/06 – 3/13/09 | 1.0 | Dismissal | Probationary/Tenure Track |
| Fiedler, Pamela | Art and Design | Assistant Professor | \$45,500.00 | State | 8/21/09 – 5/12/10 | 1.0 | New Hire; replaces Vic Reynolds | Probationary/Tenure Track |
| Novotny, Jason | Technology and Applied Sciences | Instructor | \$40,560.00 | State | 8/17/07 – 5/13/09 | 1.0 | Resignation | NA |
| Sandlin, Lisa | Language and Literature | Professor | \$59,220.00 | State | 1/13/97 – 8/31/09 | 1.0 | Resignation | NA |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Wayne State College****MEETING DATE: April 17, 2009**

| UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|--|------|---------------------------|------------------------------|----------------------|-----|---|------------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Akerlund, Tricia | Marketing Coordinator | N/A | \$47,047.00 (prorated) | State | 2/11/09 – 6/30/09 | 1.0 | Adjustment necessary to be in sync with the negotiated NSCPA Professional Position Salary Guide 2008-09 | Specific, Probationary |
| Murken, Matt | Assistant Men's Basketball, Assistant Men's Golf, Event Manager | N/A | \$34,085.00 | State and Revenue Bond | 5/10/04 – 6/30/09 | 1.0 | Non-renewal of contract | NA |

| NON-UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|--|--------------------------------|------|-------------|----------------|----------------------|-----|--|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Burkett, Rico | Head Men's Basketball Coach | N/A | \$59,197.00 | State | 7/7/97 – 9/3/09 | .92 | Non-renewal of contract; contract extended to 9/3/09 | Specific Term |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: April 17, 2009

| RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS) | | | | | | | | |
|---|---|---------------------|------------|----------------|----------------------|------|-----------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Evetovich, Tammy | Continuing Education | Professor | \$653.00 | State | 2/26/09 – 5/8/09 | .033 | PED 106-W0 | Special |
| Farmer, Todd | Continuing Education | Assistant Professor | \$974.00 | State | 1/12/09 – 2/26/09 | .033 | PED 106-WO | Special |
| Farmer, Todd | Health, Human Performance and Sport | Assistant Professor | \$1,295.00 | State | 1/12/09 – 3/3/09 | .04 | Appointment, overload | Special |
| Garvin, Timothy | Computer Technology and Information Systems | Professor | \$4,023.00 | State | 1/12/09 – 5/13/09 | .10 | Appointment, overload | Special |
| Mancastroppa, Roger | History, Politics and Geography | Interim Instructor | \$1,966.00 | State | 1/12/09 – 5/13/09 | n/a | Appointment, overload | Special |
| Meyer, Jeffrey | Health, Human Performance and Sport | Instructor | \$1,503.00 | State | 3/3/09 – 5/13/09 | .05 | Appointment, overload | Special |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: April 17, 2009

| NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
|---|--|-----------|------------|----------------|----------------------|------|---|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Beair, Terry | Health, Human Performance and Sport | Part-time | \$1,201.00 | State | 3/3/09 – 5/13/09 | .055 | Appointment | Special, part-time |
| Brummond, Kimberly | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Coffin, Lori | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Gamble, Robin | Health, Human Performance and Sport | Part-time | \$2,401.00 | State | 3/2/09 – 5/13/09 | .11 | Appointment | Special, part-time |
| Hansen, Mary | Educational Foundations and Leadership | Part-time | \$730.00 | State | 1/12/09 – 5/13/09 | .033 | Appointment | Special, part-time |
| Hoffart, Cathy | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Kinning, Shauna | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Krupicka, Timothy | Educational Foundations and Leadership | Part-time | \$2,190.00 | State | 1/12/09 – 5/13/09 | .10 | Void Contract, correction to 1/13/09 Board Report | Special, part-time |
| Leuthold, Bobbi | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Morgan, Julie | Educational Foundations and Leadership | Part-time | \$548.00 | State | 1/12/09 – 5/13/09 | .025 | Appointment | Special, part-time |
| Preston, Jean | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Wayne State College****MEETING DATE: April 17, 2009**

| NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE) | | | | | | | | |
|--|--|-----------|----------|----------------|----------------------|------|-------------------|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Rahn, Kelli | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Schultz, Shelly | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |
| Wells, Diane | Educational Foundations and Leadership | Part-time | \$365.00 | State | 1/12/09 – 5/13/09 | .017 | Appointment | Special, part-time |

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE: Wayne State College****MEETING DATE: April 17, 2009**

| UNIONIZED SUPPORT STAFF (FULL-TIME/.75 FTE OR MORE) | | | | | | | | |
|---|--------------------|------|----------------|----------------|----------------------|-----|---|---------------------|
| Name | Title/Assignment | Rank | Salary | Funding Source | Period of Employment | FTE | Reason for Action | Type of Appointment |
| Hank, Peggy | Accounting Clerk I | N/A | \$1,647.00/mo. | State | 9/22/08 – 3/16/09 | 1.0 | Dismissal | NA |
| Oswald, Laurie | Office Assistant I | N/A | \$1,742.00/mo. | State | 3/2/09 | 1.0 | New Hire, replaces Kourtney Roeber- Hefti | Probationary |

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

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 Throughout the System
 Goals: 2. Create a college experience that enriches the lives of our students and prepares them for their chosen career.
 3. Recruit, retain and invest in excellent faculty and staff
 4. Strengthen academic programs

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 NSCS 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 | 4 | 4% | 38 | 42% | 20 | 22% | 29 | 32% | |
| Promoted into Rank | N/A | | +2 | | +3 | | +1 | | |
| Promoted to next Rank | -2 | | -3 | | -1 | | N/A | | |
| IMPACT | 2 | 2% | 37 | 41% | 22 | 24% | 30 | 33% | 91 |
| Peru | 10 | 21% | 17 | 36% | 5 | 10% | 16 | 33% | |
| Promoted into Rank | N/A | | +0 | | +1 | | +1 | | |
| Promoted to next Rank | -0 | | -1 | | -1 | | N/A | | |
| IMPACT | 10 | 21% | 16 | 33% | 5 | 10% | 17 | 36% | 48 |
| Wayne | 19 | 15% | 23 | 19% | 21 | 17% | 61 | 49% | |
| Promoted into Rank | N/A | | +1 | | +3 | | +2 | | |
| Promoted to next Rank | -1 | | -3 | | -2 | | N/A | | |
| IMPACT | 18 | 15% | 21 | 17% | 22 | 18% | 63 | 51% | 124 |
| System Total | 33 | 13% | 78 | 30% | 46 | 17% | 106 | 40% | |
| Promoted into Rank | N/A | | +3 | | +7 | | +4 | | |
| Promoted to next Rank | -3 | | -7 | | -4 | | N/A | | |
| IMPACT | 30 | 11% | 74 | 28% | 49 | 19% | 110 | 42% | 263 |

1.2.-2

| Tenure & Rank Promotion Applications and Approvals 2009 | | | |
|--|---------|------|-------|
| | Chadron | Peru | Wayne |
| Number of Faculty Applied for Tenure | 3 | 1 | 2 |
| Number of Faculty Approved for Tenure | 3 | 1 | 2 |
| Number of Faculty Applied for Rank Promotion | 7 | 3 | 6 |
| Number of Faculty Approved for Rank Promotion | 6 | 2 | 6 |

RANK PROMOTION
Chadron State College
2009

| 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. | | | | | | |
| Bentz, Laura | Visual & Performing Arts | Assistant Professor to Associate Professor | M.F.A. | 1 | 4 | 5 |
| Brammer, Dawn | Health, Phys. Educ. & Recreation | Instructor to Assistant Professor | M.S.E. | 0 | 3 | 3 |
| Butterfield, Charles | Applied Sciences | Associate Professor to Professor | Ph.D. | 0 | 10 | 10 |
| Hoem, Bruce | Counseling, Psych & Social Work | Assistant Professor to Associate Professor | M.S.W. | 2 | 3 | 5 |
| Kendrick, Roger | Physical & Life Sciences | Instructor to Assistant Professor | M.A.E | 1 | 5 | 6 |
| Wilburn, Brad | English & Humanities | Assistant Professor to Associate Professor | Ph.D. | 2 | 4 | 6 |

RANK PROMOTION
Peru State College
2009

| 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> | | | | | | |
| Grotrian, Judy | Professional Studies | Associate Professor to Professor | Ph.D. | 0 | 10 | 10 |
| Hutchison, Christy | Professional Studies | Assistant Professor to Associate Professor | J.D. | 0 | 4 | 4 |
| | | | | | | |

RANK PROMOTION
Wayne State College
2009

| 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> | | | | | | |
| Agoumba, Darius | Natural & Social Sciences | Assistant Professor to Associate Professor | Ph.D. | 0 | 5 | 5 |
| Engebretsen, Barbara | Natural & Social Sciences | Associate Professor to Full Professor | Ph.D. | 0 | 12 | 12 |
| Hardy, Timothy | Natural and Social Sciences | Assistant Professor to Associate Professor | Ph.D. | 3 | 3 | 6 |
| Hayford, Barbara | Natural & Social Sciences | Assistant Professor to Associate Professor | Ph.D. | 4 | 1 | 5 |
| Karsky, Jason | Natural & Social Sciences | Associate Professor to Full Professor | Ph.D. | 0 | 10 | 10 |
| Ras, Gerard | Business and Technology | Instructor to Assistant Professor | MBA | 3 | 1 | 4 |
| | | | | | | |
| | | | | | | |

1.2.-6

Impact of Tenure

| | Total Full-time Faculty* | Tenured Faculty | Tenure Awarded 2009 | Result of 2009 Tenure Awarded | % of Faculty with Tenure |
|--------------|--------------------------|-----------------|---------------------|-------------------------------|--------------------------|
| Chadron | | | | | |
| Men | 59 | 26 (44%) | 1 | 27 (46%) | |
| Women | 36 | 13 (36%) | 2 | 15 (42%) | 44% |
| Peru | | | | | |
| Men | 30 | 19 (63%) | 1 | 20 (67%) | |
| Women | 18 | 3 (17%) | 0 | 3 (17%) | 48% |
| Wayne | | | | | |
| Men | 69 | 50 (72%) | 2 | 52 (75%) | |
| Women | 56 | 31 (55%) | 0 | 31 (55%) | 66% |
| | | | | | |
| System Total | | | | | |
| Men | 158 | 95 (60%) | 4 | 99 (62%) | |
| Women | 110 | 47 (43%) | 2 | 49 (49%) | 55% |

*CSC & WSC include Lecturer

TENURE
Chadron State College
2009

| 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. | | | | | |
| | | | | | |
| Carnot, Mary Jo | Counseling, Psychology, and Social Work | Associate Professor | Ph.D. | 0 | 6 |
| Evertson, Matthew | English & Humanities | Associate Professor | Ph.D. | 0 | 6 |
| Schaeffer, Susan | Counseling, Psychology, and Social Work | Associate Professor | Ph.D. | 0 | 6 |

TENURE
Peru State College
2009

| 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. | | | | | |
| | | | | | |
| Murray, Johann | Education | Assistant Professor | Ed.D. | 2 | 5 |
| | | | | | |

TENURE
Wayne State College
2009

| 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. | | | | | |
| | | | | | |
| Elliott, Steve | Arts and Humanities | Associate Professor | M.F.A. | 1 | 5 |
| Marek, Michael | Arts and Humanities | Associate Professor | Ed.D. | 2 | 4 |

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: Final Round Approval of Changes to Board Policy 3011; College Right to Change; Discontinue Programs

Priority: Educational Excellence Throughout the System
Goal: 4. Strengthen academic programs
Strategy: b. Provide students with access to effective academic advising
Priority: Financial Strength of the System
Goal: 4. Improve efficiency of operations
Strategy: g. Continually find ways to stretch limited resources as far as possible

The System Office recommends the policy changes be approved so Colleges are not required to teach out students in discontinued programs. New language is added which states that Colleges will assist students to identify program completion options inside and outside the State College System. Attached is a copy of Board Policy 3011.

BOARD POLICY

Acceptance of registration by a Nebraska State College and admission to any educational program of a State College does not constitute a contract or warranty that the College will continue indefinitely to offer the program in which a student is enrolled. The College expressly reserves the right to change, phase out, or discontinue any program. Once a decision has been made to discontinue a program, ~~the program will be discontinued only when all students in the program have had a reasonable opportunity to complete the program.~~ the College will assist the student to identify program completion options inside and outside the State College System.

The listing of courses contained in any College bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to

- 1) add to or delete courses from its offerings,
- 2) change times or locations of courses or programs,
- 3) change academic calendars without notice,
- 4) cancel any course for insufficient registrations, or
- 5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the College.

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve the Acceptance and Retrieval of LB 309 Allocations

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources

5. Secure public and private funding sources

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

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

j. Maintain facilities and improve physical environment

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

Chadron

1. Retrieval of \$10,359 for window replacement in Miller Hall
Allocation Date/Amount 12/5/07 \$196,159.00
Retrieval Date/Amount 3/3/09 10,359.00
Estimated Project Cost \$185,800.00

Peru

1. Approve the acceptance of \$90,000 for design HVAC/codes renovation of Jindra Fine Arts
Allocation Date/Amount 2/11/09 \$90,000.00
College Contributed Amount companion to LB 1100
Estimated Project Cost \$90,000.00

Wayne

1. Approve the acceptance of \$16,000 for lighting upgrade (materials only) in U.S. Conn Library
Allocation Date/Amount 2/11/09 \$16,000.00
College Contributed Amount Labor
Estimated Project Cost \$16,000.00

2. Approve the acceptance of \$28,000 for lever locks (materials only) in Benthack Hall
Allocation Date/Amount 3/4/09 \$26,250.00
College Contributed Amount Labor
Estimated Project Cost \$26,250.00

1.4.-2

| | | | |
|----|--|----------|-----------------|
| 3. | Retrieval of \$3,918.36 for ADA hardware for Humanities Building | | |
| | Allocation Date/Amount | 12/29/08 | \$33,000.00 |
| | Retrieval Date/Amount | 3/24/09 | <u>3,918.36</u> |
| | Estimated Project Cost | | \$29,081.64 |

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

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:

Justice Studies-continue the program
Criminal Studies-continue the program
Legal Studies-continue the program
Social Science-continue the program
Mathematics-continue the program
Organizational Management-continue the program
Business-continue the program
Design and Technology Education-continue the program
Theater (Follow-up)-continue the program

Peru State College:

Criminal Justice-continue the program
Organizational Management-continue the program
Business Administration-continue the program
Business Administration Technology-discontinued 2000-2001
Art (Follow-up)-continue the program
Mathematics (Follow-up)-continue the program

Wayne State College:

Business Administration-continue the program
Business Administration (MBA)-continue the program
Criminal Justice-continue the program
Industrial Technology-continue the program
Mathematics-continue the program
Mathematics (MSE)-discontinued 2003-2004
Organizational Management-continue the program
Social Science-continue the program
Theatre (Follow-up)-continue the program

Priority: Educational Excellence Throughout the System
 Goal: 4. Strengthen academic programs

2.1.-2

PROGRAM REVIEW PROCESS

Each academic major is analyzed using criteria and productivity thresholds established by the Coordinating Commission for Postsecondary Education (CCPE). 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.

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 2008.

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

2.1.-4

**Program Review Summary
April 2008**

| PROGRAM | Degree(s) | GRADUATES IN MAJOR (MEAN) 7.0 Bachelor 5.0 Masters 4.0 Specialist | SCH/FTE IN DEPARTMENT (MEAN) 300 | COLLEGE RECOMMENDATION | SYSTEM OFFICE RECOMMENDATION |
|------------------------------|------------------|---|--|-------------------------------|-------------------------------------|
| CHADRON STATE COLLEGE | | | | | |
| Justice Studies | (BA) | 41.2 | 474.83 | Continue | Continue |
| Criminal Justice Major | | 31.4 | 562.39 | Continue | Continue |
| Legal Studies Major | | 9.8 | 316 | Continue | Continue |
| Social Science | (BS) | 6 | 767.76 | Continue | Continue |
| Mathematics | (BS) (BSE) | 3.2 5.0 | 666.36 666.36 | Continue Continue | Continue Continue |
| Organizational Management | (MS) | 8* | NA | Continue | Continue |
| Business | (BA) (BSE) | 80.4 3.2 | 531.16 531.16 | Continue Continue | Continue Continue |
| Design & Tech Education | (BA) (BSE) | 6 2.4 | 344.76 344.76 | Continue Continue | Continue Continue |
| Follow-up Report | | | | | |
| Theatre | (BA) | 3.8 | 442.41 | Continue | Continue |
| PERU STATE COLLEGE | | | | | |
| Criminal Justice | (BA,BS) | 15 | 611 | Continue | Continue |
| Organizational Management | (MS) | 9 | 692 | Continue | Continue |
| Business Administration | (BA,BS) (BAS) | 64 60 | 577 577 | Continue Continue | Continue Continue |
| Business Admin Technology | (BT)** | 11 | NA | NA | NA |
| Follow-up Report | | | | | |
| Art | | 5.4 | 452 | Continue | Continue |
| Math | | 2.4 | 510 | Continue | Continue |
| WAYNE STATE COLLEGE | | | | | |
| Business Administration | (BA) (BS) | 2.6 135.6 | 574 574 | Continue Continue | Continue Continue |
| Business Administration | (MBA) | 17 | 302 | Continue | Continue |
| Criminal Justice | (BA) (BS) | .2 37.2 | 594 594 | Continue Continue | Continue Continue |
| Industrial Technology | (BA) (BS) | 0 20.8 | 510 510 | Continue Continue | Continue Continue |
| Mathematics | (BA) (BS) | 0 9 | 516 516 | Continue Continue | Continue Continue |
| Mathematics | (MSE)*** | 0 | 0 | NA | NA |
| Organizational Management | (MS)* | 2.5 | 267 | Continue | Continue |
| Social Science | (BA) (BS) | .4 9.6 | 477 477 | Continue Continue | Continue Continue |
| Follow-up Report | | | | | |
| Theatre | (BA) (BS) | .4 2.6 | 454 454 | Continue Continue | Continue Continue |

*Program first introduced 2003-2004. Represents a two-year average.

** Program discontinued in 2000-2001

***Program discontinued 2003-2004

Program Review 2008-09
Nebraska State College System

Comments
April 2008

CCPE Threshold Requirements:

| Number of Degrees/Awards in this Program (the mean of the prior 5 years) | Student Credit Hour Production by Department Per Full-Time Equivalent Faculty (the mean of the prior 5 years) |
|---|--|
| Baccalaureate 7 | All credit hours produced at the baccalaureate level 300 |
| Masters Degree 5 | |
| Specialist 4 | |

Chadron State College

Justice Studies – Continue the program. The program meets both of the CCPE threshold requirements of number of graduates with 41.2 and SCH/FTE of 474.83. Justice Studies has two majors, criminal justice and legal studies. Criminal Justice – Continue the program. The program meets both of the CCPE threshold requirements of number of graduates with 31.4 and SCH/FTE of 562.39. Legal Studies – Continue the program. The program meets both of the CCPE threshold requirements of number of graduates with 9.8 and SCH/FTE of 316.

Social Science – Continue the program. The program meets the CCPE threshold of SCH/FTE with 767.7. The program just falls short of the CCPE threshold of number of graduates with 6.

Mathematics – Continue the programs. The program meets the CCPE threshold requirement of number of graduates when the number of BS and BSE graduates is combined. Together there are 8.2 graduates. The program meets the threshold requirement of SCH/FTE of 666.36.

Organizational Management (MSOM) – Continue the program. This is a new program and there are data available for two years. The number of graduates at 8 meets the CCPE threshold requirement. No SCH/FTE number was reported.

Business – Continue the program. Like the program in mathematics, students may enroll in business and earn a BA or they can choose to go into secondary business education and earn a BSE. No additional resources are needed to provide the BSE as the courses and faculty are the same as for the BA which has a five-year average of 80.4 graduates. The number of SCH/FTE is 531.16, well above the CCPE threshold.

Design and Technology Education (formerly Industrial Technology) – Continue the program. The program meets the CCPE threshold requirement of number of graduates when the BS and BSE graduate numbers are combined. Together there are 8.4 graduates. The program meets the threshold requirement of SCH/FTE of 344.76.

2.1.-6

Theatre – Continue the program. This is a **follow-up report** due to the low number of graduates. The current number of 3.2 graduates is well below the CCPE threshold; however, the SCH/FTE (442.41) is well above the CCPE threshold. The accompanying material provides a rationale for continuing the program even though there are few graduates. It is obvious students are taking courses in theater as evidenced by the SCH/FTE. The reality is that few students will declare a theatre major yet want to engage in theatre and theatre production while enrolled at Chadron.

Peru State College

Criminal Justice – Continue the programs. The program meets the CCPE threshold requirements of graduates and SCH/Faculty FTE with 15 graduates and a SCH/FTE of 611.

Organizational Management (MSOM) – Continue the program. This graduate program is very popular at Peru State College. The average number of graduates is 9, and the SCH/FTE is 692. The program has only been available for two years.

Business Administration – Continue the programs. Business Administration provides students with options to earn a BA, BS, or BAS. All three of the degree options meet both of the CCPE thresholds.

Business Administration Technology–The program was discontinued in 2000-2001.

Art – Continue the program. This is a **follow-up** report due to the low number of graduates. The current number of graduates (5.4) graduates is below the CCPE threshold; however, the SCH/FTE (452) exceeds the CCPE threshold requirement.

Mathematics – Continue the program. This is a **follow-up** report due to the low number of graduates. The current number of graduates (2.4) is below the CCPE threshold; however, the SCH/FTE (510) exceeds the CCPE threshold requirement.

Wayne State College

Business Administration – Continue the program. The combined number of graduates for the BA and BS is 138.2, well above the CCPE threshold requirement. The SCH/FTE (574) also exceeds the CCPE threshold requirement.

Business Administration (MBA) – Continue the program. The number of graduates (17) and the SCH/FTE (302) exceed the CCPE threshold requirements in both areas.

Criminal Justice – Continue the program. The number of graduates (37.4) and the SCH/FTE (594) exceed the CCPE threshold requirements in both areas.

Industrial Technology – Continue the program. The number of graduates (20.8) and the SCH/FTE (510) exceed both of the CCPE threshold requirements.

Mathematics – Continue the program. The number of graduates (9) and the SCH/FTE (516) exceed the CCPE threshold requirements in both areas.

Organizational Management MSOM) – Continue the program. The program has been in place for two years. Currently, the number of graduates (2.5) and the SCH/FTE (267) do not meet the CCPE threshold requirements. This program, however, will be reviewed again at a later date to determine progress toward meeting the CCPE threshold requirements.

Social Science – Continue the program. The number of graduates (10) and the SCH/FTE (477) exceed both of the CCPE threshold requirements.

Theatre – Continue the program. This is a **follow-up** report due to the low number of graduates. The current number of graduates (3) is below the CCPE threshold; however, the SCH/FTE (454) exceeds the CCPE threshold requirement.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
 Roger Breed
 Taylor Dunekacke

April 16-17, 2009

ACTION: Approve the Recommendation of the Academic, Personnel & Student Affairs Committee for the 2009 Teaching Excellence Award Recipient and Submission of that Recommendation to the Lincoln Foundation for Final Approval

Priority: Educational Excellence Throughout the System

Goals: 1. Promote educational excellence through academic achievement
 3. Recruit, retain and invest in excellent faculty and staff

Strategies: d. Increase support for professional development
 e. Support an environment that promotes collaborative research and service

Priority: Greater System Prominence

Goal: 2. Increase awareness of the system

The George Rebensdorf NSCS Teaching Excellence Award recognizes teaching excellence in the State College System with 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.

2009 Teaching Excellence Award Nominees

| | |
|-----------------------|---|
| Chadron State College | Dr. Wendy L. Waugh, Professor of Management Information Systems |
| Peru State College | Dr. Michael L. Barger, Associate Professor of Biology |
| Wayne State College | Dr. David A. Bohnert, Associate Professor of Music |

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First Round Approval of Changes to Board Policy 4430; Transfer of Credits

Priority: Financial Strength of the System

Goal: 3. Increase enrollment and retention

Strategies: b. Increase number of students in residential housing
e. Increase number of out-of-state students

This policy has been overhauled to clarify the transfer policy. Several key components of the policy are clearly described, enabling all three colleges to consider transfer credit in the same manner. The System Office recommends approval of the changes to this policy. Attached is a copy of Board Policy 4430.

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4430 Transfer of Credits

Page 1 of 2

BOARD POLICY

All College level courses, carrying a letter grade of "C" or better, from regionally accredited institutions of higher education that are applicable toward a baccalaureate degree at any State College will be received and applied by all campuses-member institutions of the Nebraska State College System toward the free elective requirements of the Bbaccalaureate degree. Such courses shall not include, however, remedial or developmental courses.

~~In relation to the major, minor and general education requirements of baccalaureate degrees, all~~ Each college campuses of the Nebraska State College System are is authorized to determine the applicability of credits earned toward specific degree or program requirements at regionally accredited institutions of higher education.

Each ~~campus in the Nebraska State College System~~ College may give credit for education received from non-collegiate institutions, on the basis of The Colleges are authorized to use the Guide to the Evaluation of Educational Experiences in the Armed ~~Forces~~ Services and the National Guide to Educational Credit for Training Programs, both published by the American Council on Education, and the Program on Non-Collegiate Sponsored Instruction Guide published by the State University of New York, and/or college procedures to determine applicability.

PROCEDURE

1. The Council of Academic Officers shall recommend to the ~~Executive Council~~ Council of Presidents procedures for transfer of credits.
2. With regard to transfer of credits policy, the following principles shall be followed:
 - a. There must be evidence of academic quality in the sending institution, through appropriate accreditation of faculty and program content;
 - b. Courses completed more than seven (7) years prior ~~will~~ require special approval by the receiving institution;
 - c. ~~The student must hold a minimum 2.0 grade point average on a 4.0 scale, or its equivalent, at the receiving institution in order for the transferring credits to apply to degree requirements;~~
 - d. ~~Exceptions to the above must be requested through the System Office for consideration by the Council of Academic Officers. Their recommendation must be approved by the Executive Council.~~
 - e. A student must earn a minimum of 30 credit hours at a State College to receive a degree from that college.

| **ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 4430****Transfer of Credits****Page 2 of 2**

3. With regard to transfer of credits policy for Community College students, the following principles shall be followed:
- a. The Nebraska State Colleges will accept from the Nebraska Community Colleges a total of 66 hours to be distributed among general education, major and minor programs, [and general electives](#) unless otherwise accepted by agreement;
- ~~Under this policy, transfer students will be required to meet competency requirements for juniors and to fulfill general education requirements of the State Colleges.~~
- b. Courses taken toward completion of a program of study at Nebraska Community Colleges will be transferred to an equivalent program at the State Colleges. A student in this instance must complete, at the State College level, a minimum of 50% of the hours required for a program for the State Colleges, unless otherwise accepted by agreement.
4. Each ~~of the~~ State Colleges ~~in Nebraska~~ shall ~~honor transfer, without reservations,~~ all academic credits [carrying a C letter grade or better](#) earned by students attending any ~~of the State~~ Colleges ~~in Nebraska~~ governed by the Board of Trustees of the Nebraska State Colleges.

Policy Adopted: 6/5/93

| [Policy Revised:](#)

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 3000; Admission Requirements; Undergraduate; General

Priority: Financial Strength of the System

Goal: 3. Increase enrollment and retention

Strategy:b. Increase number of students in residential housing

e. Increase number of out-of-state students

The System Office recommends approval of the modifications to this policy to address Initiative 424 issues and to adjust language related to immunization requirements. Attached is a copy of Board Policy 3000.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

BOARD POLICY

1. It is the policy of the Board and of the Colleges under its jurisdiction to prohibit illegal discrimination. No one shall be denied admission to or continuance in any college on the basis of race, ~~creed~~, color, sex, religion, age, disability, national origin, or any other factor prohibited by law;
2. The Board shall make such rules and regulations for the admission of students to the State Colleges as may seem to be best for the interest of the State Colleges and not inconsistent with the purpose for which they have been established;
3. The State Colleges shall admit as students those persons who have graduated from an accredited high school in Nebraska, or who present evidence of the achievement of an equivalent academic level to that of high school graduation, or evidence of eligibility for admission on the basis of special merit.
 - a. Achievement equivalent to a high school diploma may be demonstrated in the form of a High School Equivalency Certificate based on the General Educational Development examination, or an acceptable ACT or SAT score as determined by the individual College.
 - b. Each college shall assure that the process of admission on the basis of special merit will make provisions for a variety of circumstances, including allowance for special consideration to be given to non-traditional students who present evidence of being able to succeed, as well as returning adult students, students educated at home schools, students who are members of under-represented groups, and students who can provide evidence of special talents such as creative artists or those with unique educational experience or career achievements.
 - c. No one shall be denied admission to or continuance in any College on the basis of any individual characteristics other than qualifications for admission, academic performance and conduct in accord with State College policies, rules and laws applicable to student conduct.
4. The State Colleges may admit as students those persons who are not residents of the State of Nebraska, provided that such non-residents meet the minimum standards applied to the Nebraska resident students, and that the Colleges have the necessary facilities and staff to accommodate such non-resident students.
5. The State Colleges may admit as students those persons previously in attendance at another community college, college or university subject to the following minimum conditions:
 - a. The transferring student must meet all the minimum requirements of either a resident or non-resident student, as the case may be;
 - b. The individual State College shall evaluate the academic credits of the transferring student within the context of accreditation procedures and requirements; and
 - c. Each of the State Colleges shall honor, without reservation, all academic credits earned by students attending any of the State Colleges in the Nebraska State College System.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3000 Admission Requirements; Undergraduate; General

Page 2 of 3

PROCEDURE

1. Each State College may establish a cut-off date for the submission of complete credentials for admission, and any applicant who does not submit a complete application by that date may be required to delay entrance until a subsequent semester.
2. Pursuant to Board Policies 3100 and 3200, any State College may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the College, presents an unreasonable risk to the safety and welfare of the campus and persons thereon.
3. Except as provided in Procedures a and b below, all students entering any institution of the Nebraska State College System must show a physician-validated immunization record for measles, rubella, ~~and~~ diphtheria, ~~and tetanus~~. Applicants from foreign countries are required to present a record of skin testing completed within six (6) months prior to first enrollment in addition to the above required record of immunization. This evidence must be presented during the first semester the student is enrolled. ~~before a student is permitted to register.~~
 - a. A person qualifies for a medical exemption from the requirement to show proof of immunization when the person files a bona fide statement signed by a physician licensed to practice medicine within the United States verifying that the physical condition of the person seeking admission makes the required immunization unsafe and indicating the specific nature and probable duration of the condition. The exemption shall not extend beyond the period of the condition, which contraindicates immunization. A person qualifying for this exemption must sign a waiver form provided by the college stating that, if an outbreak of measles or rubeola occurs on campus, the person may be subject to exclusion from the campus and college related activities during the outbreak period.
 - b. A person qualifies for a religious exemption when the person files a notarized affidavit on an approved form that immunization is contrary to the religious tenets and practices of the signer. A person qualifying for this exemption must sign a waiver form provided by the college stating that, if an outbreak of measles or rubeola occurs on campus, the person may be subject to exclusion from the campus and college related activities during the outbreak period.
 - c. A person qualifies for a temporary exemption from the requirement to show proof of immunization when an exemption form, provided by the College is filed indicating an intent to enroll only in off-campus courses or courses offered off-campus by distance learning technology. This exemption will be ~~reviewed each semester as students who enroll~~ revoked if, at any time, the student enrolls in on-campus courses. At that time, the student will be required to show proof of immunization ~~prior to registration~~ during the first semester the student is enrolled on-campus.
 - d. A person seeking an exemption for a reason not identified above, must submit the appropriate exemption application to the appropriate college entity. ~~How?~~ According to guidelines established by the Center for Disease Control and Prevention, a person born before 1957 need not submit proof of immunization for measles, mumps or rubeola.
4. All first-time entering, first-year undergraduate students are encouraged to take the ACT or SAT and submit the results to the institution to be used for counseling purposes.

2.4.-4

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3000 Admission Requirements; Undergraduate; General

Page 3 of 3

5. At least three (3) months prior to the application deadline for the desired semester or session of enrollment, the State Colleges shall require applicants ~~who are not U.S. citizens whose first language is not English~~, to present evidence of proficiency in the use of the English language. Evidence of proficiency may be established by a minimum Test of English as a Foreign Language (TOEFL) score of 550 for the paper based test with no section score lower than 56 points; or, a minimum score of 79 for the internet based test; or, a minimum score of 213 for the computer based test with no section score lower than 22 points. Evidence of proficiency other than the minimum TOEFL scores may be determined on a case by case basis by the appropriate college administrator.
6. ~~Each of the State Colleges are encouraged to emphasize the recruitment of minorities and other under-represented groups of persons to create diversity among the student body.~~

Legal Reference: RRS 85-310
RRS 85-502

State Colleges; students; admission
State educational institutions, domicile; defined; requirements; attendance of
students; effect

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 4/9/02
Policy Revised: 3/28/08
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 3400; Tuition Remission

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategies: b. Increase number of students in residential housing
e. Increase number of out-of-state students

The policy has primarily been modified to address Initiative 424. The System Office recommends the policy modifications be approved. Attached is a copy of Board Policy 3400.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

Page 1 of 4

BOARD POLICY

It is the policy of the Board that financial assistance be made available to all qualifying students. In some instances, such assistance may be provided as tuition remission and/or scholarships. The Colleges shall request funds for tuition remission as part of their biennium budget request. Remissions may be awarded up to the limits specified (if any) in each individual category below. If an individual category is not fully awarded and remission funds remain, the Colleges may reassign the remaining amounts to qualifying students in other categories. Any tuition waivers outside the enumerated categories or beyond the limits specified in this policy require the written approval of the Chancellor. By November 15³⁰ of each year, the Colleges shall provide the Chancellor with a summary of the remission funds awarded by category. The Chancellor shall provide a summary of remissions to the Board ~~of Trustees.~~

Board of Trustee Scholarships

The Board of Trustees' Scholarships are awarded by each [State](#) College to students graduating from a Nebraska high school who meet the following criteria:

1. have standardized test scores of at least 25 for the ACT or 1100 composite for SAT;
2. are enrolling for the first time in a postsecondary institution;
3. provide one written reference from a high school teacher or administrator from the school of graduation;
4. such other factors which may be considered include grade point average and rank in class as appropriate.

The number of new Board of Trustee scholarships to be awarded by each [eCollege](#) for each academic year is based on the full-time equivalent (FTE) enrollment at that [eCollege](#) for the fall semester of the preceding academic year. Each College shall receive 20 scholarships for the first 1,000 FTE students and one additional scholarship for every 200 FTE beyond 1,000 for each academic year. The number of scholarships offered should be determined by each College based on the number of scholarships available and the yield experienced in prior years. It is the intent of the Board that the full number of scholarships be awarded but not exceeded each year. The Colleges shall report to the Board by ~~October 4~~ [November 30](#) of each year the number of scholarships offered and the number actually in effect for that academic year, for each academic class (freshman, sophomore, junior, senior).

- * The scholarships are not transferable from one College to another.
- * The scholarship will be the waiver of resident tuition up to 16 credit hours per semester to a maximum of 128 hours toward an undergraduate degree.
- * All announcements and publicity will be in the name of the Board of Trustees of the Nebraska State Colleges, specifically the Chair of the Board.
- * All authority for the scholarship is the responsibility of the Board.
- * Each College [p](#)resident, financial aid officer and/or scholarship committee shall act as an agent of the Board in administering the program as directed by the Board.

The scholarship is renewable to the total value of the equivalent of eight semesters, up to 128 hours. The recipient may use the scholarship during the five academic years following the initial use with a one-year delay in initial use allowable with the school's permission.

Should original recipients terminate their education before using the full value of the scholarship, the balance of the scholarship's value may be re-awarded.

Board of Trustee scholarships are renewable each academic year, provided the recipient maintains a 3.25 GPA and standards are met. The College [p](#)resident may approve a waiver of this requirement for extenuating circumstances in the case of a first year student only. Each college scholarship committee will review all renewal candidates and recommend action to the College President, who will report such decisions to the Board.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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The System Office of the Board shall have major responsibility for administering the program, including applications, announcements, press releases and certificates.

History: The Board of Trustees' Scholarship refers to the scholarship program established by the State of Nebraska in 1971 upon the recommendation of the Board of Trustees of the Nebraska State Colleges.

Cooperative Schools Scholarships

Each [State](#) College is authorized to award scholarships to students entering college for the first time from schools providing student teaching facilities, such scholarships to be for one-half of the tuition costs per semester for up to 16 credit hours per semester, not to exceed 128 credit hours toward undergraduate degrees. The College may authorize the cooperating school to designate one such scholarship for each three student teachers served based on recommendations by the high school principal. Criteria for the award includes academic ability (top one-half of class), service to the school and leadership qualities. Scholarships are renewable each academic year, provided the recipient maintains a 2.0 GPA.

Student Teacher Supervision Scholarships

Teachers who will be supervising the College's teacher-training students in their classrooms will receive a tuition waiver for the Student Teacher Supervision Course.

State Tuition Waiver

Each [State](#) College may award waivers to Nebraska residents based upon financial need not to exceed 2.5% of the gross resident tuition during the previous fiscal year. In most cases these waivers will supplement available federal financial assistance.

History: Established in 1967 by LB 938.

Athletic Awards

~~These awards were~~ established in 1971 by the Board and approved by the Legislature. Colleges are allocated funding equivalent to 60 FTE resident tuition waivers. The ~~institution~~ [College](#) may, with Board approval, increase its athletic awards up to the maximum allowed by the conference or athletic association to which each College belongs. Full or partial awards to male or female athletes, residents or nonresidents, may be made at the discretion of each College within funding allocation. Student athletes receiving renewable awards must maintain the minimum GPA requirements of the conference or athletic association.

Special Activity Awards

~~These awards were~~ established in 1971 by the Board and approved by the Legislature. The awards are used to attract ~~students to the State Colleges~~ ~~those students~~ who have talent in activities such as music, art, theatre, journalism, etc. Colleges are allocated funding equivalent to 10 for the first 1,000 FTE students and one for each additional 200 FTE students enrolled. Full or partial awards may be made at the discretion of each College, within funding allocations. Students receiving renewable awards must maintain a 2.5 GPA.

2.5.-4

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

Page 3 of 4

War Orphans

This tuition remission program for war orphans was established by Legislature. The awards provides tuition waivers to children of military personnel who have died while serving with U.S. Armed Forces.

Graduate Assistant/Aide

Graduate assistantships provide a stipend established by the College and adjusted as necessary, in addition to a waiver of up to 18 hours of tuition per academic year and the immediately-following summer session, depending upon workload and term of appointment, while employed as a graduate assistant. Each College is required to report its stipend policy to the Board.

International Student Scholarships

These scholarships provide tuition waivers to qualified undergraduate students who are citizens of other countries. The purpose is to provide exposure to the international community and bring diversity to the College campus environment. Each eCollege is authorized to provide a total of 20 nonresident scholarships in this category. These scholarships are renewable, provided the recipient maintains a 3.0 GPA.

Staff Waivers

The staff waivers were established in 1977 to provide tuition waivers for one course for each term to full-time, permanent system-eligible employees. The employee must pay \$1.00 administrative charge and all fees. These waivers are offered on a space available basis to employees working toward a degree or requiring the course for professional development. (See Policy 5511) and Collective Bargaining Agreements for details.

Staff Dependent Waivers

The staff dependent waivers were established in 1984 and amended later to provide 50% 67% reduction in tuition for dependents (as defined by Federal Student Aid guidelines) of full-time, permanent system-eligible employees. Offered on space available basis only, but may be used at any Nebraska State College. (See Policy 5510) and Collective Bargaining Agreements for details.

Survivors of Deceased Employees

Provides full These are full tuition waivers to spouse and/or children of College staff members- employees who die while under full-time, permanent system employment. Children must have been dependent status at time of employee's death. Waivers may be used only toward undergraduate degree or to complete a graduate degree in progress. Offered on space available basis only, but may be used at any Nebraska State College.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

Page 4 of 4

Discretionary Waivers

Each eCollege is authorized to award additional waivers not to exceed 4% of gross tuition. Policies and procedures for these discretionary awards shall be set by each College, approved by the President, and reported to the Board. ~~Examples of these waivers are Native American Waivers, Senior Citizen Waivers, Presidential Scholarships, etc.~~

Rural Health Opportunities Program (RHOP) Waivers

~~The RHOP waivers were E~~established as a cooperative program between the University of Nebraska Medical Center (UNMC) and Chadron State and Wayne State Colleges to provide full tuition waiver for selected students accepted to RHOP. Selection of participants is determined by representatives of UNMC, Chadron State College and Wayne State College.

Phi Theta Kappa Community College Transfer Scholarship

The purpose of the Phi Theta Kappa Community College Transfer Scholarship is to provide tuition waivers to graduates of community colleges who have maintained a 3.5 grade point average and who were inducted into the Phi Theta Kappa Society. The purpose of this scholarship is to encourage outstanding community college graduates to attend a ~~Nebraska~~ State College. These scholarships are renewable each academic year, provided the recipient maintains a 3.25 GPA at the ~~State~~ College and standards are met. The scholarships are the waiver of basic tuition to a maximum of 64 credit hours toward the baccalaureate degree.

Legal Reference: RRS 85-504 State education institutions; fees; waiver
~~RRS 85-980 through~~
~~RRS 85-999; and~~ State Scholarship Award Program
~~RRS 85-9,101 through~~
~~RRS 85-9,102.01~~
 Public Law- RRS 85-501 ~~Non-Resident Fees~~ State educational institutions; nonresident fees

Policy Adopted: 1/28/77
 Policy Revised: 2/7/83
 Policy Revised: 10/16/86
 Policy Revised: 6/5/93
 Policy Revised: 9/26/97
 Policy Revised: 11/12/98
 Policy Revised: 4/13/00
 Policy Revised: 2/12/04
 Policy Revised: 6/2/06
 Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 3675; Minority Achievement

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategies: b. Increase number of students in residential housing
 e. Increase number of out-of-state students

The policy has primarily been modified to address Initiative 424, which includes changing the name of the policy. The proposed name of the policy is College Diversity. The System Office recommends the policy modifications be approved. Attached is a copy of Board Policy 3675.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3675 Minority Achievement College Diversity

Page 1 of 1

BOARD POLICY

The Board recognizes the desirability for ~~campus environments- the Colleges~~ to promote ~~multi-cultural~~ diversity and for the participation and achievement of ~~minority a diverse body of- students, to be, at a minimum, equal to their representation in the state's population.~~ On an annual basis each ~~campus~~ College should evaluate the status of ~~minority achievement and cultural- student~~ diversity through the submission of an institutional diversity report.

PROCEDURE

~~Evaluations-~~ The diversity reports should include:

1. The admission rates and graduates rates of minorities in proportion to their representation in the state's population.
2. ~~The employment of under-represented minorities in administrative, faculty and staff positions.~~
3. ~~The content of the curriculum to determine the presence of student opportunities to develop multi-cultural awareness and understanding.~~
4. A summary of College activities and progress on the implementation of the Diversity Plans.

Policy Adopted: 6/5/93
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 4150; Degrees; General

Priority: Education Excellence Throughout the System
Goal: 4. Strengthen academic programs

This policy has been amended to include all the degrees authorized for the Nebraska State Colleges to offer. The System Office recommends approval of the amendments to this policy. Attached is a copy of Board Policy 4150.

2.7.-2

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4150

Degrees; General

Page 1 of 1

BOARD POLICY

The Nebraska State Colleges may offer degrees approved by the Board. The following degrees are authorized:

1. Bachelor of Arts;
2. Bachelor of Science;
3. Bachelor of Science in Education;
4. Master of Arts in Education;
5. Master of Science in Education;
6. Master of Education
7. Master of Science

In addition, the following degrees may be offered:

1. Bachelor of Applied Sciences at Chadron State and Peru State Colleges;
2. Masters in Business Administration at Chadron State and Wayne State Colleges; and
- ~~3. Master of Education at Chadron State College; and~~
- ~~4.3. Specialist in Education at Chadron State and Wayne State Colleges.~~

PROCEDURE

The Board shall approve any new degree for each College.

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 11/12/94
Policy Revised: 6/9/05
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 4210; Program Review Practices

Priority: Educational Excellence Throughout the System
Goal: 4. Strengthen academic programs

This policy has been modified slightly to address Initiative 424 and additional minor edits. The System Office recommends approval of the modifications and edits to this policy. Attached is a copy of Board Policy 4210.

BOARD POLICY

The purpose of reviewing and evaluating existing academic programs ~~in the State College System at the Colleges~~ is to enhance program quality and promote attainment of educational goals.

The reviews are primarily a self-study conducted at the departmental, division or school, and institutional levels. Although designed to assist in program improvement, the reviews are also useful in planning and assuring efficient use of resources.

The review process provides for evaluation of each academic program once every seven (7) years using qualitative and quantitative characteristics representative of sound academic practices.

PROCEDURE

Each review addresses the following elements.

I. Role

- A. Educational goals of the program and the relationship of the program to the ~~e~~College role and mission and the statewide comprehensive plan

II. Need

- A. Regional, state, national, societal and international trends or needs that may impact the program in the next five years

- B. Program comparisons with established ~~campus~~ College and professional standards

- 1. number of graduates in each of the last five (5) years
- 2. student headcount at the lower, upper and graduate levels
- 3. program graduation rate
- 4. number of credit hours generated at the lower, upper and graduate division levels
- 5. number of student credit hours produced per faculty FTE at the lower, upper and graduate division levels
- 6. number of credit hours generated in support of other programs
- 7. current program capacity to serve students
- 8. number of similar programs in the service region, system and state

III. Curriculum

- A. Curriculum design including the following:

- 1. options, minors and endorsements offered
- 2. number of hours required for program completion
- 3. standards for admission to and retention in the program

- B. Curriculum structure/plan and the rationale for such a program
 - 1. common core of courses or alternate programmatic foundation
 - 2. course capstone experience
 - 3. integrating principle for all courses in the program
 - 4. courses or experiences that connect the program with other fields
 - 5. courses which introduce students to the modes of inquiry and methodology of the field
 - 6. degree to which the program assesses the inclusion of ~~relevant~~ new scholarship about women and minorities diversity
 - 7. degree to which members of the faculty identify and remove barriers that may impede entry or success in the program for specific groups of students

 - C. Program assessment findings
 - 1. measured student outcomes
 - 2. degree to which the program produces the desired outcomes
 - 3. student entry and exit characteristics
 - 4. relationship between the experience of the student and the desired outcomes of the program
 - 5. degree to which program meets applicable accreditation standards; cite which standards are not met, if any

 - D. Program follow-up information
 - 1. placement success of graduates
 - 2. success rate for admission to and graduation from professional/graduate schools
 - 3. alumni survey results regarding degree of satisfaction

 - E. Public service contributions provided by program faculty and students
 - 1. non-credit hour producing activities of the program to the campus, community, region, state, nation and global society
- IV. Resources
- A. Library resources and information services
 - 1. resources which support the program along with an assessment of their relative strengths and weaknesses
 - 2. degree of access to information services through electronic technology

 - B. Equipment used in the program and the degree to which it meets present needs
 - 1. equipment needs specific to the program for the next five (5) years and the institution's ability to meet those needs

- C. Academic computing; how technology has been incorporated into the program
 - 1. hardware and software utilized in the program
 - 2. existing level of computer literacy among program students and faculty

- D. Distance learning as a method of delivery within the program
 - 1. number and types of courses offered by telecommunications in the program; location, enrollment, credit hours produced and FTE assigned
 - 2. effectiveness of the delivery system and quality of learning results as compared to similar courses offered on campus

- E. Faculty resources
 - 1. list of faculty teaching in the program including the date of appointment, rank, degrees and granting institutions, tenure status and FTE assigned
 - 2. percentage of faculty tenured and number on tenure track in the program
 - 3. number of part-time and adjunct faculty; program percentage of part-time faculty
 - 4. suggested standard for an appropriate program balance between full- and part-time faculty, tenured and non-tenure track
 - 5. faculty profile in terms of number of minorities and number of women diversity
 - 6. anticipated faculty needs or changes and the institution's ability to accommodate such change; list of faculty changes over the past five years, along with an assessment of faculty stability in the program

- F. Adequacy of facilities
 - 1. strengths and weaknesses of existing facilities including:
 - a. quality of classrooms, laboratories, learning environments and faculty office space
 - b. future needs and institution's ability to accommodate future needs

- V. Summary and Recommendations for Change
 - A. Summary statement of the strengths and weaknesses of the program and an assessment of its overall quality
 - B. Determination of whether there is a continuing need and student demand for the program and whether the program is appropriate given the goals of the institution and the system
 - C. Goals for the next five years which are designed to promote program quality
 - D. Recommendations for program reductions or program discontinuation

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

**ACTION: First & Final Round Approval of Changes to Board Policy 4220;
Assessment; Policy and Procedures**

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
 4. Strengthen academic programs

Strategy:a. Assess student learning outcomes

The policy has been modified to address the student identity issue related to online courses and programs. The NSCS Chief Academic Officers developed a standard requiring students to participate in at least one proctored experience for every online course, which is reflected in the changes to the policy. The System Office recommends approval of the modifications to this policy. Attached is a copy of Board Policy 4220.

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

BOARD POLICY

Introduction

1. The Board of Trustees of the Nebraska State College System believes that an effective assessment system is essential because it promotes accountability, informing program development and review, assuring that students achieve established educational course and program goals, and providing evidence of institutional progress over time. In addition, an effective assessment system provides an effective review of its student support services.
2. In recognition of the importance of assessment, each college shall engage in a college-wide assessment system of student learning, program quality, and institutional effectiveness to enhance the quality and excellence of learning and teaching for students.
3. The assessment system in place at each college shall meet the requirements of the Higher Learning Commission of the North Central Association and any specialty accreditations held by the college in addition to requirements outlined in this policy.
4. An effective assessment system will rely on measures that are reliable, valid, and practical; incorporate a variety of direct and indirect measurements; use appropriate technologies; and exhibit the multiple roles of assessment.
 - a. Examples of direct measurements:
 1. Standardized tests used to assess general education, academic majors, and professional capstone courses
 2. Portfolios scored with rubrics
 3. Scored exhibitions and/or performances
 - b. Examples of indirect measurements:
 1. Interviews of students, alumni or focus groups
 2. Surveys of students, graduates, or employers
 3. Self-reported job placement data

5. The assessment system will include specific procedures related to online courses or programs that will ensure "...that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."¹ The Chief Academic Officers at each college will establish a distance learning assessment procedure that will include, at a minimum, a substantial culminating experience that is proctored.

Reporting Requirements

1. "The Chief Academic Officers at each college will submit an accountability report to the chancellor based on participation in a systematic process of assessment. This report will include a description of key assessment strategies, assessment data, and a description of changes that have been implemented as a result of assessment findings."
2. Annually, the Chancellor shall report to the Board the results of assessment measures as indicated on the 6 (six) year schedule developed by the Academic, Personnel and Student Affairs Committee.

¹[The Library of Congress. Section 495. Retrieved from the THOMAS Home search page on March 4, 2009 from the World Wide Web: http://Thomas.loc.gov](http://Thomas.loc.gov)

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2008

ACTION: First & Final Round Approval of Changes to Board Policy 5000; Equal Employment Opportunity/Affirmative Action Guidelines

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff
Strategy: Develop practices that foster a culture of inclusion, openness and collaboration among administrators, faculty, staff, and students

Priority: Financial Strength of the System
Goal: 3. Increase enrollment and retention
Strategy: b. Increase number of students in residential housing
e. Increase number of out-of-state students

The System Office recommends the policy modifications which reflect the required language related to affirmative action. The policy further identifies a contact person for each College. Attached is a copy of Board Policy 5000.

2.10.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5000 Equal Employment Opportunity/
Affirmative Action Guidelines**

Page 1 of 23

BOARD POLICY

~~Each institution of the Nebraska State College System shall ensure that no employment or educational policy is discriminatory on the basis of individual characteristics other than qualifications for employment, quality of performance of duties, and conduct in regard to their employment in accord with Board policies and rules and applicable law.~~

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. Each College has designated an individual to coordinate the Colleges' non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to one of the following Compliance Coordinators:

Ms. Kara Vogt
Chadron State College
1000 Main Street
Chadron, NE 69337
(308) 432-6345

Ms. Eulanda Cade
Peru State College
PO Box 10
Peru, NE 68421-0010
(402) 872-2230

Dr. Cheryl Waddington
Wayne State College
111 North Main Street
Wayne, NE 68787
(402) 375-7403

~~Recruitment, selection, employment, transfer, promotion, demotion, training and pay of all employees of the State College System shall be without regard to race, color, age, sex, religion, national origin, marital status, political affiliation, or disability.~~

~~The State College System and its institutions will take affirmative action in accordance with federal regulations to ensure that applicants are employed, and that employees are treated during employment, without regard to these factors. Merit will be the criterion by which qualifications for appointment, retention, or promotion are judged.~~

~~Included in this policy is the intent that the State Colleges and the System Office shall provide employment opportunities for qualified persons with disabilities, as the Board recognizes its responsibility to include people with disabilities within its broad affirmative action and non-discriminatory policies. The State Colleges shall take affirmative action to employ, advance in employment, and otherwise treat qualified persons with disabilities without discrimination. Recognizing that the nature of an affirmative action policy for disabled persons has a number of special requirements not normally associated with employment of other disadvantaged groups, the The State Colleges and System Office will make reasonable accommodations to the physical and mental limitations of for applicants and employees who experience disabilities, consistent with the qualifications required for the work to be performed, and with the effective operation of each unit in the State College System.~~

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5000 Equal Employment Opportunity/
Affirmative Action Guidelines**

Page ~~12~~ of ~~23~~

~~Each State College will strive to achieve realistic affirmative action employment goals.~~

PROCEDURE

~~The President of each State College shall:~~

- ~~1. Assign the responsibility for monitoring and implementing equal opportunity regulations to a designated person or persons and ensure that copies, posters, and bulletins of appropriate laws and regulations are readily available to interested persons; that special meetings or orientation sessions are conducted periodically for employees, recruiters, and supervisory personnel and organized under procedures developed by the EO/AA Officer assigned to inform employees of their rights and obligations under the State College EO/AA Guidelines.~~
- ~~2. Establish a grievance procedure to consider complaints or actions brought against the institution under any applicable regulation and make the availability of the procedure known to all constituencies.~~
- ~~3. Establish a notification procedure to ensure awareness of the institution's non-discrimination policy and of the designated person to whom complaints or inquiries should be referred.~~
- ~~4. Assign the responsibility for development of an affirmative action plan consistent with state and federal regulations and establish an appropriate time frame for completion and implementation.~~
- ~~5. Evaluate current educational and employment practices to determine if there has been any discrimination and, where discrimination is discovered, institute a plan of action to alleviate such effects.~~
- ~~6. Annually prepare a report analyzing their respective campuses' progress toward the Board's equal opportunity and affirmative action objectives.~~
- ~~7. Develop personnel policies and practices that will mobilize resources to focus on the problems of employment and promotion opportunities for women and minorities in areas of:

 - ~~1) recruitment;~~
 - ~~2) professional development and promotion;~~
 - ~~3) employee selection procedures;~~
 - ~~4) position qualifications;~~
 - ~~5) equal pay;~~
 - ~~6) employee benefits; and~~
 - ~~7) grievance procedures.~~~~
- ~~8. Develop administrative policies and procedures that will ensure compliance with equal opportunity and affirmative action obligations when dealing with external constituents such as advertisers, vendors, suppliers, contractors or subcontractors, and groups or organizations using campus facilities.~~

2.10.-4

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5000 Equal Employment Opportunity/
Affirmative Action Guidelines

Page 13 of 23

~~The Chancellor shall:~~

- ~~1. Provide technical assistance or information as appropriate within the constraints of staff availability.~~
- ~~2. Develop an affirmative action plan consistent with state and federal guidelines to cover employment practices in the System Office.~~
- ~~3. Maintain a copy of each State College's affirmative action plan, grievance procedure and notification procedure in the System Office.~~
- ~~4. Maintain records related to equal opportunity and provide periodic assessments of each colleges' affirmative action and equal opportunity efforts.~~

Policy Adopted: 8/9/80
Policy Revised: 9/18/87
Policy Revised: 6/5/93
Policy Revised: 6/2/06
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2008

ACTION: First & Final Round Approval of Changes to Board Policy 5001; Non-Discrimination and Citizenship Status

Priority: Financial Strength of the System
Goal: 3. Increase enrollment and retention
Strategy: b. Increase number of students in residential housing
e. Increase number of out-of-state students

The System Office recommends the policy modifications. The modifications reflect the required language related to Initiative 424, which also includes changing the name of the policy. The proposed policy name is Citizenship Status; Employment of Non-U.S. Citizens. Attached is a copy of Board Policy 5001.

2.11.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5001 Non-Discrimination and
Citizenship Status; Employment of Non-U.S.
Citizens

Page 1 of 1

BOARD POLICY

~~The Board is committed to offering equal employment and educational opportunities within the State College System. The Board prohibits discrimination against any employee, student, or applicant by reason of political or religious opinions or affiliations, race, color, religion, age, sex, national origin, marital status, or handicap in conformity with applicable laws.~~

~~All individuals within the State College System are asked to make their contribution to the principle of equal opportunity so that progress will reflect the Board's effort toward its objective.~~

~~The individual institution~~ Each College is responsible for ensuring that employment is offered only to those individuals who meet state and federal regulations for employment, including but not limited to such matters as compliance with the Immigration Reform and Control Act of 1986.

~~Non-citizens of the United States of America may be employed as faculty members with privileges of leave of absence and non-probationary status withheld until United States citizenship is achieved, but only in instances where their stay in the United States is less than the length of time required to achieve citizenship.~~

Each ~~institution~~ College is responsible for adhering to the Federal Immigration Reform and Control Act which requires verification of the employability status of all individuals hired.

Policy Adopted: 8/9/80
Policy Revised: 9/18/87
Policy Revised: 6/5/93
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2008

**ACTION: First & Final Round Approval of Changes to Board Policy 5102;
Performance Evaluation; Faculty**

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends the policy changes be approved as many policies outlining the terms of employment for faculty employees who are not included in the SCEA bargaining unit have been revised and consolidated into Board Policy 5102. The terms of employment for faculty employees included in the SCEA bargaining unit are included in the NSCS-SCEA Bargaining Agreement. The title of the revised policy is Faculty Employees Excluded from the SCEA Bargaining Unit. Attached is a copy of Board Policy 5102.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5102 **Performance Evaluation;**
Faculty Employees Excluded from the
SCEA Bargaining Unit

Page 1 of 91

BOARD POLICY

The terms and conditions of employment described in this policy apply to faculty employees who are excluded from the SCEA collective bargaining unit.

~~The State College Presidents are responsible for the evaluation of all faculty in their charge.~~

PROCEDURE

~~Proper and adequate procedures will be designed to ensure that those being evaluated are fully aware of the evaluation process, including:~~

- ~~a) purposes of evaluation (i.e., primarily improvement of performance and welfare);~~
- ~~b) the potential users of any evaluative data;~~
- ~~c) probable outcomes; and,~~
- ~~d) the means for review and evaluations.~~

~~The process shall ensure to the person being evaluated:~~

- ~~a) that secretive and anonymous materials are not included in the evaluation data, except for formal student evaluations;~~
- ~~b) access to all evaluation materials; and,~~
- ~~e) right to attach a written response.~~

~~There shall be an annual review of procedures. Non-tenured faculty personnel shall be formally evaluated annually; tenured faculty personnel shall be formally evaluated at least every three years. Non-academic professionals shall be evaluated on a regular basis.~~

~~An annual evaluation report will be made to the Board by each College President.~~

ABANDONMENT

Employees may be considered to have abandoned the job if absent from work for longer than two (2) scheduled work days without being on approved leave. Abandonment shall be considered as a voluntary resignation not in good standing.

BENEFITS *(see Board Policy 5500)*

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5102

**~~Performance Evaluation;~~
Faculty Employees Excluded from the
SCEA Bargaining Unit**

Page 21 of 91

The Board shall provide an opportunity for employees (employed at least .75 FTE full-time) to voluntarily participate in a flexible spending account, subject to provisions of IRS Code Section 125. Employees may choose to set aside an amount from their paychecks, which is not taxed, in a medical or dependent care account for payment of eligible expenses.

The Board shall make an Employee Assistance Program available for employees (employed at least .75 FTE full-time). The Board shall pay the annual flat rate as established by the program. Any other costs shall be borne by the employee. Records concerning an employee's treatment for alcoholism, drug or stress related problems shall remain separate from other personnel materials. All employee assistance records shall remain confidential.

DISCIPLINARY ACTION *(see Board Policy 5201)*

Employees may be terminated from employment prior to the expiration of the current employment appointment for adequate cause. The exercise of academic freedom or constitutionally guaranteed civil rights will not be used as a basis for termination of employment. The College shall adopt and promulgate rules of conduct for distribution to employees in the form of an employee handbook, including but not limited to grounds for disciplinary action.

A decision to terminate an employee for cause will be made by the President, after the employee has had an opportunity for a hearing before a committee established by the President. When considering a termination for cause, the President or designee shall prepare a formal statement of charges, framed with reasonable particularity, and setting forth the grounds for termination. Said statement of charges shall be provided to the employee.

Within twenty (20) calendar days of the receipt of the charges, the employee may submit a written response to the President and shall indicate whether he or she desires a hearing before the committee. If no written response is received, or if a hearing is not requested within the specified time, such failure constitutes the waiver of the right to a hearing.

If the employee requests a hearing, the committee shall set the date and time for that hearing as soon as possible in order to permit the parties to reasonably prepare for the hearing.

During the hearing, the employee may bring an advisor and/or counsel at his or her own expense to the proceedings. A video recording of the hearing will be made, and upon request, a copy will be made available to the employee at his or her own cost. The employee will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. The employee and the College will have the right to confront and cross-examine all adverse witnesses.

The committee shall prepare a written statement of findings of fact and recommendation, which shall be delivered to the employee and the President, and the Chancellor, within ten days following conclusion of the hearing. The findings of fact shall be based on a preponderance of the evidence in the record

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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considered as a whole, as determined by a majority of the committee. The President shall review and consider the committee recommendation's prior to making a decision regarding the termination of employment.

If the employee is not satisfied with the decision of the President the employee may make a written request to the Chancellor within ten (10) working days of the receipt of the President's decision. The Chancellor shall render a written decision regarding the dismissal within twenty (20) working days. The decision of the Chancellor, on behalf of the Employer, will be final. The dismissed employee may only seek additional recourse under available state and federal law.

An employee recommended for dismissal for cause shall continue to be an employee until the appeal Procedure, up to and including the Chancellor, has been exhausted or until the employee has failed to advance his or her appeal in a timely fashion. The President may, at his or her discretion, suspend or reassign the employee to other professional duties with pay while a dismissal recommendation is pending.

GRIEVANCE PROCEDURE *(see Board Policy 5300 and 5301)*

The grievance and arbitration procedure as set forth herein is designed to provide a prompt and efficient method for the resolution of grievances. The grievance procedure hereinafter set forth shall be the exclusive method for resolving grievances. Time limits provided herein should be adhered to unless modifications are agreed to in writing by the parties to the grievance.

A grievance is defined to be a dispute filed by an employee concerning the interpretation or application of policies, or other terms and conditions of employment, and filed in accordance with the terms of this policy.

Informal Grievance. Prior to the filing of a formal grievance hereunder, an employee shall discuss his or her dispute with the appropriate Dean or the administrator who made the decision at issue in an attempt to resolve the dispute.

Formal Grievance. In reducing a grievance to writing, the following information must be stated with reasonable clarity: the exact nature of the grievance; the act or acts of commission or omission; the dates of the act or acts; the identity of the party or parties alleged to have caused the grievance; the specific policies that are alleged to have been violated; and the remedy that is sought.

Procedure. A formal grievance shall be processed in the following manner:

a) Step 1. A formal grievance shall be filed in writing with the Academic Vice President within twenty (20) working days following the act or omission giving rise thereto, or the date on which the grievance knew, or reasonably should have known, of such act or omission if the date is later.

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The Academic Vice President has ten (10) working days after receipt of the grievance, or any extension provided for herein, to review the grievance. The Academic Vice President shall issue a determination in writing to the grievant within the ten (10) working day period. If the written determination refers to documents, copies of such documents shall be attached.

Upon the written request of either party to the other, an additional ten (10) working days extension shall be granted during which period efforts to resolve the grievance shall be made.

b) Step 2. The grievant shall have five (5) working days from receipt of the Academic Vice President's determination to appeal by filing the grievance and all prior responses with the President.

Within ten (10) working days of receipt of the grievance appeal, the President shall submit the grievance to a "Grievance Advisory Committee" established by the President. The Grievance Advisory Committee shall hold a hearing within ten (10) working days after receipt of the grievance and shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The grievant shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant argument or evidence. The grievant shall also have the right to assistance by counsel at the grievant's expense. The committee following its own procedures shall submit a complete audio and video record of the hearing, copies of all exhibits, and the committee's findings and recommendations to the President and grievant within ten (10) working days following the hearing. Any party who wishes to use a court reporter to take a verbatim transcript may do so at their own expense.

The President shall issue a written decision to the grievant within five (5) working days following receipt of the recommendation of the Grievance Advisory Committee.

c) Step 3. The grievant shall have ten (10) working days from receipt of the President's decision to appeal that decision to the Chancellor. A copy of the grievance and all prior written recommendations and responses is to be provided. The Chancellor shall review and notify the grievant of his or her final decision within fifteen (15) working days.

There shall be no reprisals taken against an employee for the filing of a grievance or participating as a witness in a grievance hearing.

LAYOFFS

The President, or Chancellor, as appropriate, decides when a layoff is necessary, and which employees and positions will be affected. Layoffs may be determined necessary because of budget adjustments or reallocations, a modification of position workloads, or elimination of or change in scope of institutional services, or as the result of any other job-related management decision. Employees shall receive written layoff notices at least ninety (90) calendar days in advance.

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LEAVE (see Board Policy 5600, 5606, 5607, 5611, 5612)

Bereavement Leave. Employees shall be granted leaves of absence without loss of salary for up to five (5) days during each academic year in the event of a death in the immediate family. Immediate family shall be defined as spouse, children, stepchildren, grandchildren, adopted children or wards, parents, brothers, sisters, grandparents, or someone who bears a similar relationship to spouse of employee. Such leave must be approved through the usual leave practices or procedures.

Civil Duty Leave. An absence with pay will be granted an employee for jury service during the actual period of service, and the employee will retain fees paid him or her as a juror; provided that the employee calls his or her supervisor to determine whether he or she should report for work upon being released from jury duty on any day prior to the end of his or her regular shift.

Absence with pay may be granted for an employee who is subpoenaed as a witness during the actual period of such service; provided that the absence is limited to that period the employee is actually compelled to be present at court, having made reasonable efforts to arrange with the subpoenaing party that the attendance would be so limited.

If an employee is appointed as a clerk, election inspector, or judge on an election or counting board, the employee shall be granted an absence with pay during the time when the employee's physical presence is required by the court or the board. The employee shall retain all fees paid for their civil service.

Crisis Leave Sharing Program.

Employees may contribute one (1) day of accrued sick leave per calendar year to benefit another employee at the same College who is suffering from a catastrophic illness. Sick leave shall be donated in no less than a one (1) day increment. Hours donated, but not used, will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College.

The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety days (90) in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay. The crisis leave-sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

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Family and Medical Leave

Employees with one (1) year of service and who have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period shall be entitled, in accordance with federal regulations under the Family and Medical Leave Act (FMLA) to take up to twelve (12) work weeks of unpaid family and medical leave during any twelve (12) month period for reasons related to family and medical needs. Eligible employees, may use FMLA leave:

- a) for the birth of a child, or the placement of a child for adoption or for foster care;
- b) to care for a spouse, children, parents, or persons bearing the same relationship to the employee's spouse with a serious health condition;
- c) for the employee's own serious health condition; or,
- d) for any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of any impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Note: "Children" shall mean a biological, adopted or foster child, a step-child or legal ward.
A serious health condition is defined to include:

- a) an illness, injury, impairment, or physical or mental condition that involves either inpatient care, meaning an overnight stay in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider for three (3) or more consecutive days;
- b) any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., morning sickness);
- c) any period of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., an asthma attack);
- d) any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days if untreated, e.g., cancer (chemotherapy), kidney disease (dialysis).

Sick leave may be used at the election of the employee during family and medical leave. Although employees may retain accrued, unused sick leave, such leave shall not accrue while on FMLA leave. Requests for family and medical leave must be submitted to the Dean and Human Resource Director for approval. Appropriate medical certification or documentation may be required.

To the extent possible, thirty (30) days notice will be given by the employee, and where possible, an effort will be made, in the case of an employee, to begin and end the leave to coincide with the beginning of academic semesters.

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The Board agrees to continue to pay its portion of insurance premiums during the term of FMLA leave. In the event both parents are eligible under this policy, the couple shall be entitled to a combined total of twelve (12) work weeks of leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

An employee who is a spouse, child, parent or next of kin (nearest blood relative) to a member of the Armed Forces who is being treated for, recuperating from, or is on the temporary disability retired list due to a serious injury or illness, is entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to provide care for the service member as provided by the Family and Medical Leave Act as amended by the National Defense Authorization Act for FY 2008.

Inclement Weather/College Closure Leave. When inclement weather causes College classes to be canceled, all employees, other than those required to report to work to provide emergency or other essential services, will be entitled to take Inclement Weather Leave. Such leave does not require the prior approval of the employee's supervisor. When the President declares the College closed, absences will not be charged against employee leave balances. The Chancellor is authorized to make inclement weather leave decisions for employees located in the NSCS Office.

Leave of Absence

Employees who have been employed at the College for three (3) consecutive years shall be eligible to apply for a leave of absence for the purpose of research, education, travel, work at other institutions, or private business organizations, or engaging in other activities which will improve the employee professionally and be of benefit to the College. Such leave of absence is without pay. However, if the leave of absence is at the request of the President, and the employee has been employed at the College for four (4) consecutive years, such leave may be compensated with one-half (1/2) pay for one (1) academic year, full pay for one (1) semester, or a lesser amount by mutual agreement of the employee and the President.

The recipient of a paid leave of absence may, at the discretion of the President, be required to return to the College for a period of one (1) year or to immediately repay the salary and cost of benefits received while on the leave of absence.

Requests for leave of absence must be submitted according to a deadline established by the Academic Vice President, but no later than December 1 of the year preceding the year for which the leave is requested. Requests for a leave of absence without pay may be requested after the December 1 deadline if there are extenuating circumstances, such as receipt of a Fulbright award. Such leaves are limited to one (1) year but leave without pay may be extended one additional year by mutual agreement. Requests for extension must be received by February 1. Granting leaves of absence is at the discretion of the President, and is a non-grievable matter. Time on leave without pay does not count toward time requirements for tenure or rank promotion unless mutually agreed upon in writing by the employee and the President at the time of leave approval.

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Employees on a paid leave of absence will continue to receive the proportionate share of the Board's contribution for applicable insurance and retirement plans. The remaining portion will be paid by the employee.

Employees on an unpaid leave of absence may contribute to the retirement plan and participate in applicable insurance programs at his or her own expense.

Within ninety (90) days following return from a leave of absence, the employee shall submit to the Academic Vice President a written report summarizing the activities and results of the leave.

Sick Leave

Paid sick leave for full-time employees (1.0 FTE) shall accrue at the rate of twelve (12) days per academic year. Sick leave accrual shall begin the first day of the first complete calendar month of employment, and unused sick leave may be accumulated up to and including one hundred-eighty (180) working days. Supervisors may require documentation to substantiate the legitimate use of sick leave. Sick leave is not intended as any earned time off with pay, and will not be granted as such. Unused sick leave will not be paid out at the end of employment.

Reasons to Utilize Sick Leave. Sick leave may be taken for absences made necessary by reason of illness, injury, medical appointments or disability (including temporary illnesses caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery), by exposure to contagious disease which may endanger the employee or public health, or by reason of the illness of a family member who resides in the employee's household.

Up to ten (10) days of earned but unused sick leave in an academic year may also be taken by reason of the serious illness of a family member who does not reside with the employee. Family member shall be defined to include the spouse, child, stepchild, legal ward, parent, or persons bearing the same relationship to the faculty member's spouse. Serious illness shall mean a disabling physical or mental illness which requires in-patient care in a hospital, nursing home, or hospice, or significant in-home care.

Up to five (5) days of earned but unused sick leave in an academic year may also be taken for the placement of a child with the employee for adoption or for foster care. A reasonable extension may be requested which shall not unreasonably be denied.

PERFORMANCE EVALUATION *(see Board Policy 5102)*

The President is responsible for determining how and when the performance of employees will be evaluated at the College. The Chancellor is responsible for determining how and when the performance of employees will be evaluated in the NSCS Office.

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The purpose of performance evaluations is to promote high levels of achievement; measure, maintain and improve performance; and, provide opportunities for discussion and planning of goals and objectives. Employees will be allowed to participate in the evaluation process and shall be informed of the criteria used to evaluate performance.

TUITION PROGRAMS *(see Board Policy 5510 & 5511)*

A sixty-seven percent (67%) tuition remission shall be available for the employee's immediate family (spouse and dependent children) members on a space available basis. If at any time the NSCS combines tuition and fee costs into a single tuition charge, an amount equal to the previously applicable fee schedule will remain the responsibility of the student. This tuition remission program is not available for correspondence courses or online courses for non-spouses unless the employee's dependent is a student currently enrolled in a minimum of two (2) on campus courses.

Employees shall be eligible to enroll in credit courses for one dollar (\$1.00) per course plus applicable course related fees, such as lab, materials, etc., which are normally added above tuition. Enrollment under this tuition waiver program will be limited to one course per term on a space available basis and such enrollment will not be counted toward minimums necessary for a course to be offered.

An employee may not enroll in the tuition remission and tuition waiver courses simultaneously the same semester.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

**ACTION: First & Final Round Approval of Changes to Board Policy 5103;
Performance Evaluation; Professional Staff**

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends the policy changes be approved as many policies outlining the terms of employment for professional staff employees who are not included in the NSCPA bargaining unit have been revised and consolidated into Board Policy 5103. The proposed title for the policy is Professional Staff Employees Excluded from the NSCPA Bargaining Unit. The terms of employment for professional staff employees included in the NSCPA bargaining unit are included in the NSCS-NSCPA Bargaining Agreement. Attached is a copy of Board Policy 5103.

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The terms and conditions of employment described in this policy apply to full-time and part-time professional staff employees who are excluded from the NSCPA collective bargaining unit. This policy does not apply to temporary employees or student employees.

~~The Chancellor of the Nebraska State College System or President, as appropriate, is directed to see that every full-time Professional Staff member receives a written performance appraisal for the academic/fiscal year and that such appraisal is discussed between the appraised employee and his or her superior.~~

~~Promotions and salary increases shall be based substantially on the growth and performance of professional personnel while making due allowance for length of service.~~

~~A performance report for newly hired professional staff persons will be prepared by the employee's immediate supervisor at the end of the first year of continuous employment and prior to recommendations for continued employment thereafter. Each performance evaluation must be conducted by the employee's immediate supervisor and must be reviewed and approved by the evaluator's supervisor prior to discussion with the employee.~~

~~Performance evaluations must be reviewed and acknowledged by each employee. Acknowledgment signifies only that the employee has reviewed and discussed the performance evaluation. Each employee shall receive a copy of his or her performance evaluation and an opportunity to comment or rebut any performance assessment. A copy of each performance evaluation and any rebuttal or comment submitted shall be included in the employee's personnel file.~~

~~Campus Presidents, in consultation with faculty, staff, and administrators, are to develop the criteria and format to be used for the appraisals.~~

~~The annual evaluation of System Office personnel has been and will remain the sole responsibility of the Board and Chancellor.~~

ABANDONMENT *(see Board Policy 5206)*

Employees may be considered to have abandoned the job if absent from work for longer than two (2) work days without being on approved leave. Abandonment shall be considered as a voluntary resignation not in good standing.

BENEFITS *(see Board Policy 5500)*

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to individuals who are employed on a continuing basis in a budgeted position (employed at least .75 FTE full-time). Eligible employees shall be advised of specific details of such coverages and a

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summary of benefits at the time of hire and of any subsequent changes in coverage. Employees employed less than .75 FTE are not eligible for group medical, dental, vision, life or long-term disability coverages.

The Board shall provide an opportunity for employees (employed at least .75 FTE full-time) to voluntarily participate in a flexible spending account, subject to provisions of IRS Code Section 125. Employees may choose to set aside an amount from their paychecks, which is not taxed, in a medical or dependent care account for payment of eligible expenses.

The Board shall make an Employee Assistance Program available for employees (employed at least .75 FTE full-time). The Board shall pay the annual flat rate as established by the program. Any other costs shall be borne by the employee. Records concerning an employee's treatment for alcoholism, drug or stress related problems shall remain separate from other personnel materials. All employee assistance records shall remain confidential.

CORRECTIVE AND DISCIPLINARY ACTION (see Board Policy 5302)

The Colleges shall adopt and promulgate rules of conduct for distribution to employees in the form of an employee handbook, including, but not limited to grounds for disciplinary action. The same rules of conduct and disciplinary grounds shall apply to employees located in the NSCS Office.

The right to exercise discipline for just cause is vested exclusively in the Board; provided that an employee who has been disciplined will be advised of the reason or reasons for such action. The level of discipline imposed shall be based on the nature and severity of the infraction. Disciplinary action challenged by the employee as not in conformance with this policy, may be grieved.

Investigatory Suspension. An employee who is under investigation for, or charged with, criminal activity or who is alleged to have committed an offense which threatens the safety or health of another person, or is alleged to have committed an offense of sufficient magnitude that the consequence causes disruption of work, may be suspended with pay, at the discretion of the President or Chancellor until such time as it is possible to determine if disciplinary action should be taken.

Verbal Counseling. Verbal counseling is an informal level of corrective action. Verbal counseling is not disciplinary action. Verbal counseling is not grievable. It is a warning given by an immediate supervisor in conference with an employee in which the matter is discussed with the employee. The employee will be advised what action is expected of him or her to correct the problem.

Predisciplinary Notice. Prior to imposing discipline, employees are entitled to notice of the allegations against them which will identify the nature of the offense, the rule, policy, or performance standard violated and include an explanation of the evidence against them. The notice will include a description of the incident(s) involved and date(s) of occurrence as applicable.

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Employee Opportunity to Respond. Prior to imposing discipline the employee will additionally be entitled to an opportunity to respond to the allegations, present mitigating evidence, or present reasons why disciplinary action should not be taken.

Notice of Disciplinary Action. An employee will be notified in writing whenever any disciplinary action is taken against him or her. The employee must acknowledge receipt by signing the written disciplinary notice. The employee's signature does not constitute agreement with the content of the notice. If the employee refuses to sign, the supervisor and a witness will sign a notation of the employee's refusal on the notice. A copy of the written disciplinary notice will be placed in the employee's personnel file.

Types of Disciplinary Action.

Written Warning. Written warnings consist of a discussion between the employee and the supervisor in which the supervisor explains in detail the reasons for the warning and then provides a written disciplinary notice to the employee of the action required to correct the unsatisfactory performance with applicable time requirements. Written reprimands will include a place for supervisors to note in writing when unsatisfactory performance issues have been resolved. Employees will receive a copy of this written note.

Disciplinary Probation. A disciplinary probation may be imposed by the appropriate Vice President or designee for a period of up to six (6) months, but may be extended during which time the employee's performance must improve. A corrective action plan including improvement standards and time frames shall be included in the written disciplinary notice. In the NSCS Office, disciplinary probations may be imposed by the Chancellor.

- i) Employees on disciplinary probation shall not be granted pay increases.
- ii) Employees granted leave while serving disciplinary probation may have their probation period extended by the number of days absent on leave.
- iii) Employees may be removed from disciplinary probation by a written notice of the appropriate Vice President, designee or Chancellor.

Disciplinary Suspension Without Pay. A period of suspension imposed by the President shall be without pay and shall not exceed twenty (20) working days. The disciplinary notice informing the employee of suspension shall be dated and include the reason for the suspension and the number of days of the suspension. In the NSCS Office, disciplinary suspensions may be imposed by the Chancellor.

- i) The employee's service date shall be adjusted by the number of calendar days absent during a suspension.

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- ii) Employees on suspension shall not be granted paid leave during the suspension period.

Demotion. A President may transfer an employee to a position of lesser responsibility as a disciplinary action. Upon transfer, a President shall place the employee in the new position at an appropriate, reduced salary. In the NSCS Office, demotions may be imposed by the Chancellor.

Dismissal. Dismissal is removal from employment for failure to respond to previous disciplinary actions or when extreme circumstances render any preceding steps unnecessary or inappropriate. Employees may be dismissed for cause prior to the expiration of his or her current appointment term.

Upon receipt of a supervisor's and/or Vice President's recommendation to dismiss an employee, the President shall inform the employee, in writing, of a time at which the employee may present to the President or designee, any additional facts, material, or evidence regarding the employee's potential dismissal. Failure by the employee to appear shall constitute a waiver by the employee of the aforementioned meeting. The employee may be represented by a third party at the meeting, but the time, date, or place of said meeting shall not be postponed or rescheduled because the representative of the employee is unable to attend unless both the President and the employee mutually agree to another time, date, and/or place.

Within five (5) work days following the scheduled date of the meeting, the President shall provide the employee a copy of his or her recommendations regarding the dismissal. The five (5) day period may be extended upon agreement between the President and the employee. A copy of the President's recommendation shall be forwarded to the employee and the Chancellor. If the President recommends that the employee be dismissed, the written notice shall inform the employee that he or she may request a hearing before an advisory committee by submitting a written request to the President within ten (10) work days of receipt of the notice. If the employee submits a written request for a hearing the President shall refer the proposed dismissal to an advisory committee for a hearing and recommendation. The committee members will be appointed by the President.

The committee will then establish the date, time and place for the hearing and so inform the employee and the President. The committee shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The committee will arrange for the hearing to be videotaped. The employee shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant evidence with respect to the statement of reasons for dismissal. The employee shall also have the right to be represented by an attorney at the employee's expense. Any party who wishes to use a court reporter to take a verbatim transcript may do so at party's own expense. The committee shall adopt rules to be followed which ensure substantive and procedural due process including prior notice of witnesses to be

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called and documents to be offered in evidence at the hearing, no documents or witnesses not so listed shall be heard, except for the purpose of rebutting oral testimony of the other party or for other justifiable cause found to exist by the committee, and may admit probative evidence as well as exclude incompetent or repetitive evidence, as well as the procedures for compelling witnesses employed at the College to appear.

The hearing shall be conducted within twenty (20) working days of the request for a hearing. The committee shall render its written recommendation along with a video tape of the hearing to the employee and the President within ten (10) working days after the hearing is closed.

Within ten (10) working days after receiving the recommendation from the committee, the President shall render a decision in writing to the employee and committee. If the President rejects the recommendations of the committee, the President shall state reasons for doing so, in writing, to the committee and the employee. The committee shall have the opportunity within five (5) working days to provide a response for the record.

If the employee is not satisfied with the decision of the President the employee may make a written request to the Chancellor within ten (10) working days of the receipt of the President's decision. The Chancellor shall render a written decision regarding the dismissal within twenty (20) working days. The decision of the Chancellor, on behalf of the Employer, will be final.

An employee recommended for dismissal for cause shall continue to be an employee until the appeal procedure up to and including the Chancellor only has been exhausted or until the employee has failed to advance his or her appeal in a timely fashion. The President may, at his or her discretion, suspend or reassign the employee to other professional duties with pay during the appeal procedure.

If the Chancellor recommends dismissal for an employee in the NSCS Office, the employee may request a hearing before a hearing officer by submitting a written request to the Board Chair within ten (10) work days of receipt of the notice. If the employee submits a written request for a hearing the Board shall appoint a hearing officer to conduct a hearing and submit findings of facts and recommendations to the Board for a vote on the dismissal decision. The Board's decision will be final.

GRIEVANCE PROCEDURE (see Board Policy 5303)

All regularly employed full-time employees (at least .75 FTE) have grievance rights. Applicants, temporary employees, part-time employees (less than .75 FTE) and employees located in the NSCS Office do not have grievance rights under this policy.

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Employees who are aggrieved as a result of administrative or management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Board, College rules and regulations may grieve such actions. Presidents and the Chancellor, as appropriate, shall ensure that every possible effort is made to resolve grievances at the College and NSCS Office levels.

The Board has final authority to determine whether or not an issue is grievable, and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal. The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters: performance evaluations; employment appointments including promotions to positions; leave of absence decisions; salary allocations; and, position classification.

Prior to filing a formal grievance, an employee shall discuss the matter with the immediate supervisor or the administrator who made the decision at issue in an attempt to resolve the dispute.

Steps. A formal grievance will be processed in the following manner:

Step 1- A formal grievance shall be filed in writing with the Human Resource Director within twenty (20) working days following the act or omission giving rise thereto, or the date on which the grievant knew, or reasonably should have known, of such act or omission if the date is later. The Human Resource Director and appropriate Vice President have ten (10) working days after receipt of the grievance, or any extension provided for herein, to review the matter. The Vice President shall issue a determination in writing to the employee within the ten (10) working day period.

Step 2- The employee shall have five (5) working days from receipt of the Vice President's decision to appeal that decision to the President, by filing the written grievance form and all prior written responses with the President. At the employee's request, the President will conduct a conference with the employee in an attempt to resolve the grievance. Within ten (10) working days of receipt of the written grievance form and all prior written responses, the President will render a written decision to the employee.

Step 3. The employee may appeal the President's decision to the Chancellor, within ten (10) working days of the receipt of the written response in Step 2 by filing the written grievance form and all prior written responses with the Chancellor.

The Chancellor shall notify the employee of his or her final decision, within twenty (20) working days after receipt of the written grievance form, all prior written responses and any additional information the employee wishes to have considered.

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LAYOFFS *(see Board Policy 5206 and 2009-2011 NSCPA Agreement- Section 17.3)*

The President, or Chancellor, as appropriate, decides when a layoff is necessary, and which employees and positions will be affected. Layoffs may be determined necessary because of budget adjustments or reallocations, a modification of position workloads, or elimination of or change in scope of institutional services, or as the result of any other job-related management decision.

Employees shall receive written layoff notices at least ninety (90) calendar days in advance.

LEAVE *(see Board Policy 5600, 5602, 5604, 5606, 5607, 5611, 5612 and 2009-2011 NSCPA Agreement- Article 14)*

Bereavement Leave. At the discretion of the immediate supervisor, up to six (6) days of paid bereavement leave, per fiscal year, may be granted to employees for death in the immediate family. Immediate family as used in this section shall mean spouse, parent, grandparent, sibling, child, stepchild, legal ward, grandchild, a spouse of any of these, or someone who bears a similar relationship to the spouse of the employee each year. For persons not of the immediate family, up to one (1) day of bereavement leave each year may be granted at the discretion of the immediate supervisor. No employee shall be unreasonably denied the use of vacation leave when such additional time is required to settle personal matters related to a death in the immediate family.

Civil Duty Leave. An absence with pay will be granted an employee for jury service during the actual period of service, and the employee will retain fees paid him or her as a juror; provided that the employee calls his or her supervisor to determine whether he or she should report for work upon being released from jury duty on any day prior to the end of his or her regular shift.

Absence with pay may be granted for an employee who is subpoenaed as a witness during the actual period of such service; provided that the absence is limited to that period the employee is actually compelled to be present at court, having made reasonable efforts to arrange with the subpoenaing party that the attendance would be so limited.

If an employee is appointed as a clerk, election inspector, or judge on an election or counting board, the employee shall be granted an absence with pay during the time when the employee's physical presence is required by the court or the board. The employee shall retain all fees paid for their civil service.

Crisis Leave Sharing Program. Employees may contribute accrued vacation leave hours to benefit another employee at the same College who is suffering from a catastrophic illness. Vacation leave may be donated in no less than one (1) day increments. Hours donated but not used will be maintained in a crisis leave sharing pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College.

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The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay.

The crisis leave sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

Employees located in the NSCS Office may contribute vacation leave to benefit another employee in the NSCS Office under the same terms and conditions listed above.

Family and Medical Leave

Eligibility. Employees with one (1) year service and who have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period will be entitled to take up to twelve (12) work weeks of unpaid family leave during any twelve (12) month period for reasons related to family and medical needs. Eligible employees, male or female, may use family and medical leave:

- 1) for the birth of a child, or the placement of a child with the employee for adoption or for foster care (leave for birth and care, or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement);
- 2) to care for a spouse, child, parents, or persons bearing the same relationship to the employee's spouse with a serious health condition;
- 3) for the employee's own serious health condition;

Note: "Child" shall mean biological, adopted or foster child, a stepchild, a legal ward, or child of a person standing in loco parentis

Serious Health Condition. A serious health condition is defined to include:

- 1) An illness, injury, impairment, or physical or mental condition that involves either inpatient care, meaning an overnight stay in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider for three (3) or more consecutive days.
- 2) Any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., morning sickness).

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3) Any period of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., an asthma attack).

4) any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days if unrelated, e.g., cancer (chemotherapy), kidney disease, (dialysis).

Use of Paid Leave. Sick or vacation leave may be used at the election of the employee during family and medical leave. Although employees may retain accrued, unused vacation and sick leave, such leave shall not accrue while on family and medical leave.

Requests. Requests for family and medical leave must be submitted to the Human Resource Director for approval. Appropriate medical certification or documentation may be required. Requests in the NSCS Office should be submitted to the Chancellor. To the extent possible, thirty (30) days notice will be given by the employee.

Insurance Contributions. The Board agrees to continue to pay its portion of insurance premiums during the term of any family and medical leave.

Limitation. In the event two employees are both eligible under this policy, the couple shall be entitled to a combined total of twelve (12) work weeks of leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

According to the terms of the Family Military Leave Act (Neb. Rev. Stat. §§55-501 to 507), an eligible employee who is the spouse or parent of a person called to military service lasting one hundred seventy nine (179) days or longer with the state or United States pursuant to the orders of the Governor or the President shall receive up to thirty (30) work days of unpaid leave. An eligible employee must have been employed for at least one thousand two hundred fifty (1,250) hours during a twelve (12) month period immediately preceding the commencement of leave.

The employee shall give at least fourteen (14) days notice of the intended date upon which the family military leave will commence, if leave will consist of five (5) or more consecutive work days. Employees taking family military leave for less than five (5) consecutive days shall give as much advanced notice as is practicable. The employee shall consult with his or her supervisor to schedule the leave so as not to unduly disrupt College operations. Certification may be requested from the proper military authority to verify the employee's eligibility for the family military leave requested. For benefit purposes, employees taking Family Military Leave will be treated the same as other employees taking unpaid Family and Medical Leave.

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National Defense Authorization Act. An employee who is a spouse, child, parent or next of kin (nearest blood relative) to a member of the Armed Forces who is being treated for, recuperating from or is on the temporary disability retired list due to a serious injury or illness is entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to provide care for the service member as provided by the Family and Medical Leave Act as amended by the National Defense Authorization Act for FY 2008.

Inclement Weather/College Closure Leave. When inclement weather causes College classes to be canceled, all employees, other than those required to report to work to provide emergency or other essential services, will be entitled to take Inclement Weather Leave. Such leave does not require the prior approval of the employee's supervisor. Time spent on Inclement Weather Leave will be charged against the employee's vacation leave balance or time can be made up within thirty (30) working days at the request of the employee, which request shall not unreasonably be denied. When the President declares the College closed, absences will not be charged against employee leave balances. Employees required to report to work to provide emergency or other essential services as determined by the President will be allowed comparable time off on an alternate date mutually agreed upon by the supervisor and the employee. The Chancellor is authorized to make inclement weather leave decisions for employees located in the NSCS Office.

Leave of Absence. Employees who have been employed for three (3) consecutive years, shall be eligible to apply for a leave of absence for the purpose of research, education, travel, work at other institutions, or private business organizations, or engaging in other activities which will improve the employee professionally and be of benefit to the Board. Granting leaves of absence is discretionary and is a non-grievable matter. Such leave of absence is without pay. However, if the leave of absence is at the request of the President or Chancellor and the employee has been employed for four (4) consecutive years such leave may be compensated with half (1/2) pay for one (1) academic year, full pay for one (1) semester or a lesser amount by mutual agreement.

A recipient of a paid leave of absence may be required to return to employment for a period of one (1) year or to immediately repay the salary and cost of benefits received while on the leave of absence, at the discretion of the President or Chancellor.

Employees will continue to receive the proportionate share of the Board's contribution for applicable insurance and retirement plans. The remaining portion will be paid by the employee. Employees on unpaid leave of absence may contribute to the retirement plan and participate in the insurance programs at their own expense.

Within ninety (90) days following the employees return from the leave of absence, the employee shall submit to the President or Chancellor a written report summarizing the activities and results of the leave.

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Sick Leave

Employees shall be allowed sick leave with pay. Medical documentation to substantiate the use of sick leave may be required by supervisors.

Sick leave shall accrue at the rate of one (1) day per calendar month of consecutive service during the first five (5) years of service for full-time employees (1.0 FTE). Part-time employees (less than 1.0 FTE) shall earn sick leave on a prorated basis. Employees have completed six (6) or more years of consecutive service shall accrue sick leave according to the following schedule:

| | |
|-----------------------------|---------------------------|
| <u>1st through 5th year</u> | <u>1.0 day per month</u> |
| <u>6th year</u> | <u>1.1 days per month</u> |
| <u>7th year</u> | <u>1.2 days per month</u> |
| <u>8th year</u> | <u>1.3 days per month</u> |
| <u>9th year</u> | <u>1.4 days per month</u> |
| <u>10th year/thereafter</u> | <u>1.5 days per month</u> |

Accrual of sick leave shall begin the first day of the first complete calendar month of employment, and unused sick leave may be accumulated up to and including one hundred eighty (180) days [one thousand four hundred forty (1,440) hours]. At no time will an employee be allowed to accrue sick leave hours in excess of the one thousand four hundred forty (1,440) hours [or one hundred eighty (180) day] accumulation limit.

Sick pay is available with the realization that an employee may become ill or injured to the extent of being unable to work. Sick leave may be taken for absences made necessary by reason of illness, injury, or disability, including temporary illnesses covered by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, by exposure to dangerous disease which may endanger the employee or public health, medical appointments, or by illness in the immediate family making it necessary that the employee be absent from his or her duties. The term "immediate family" as used in this section shall be defined to include the spouse, children (adopted, foster, step, biological, or legal ward), grandchildren, siblings, parents, grandparents, or parents of the spouse. It is not intended as any earned time off with pay, and shall not be granted as such. Employees shall not be compensated for unused sick leave upon separation of employment except in cases of retirement and death as provided below.

The President may advance sick leave to employees in an amount not to exceed a total of forty (40) hours. Sick leave earned thereafter will be applied toward the negative sick leave account balance until the amount advanced is fully reimbursed. Upon separation from employment, employees who have been advanced sick leave and have not repaid it, shall reimburse the Board for all advanced and unreimbursed sick leave. The Board is authorized to deduct such amount from the final pay. The Chancellor may advance sick leave to employees located in the NSCS Office.

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Should an employee become ill or disabled and require hospitalization while on vacation, vacation leave shall be changed to sick leave, effective the date of hospitalization, upon request to the immediate supervisor. Documentation regarding the hospitalization may be requested.

An employee who is eligible for retirement in the NSCS will, upon separation of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of the employee, his or her beneficiary will be paid one-fourth (1/4) of his or her accumulated, unused sick leave, with the rate of payment based upon the employee's regular pay at the time of death.

Return to Employment Within One Year. Employees who have separated employment and who return to employment within one (1) year from the date of such separation shall have service for sick leave reinstated at the level established prior to the separation, unless they received the one-fourth (1/4) retirement payment. Employees who have been dismissed for disciplinary reasons shall not have service for sick leave reinstated.

Transfer Employees. An employee who is transferred within the NSCS shall have his or her accrued sick leave transferred.

Vacation Leave

Full time employees (1.0 FTE) shall accrue three (3) weeks' vacation with pay, which consists of fifteen (15) working days. Part-time employees (less than 1.0 FTE) shall earn vacation leave on a prorated basis. The basis for computation is the accrual of 1.25 vacation days per month of employment. Accrual of vacation leave shall begin the first day of the first complete calendar month of employment. Following the fifth (5th) year of continuous employment, the following accrual schedule shall be followed:

| | |
|----------------------------------|----------------|
| <u>1st year through 5th year</u> | <u>15 days</u> |
| <u>6th year</u> | <u>16 days</u> |
| <u>7th year</u> | <u>17 days</u> |
| <u>8th year</u> | <u>18 days</u> |
| <u>9th year</u> | <u>19 days</u> |
| <u>10th year/thereafter</u> | <u>20 days</u> |

At no time will an employee be allowed to accrue vacation leave hours in excess of the two hundred eighty (280) hours [or thirty-five (35) days] accumulation limit.

The President may advance vacation leave to an employee in an amount not to exceed a total of forty (40) hours. Vacation time earned thereafter will be applied to the negative vacation balance until the advanced amount has been fully reimbursed. Upon separation from employment, employees who have

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been advanced vacation leave shall reimburse the Board for all advanced and unreimbursed vacation leave. The Board is authorized to deduct such amount from the final pay. The Chancellor may advance vacation leave to employees located in the NSCS Office.

Employees, upon retirement, dismissal or separation from employment, shall be paid for unused accumulated vacation leave. Upon the death of an employee, his or her beneficiary shall be paid for his or her unused accumulated vacation leave.

Employee requests for up to ten (10) consecutive days of accumulated vacation leave shall not be unreasonably denied.

Supervisors shall respond to written requests for vacation leave within five (5) working days of the request. Requests for use of accumulated vacation leave shall not be unreasonably denied.

Return to Employment Within One Year. Employees who have separated employment and who return to employment within one (1) year from the date of such separation shall have service for vacation leave reinstated at the level established prior to the separation. However, employees who have been dismissed for disciplinary reasons shall not have service for vacation leave reinstated.

Transfer Employees. An employee who is transferred within the NSCS shall have his or her accrued vacation leave transferred.

PERFORMANCE EVALUATION (see Board Policy 5103)

The President is responsible for determining how and when the performance of employees will be evaluated at the College. The Chancellor is responsible for determining how and when the performance of employees will be evaluated at the NSCS Office.

The purpose of performance evaluations is to promote high levels of achievement; measure, maintain and improve performance; and, provide opportunities for discussion and planning of goals and objectives. Employees will be allowed to participate in the evaluation process and shall be informed of the criteria used to evaluate performance.

RESIGNATION (see Board Policy 5206)

To resign in good standing, written notice must be given to the campus President or Chancellor, as appropriate, at least ten (10) working days before separation, unless the President or Chancellor agrees to a shorter period.

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TUITION PROGRAMS *(see Board Policy 5510 & 5511 and 2009-2011 NSCPA Agreement- Article 13)*

Immediate Family Tuition Remission Program. A sixty-seven percent (67%) tuition remission shall be available for immediate family (spouse and dependent children) of full-time (at least .75 FTE) who enroll at a Nebraska State College on a space available basis. If, at any time, the NSCS combines tuition and fee costs into a single tuition charge, an amount equal to the previously applicable fee schedule will remain the responsibility of the student. This tuition remission program is not available for correspondence courses or online courses for non-spouses unless the dependent is a student enrolled in at least two (2) on campus courses. Part-time employees (less than .75 FTE) are not eligible for this program.

Tuition Waiver Program. Full-time employees (at least .75 FTE) shall be eligible to enroll for credit in courses during non-work hours for \$1.00 per course. Part-time employees (less than .75 FTE) are not eligible for this program. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) hours in each of the Fall and Spring semesters and one Summer term. Approval for enrollment in the courses under these provisions must be granted by the President or designee. Fees connected with course enrollment must be paid by the employee including the same institutional and class fees paid by all other students. Such approval is subject to the following regulations:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
- b) This tuition waiver is not available to employees on leave of absence.
- c) This tuition waiver is not available to employees whose anticipated employment period is less than six (6) months, regardless of FTE employment status.
- d) The granting of the tuition waiver is subject to openings in the specific class in which the employee intends to enroll. If the withdrawal of this privilege is necessitated by a lack of funds for such program, such withdrawal shall apply to all classifications of employees on a College-wide basis and timely notice of this action shall be provided.
- e) An employee's work schedule may be arranged, with appropriate supervisory approvals, to accommodate enrollment. Such approval shall not be unreasonably denied.

An employee may not enroll in courses under these two programs simultaneously during the same semester. Only one (1) tuition waiver course may be taken per semester by an employee.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

**ACTION: First & Final Round Approval of Changes to Board Policy 5104;
Performance Evaluation; Support Staff**

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends the policy changes be approved as many policies outlining the terms of employment for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and consolidated into Board Policy 5104. The proposed title for the policy is Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit. The terms of employment for support staff employees included in the NAPE/AFSCME bargaining unit are included in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5104.

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The terms and conditions of employment described in this policy apply to full-time and part-time support staff employees who are excluded from the NAPE/AFSCME collective bargaining unit. This policy does not apply to temporary employees or student employees.

~~It shall be the policy of the Colleges and the System Office to base promotions and salary increases substantially on the growth and performance of personnel while making due allowance for length of service. To implement this policy the President or Chancellor, as appropriate, shall recommend plans of evaluation for personnel in various types of service. Consideration in developing such plans shall be given to securing as objective judgments as techniques make possible from the person to whom the appointee is responsible, judgment of performance by other specialists in the field, judgment of a committee of the appointee's peers and judgment of performance by a sampling of persons for whom the service is rendered.~~

~~A performance report for newly hired support staff persons will be prepared at the end of the first six months of employment by the employee's immediate supervisor and at the end of one year of continuous employment and annually thereafter. Each performance evaluation must be conducted by the employee's immediate supervisor and must be reviewed and approved by the evaluator's supervisor prior to discussion with the employee.~~

~~Performance evaluations must be reviewed and acknowledged by each employee. Acknowledgment signifies only that the employee has reviewed and discussed the performance evaluation. Each employee shall receive a copy of his or her performance evaluation and an opportunity to comment or rebut any performance assessment. A copy of each performance evaluation and any rebuttal or comment submitted shall be included in the employee's personnel file.~~

ABANDONMENT (see Board Policy 5206)

Employees may be considered to have abandoned the job if absent from work for longer than two (2) work days without being on approved leave. Abandonment shall be considered as a voluntary resignation not in good standing.

BENEFITS (see Board Policy 5500)

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

The Board shall provide an opportunity for employees (employed at least .75 FTE full-time) to voluntarily participate in a flexible spending account, subject to provisions of IRS Code Section 125. Employees may choose to set aside an amount from their paychecks, which is not taxed, in a medical or dependent care account for payment of eligible expenses.

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The Board shall make an Employee Assistance Program available for employees (employed at least .75 FTE full-time). The Board shall pay the annual flat rate as established by the program. Any other costs shall be borne by the employee. Records concerning an employee's treatment for alcoholism, drug or stress related problems shall remain separate from other personnel materials. All employee assistance records shall remain confidential.

CORRECTIVE AND DISCIPLINARY ACTION *(see Board Policy 5304 and 2009-2011 NAPE Agreement- Article 11)*

The Colleges shall adopt and promulgate rules of conduct for distribution to employees in the form of an employee handbook, including, but not limited to grounds for disciplinary action. The same rules of conduct and disciplinary grounds shall apply to employees located in the NSCS Office.

The right to exercise discipline for just cause is vested exclusively in the Board; provided that an employee who has been disciplined will be advised of the reason or reasons for such action. The level of discipline imposed shall be based on the nature and severity of the infraction. Disciplinary action challenged by the employee as not in conformance with this policy, may be grieved.

Investigatory Suspension. An employee who is under investigation for, or charged with, criminal activity or who is alleged to have committed an offense which threatens the safety or health of another person, or is alleged to have committed an offense of sufficient magnitude that the consequence causes disruption of work, may be suspended with pay at the discretion of the President or Chancellor until such time as it is possible to determine if disciplinary action should be taken.

Verbal Counseling. Verbal counseling is an informal level of corrective action. Verbal counseling is not disciplinary action. Verbal counseling is not grievable. It is a warning given by an immediate supervisor in conference with an employee in which the matter is discussed with the employee. The employee will be advised what action is expected of him or her to correct the problem.

Predisciplinary Notice. Prior to imposing discipline, employees are entitled to notice of the allegations against them which will identify the nature of the offense, the rule, policy, or performance standard violated and include an explanation of the evidence against them. The notice will include a description of the incident(s) involved and date(s) of occurrence as applicable.

Employee Opportunity to Respond. Prior to imposing discipline the employee will additionally be entitled to an opportunity to respond to the allegations, present mitigating evidence, or present reasons why disciplinary action should not be taken.

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Notice of Disciplinary Action. An employee will be notified in writing whenever any disciplinary action is taken against him or her. The employee must acknowledge receipt by signing the written disciplinary notice. The employee's signature does not constitute agreement with the content of the notice. If the employee refuses to sign, the supervisor and a witness will sign a notation of the employee's refusal on the notice. A copy of the written disciplinary notice will be placed in the employee's personnel file.

Types of Disciplinary Action.

Written Warning. Written warnings consist of a discussion between the employee and a supervisor in which the supervisor explains in detail the reasons for the warning and then provides a written disciplinary notice to the employee of the action required to correct the unsatisfactory performance, the time allowed for improvement and the consequences, including dismissal, for future violations or failure to improve.

Disciplinary Probation. A disciplinary probation may be imposed by the appropriate Vice President or designee for a period of up to six (6) months, but may be extended to a total of one (1) year, during which time the employee's performance must improve. A corrective action plan including the time allowed for improvement and the consequences, including dismissal, for future violations or failure to improve shall be included in the written disciplinary notice. In the NSCS Office, disciplinary probations may be imposed by the Chancellor.

- i) Employees on disciplinary probation shall not be promoted or granted merit pay increases.
- ii) Employees granted leave while serving disciplinary probation may have their probation extended by the number of days absent on leave.
- iii) Employees may be removed from disciplinary probation by a written notice of the appropriate Vice President, designee or Chancellor.

Disciplinary Suspension Without Pay. A period of suspension imposed by the President shall be without pay and shall not exceed five (5) working days. The Disciplinary notice informing the employee of suspension shall be dated and include the reason for the suspension, the number of days of the suspension, time allowed for improvement and the consequences, including dismissal, for future violations or failure to improve. In the NSCS Office, disciplinary suspensions may be imposed by the Chancellor.

- i) The employee's service date shall be adjusted by the number of calendar days absent during a suspension.
- ii) Employees on suspension shall not be granted paid leave during the suspension period.

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Demotion. A President may demote an employee to a class of a lower salary grade as a disciplinary action. The employee's duties shall be changed to reflect the new classification. Upon demoting an employee for disciplinary reasons, a President shall reduce the employee's salary a minimum of five percent (5%) and the salary may not be above the Maximum Rate of the new salary grade. However, demoted employees' salaries may be reduced no lower than the minimum salary of the new salary grade. The written notice regarding the demotion time shall specify the time allowed for improvement and the consequences, including dismissal, for future violations or failure to improve. In the NSCS Office, demotions may be imposed by the Chancellor.

GRIEVANCE PROCEDURE *(see Board Policy 5305)*

All regularly employed full-time employees (at least .75 FTE) have grievance rights. Applicants, temporary employees, part-time employees (less than .75 FTE) and employees located in the NSCS Office do not have grievance rights under this policy.

Employees who are aggrieved as a result of administrative or management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Board, College rules and regulations may grieve such actions. Presidents and the Chancellor, as appropriate, shall ensure that every possible effort is made to resolve grievances at the College and NSCS Office levels.

The Board has final authority to determine whether or not an issue is grievable, and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal. The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters: performance evaluations; employment appointments including promotions to positions; leave of absence decisions; salary allocations; and, position classification.

Steps. A grievance will be processed in the following manner:

Step 1. The employee will discuss the grievance with his or her immediate supervisor in an attempt to settle the grievance.

Step 2. If the grievance is not settled in Step 1, the employee may file a written grievance with the Human Resources Director within no more than fifteen (15) working days after the employee has knowledge or should have had knowledge of the facts giving rise to the grievance. The written grievance shall be recorded on the designed form. When reducing a grievance to writing, the following information must be stated with reasonable clarity: the exact nature of the grievance, the act(s) of commission or omission, relevant date(s) if known, the identity of individual(s) alleged to have caused the grievance, the rule or policy that was misinterpreted or misapplied and the relief requested.

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Upon receipt of the written grievance and prior to issuance of a written response, the Human Resources Director and the appropriate Vice President shall meet and confer with the employee in an attempt to resolve the grievance. The Vice President shall provide a written response to the employee within ten (10) working days of the date the grievance was filed. If a written response is not received within ten (10) working days, the employee may proceed to Step 3.

Step 3. If the grievance is not settled in Step 2, the employee may appeal to the President within ten (10) working days of the receipt of the written response in Step 2, by filing the written grievance form and all prior written responses with the President.

At the employee's request, the President will conduct a conference with the employee in an attempt to resolve the grievance.

Within ten (10) working days of receipt of the written grievance form and all prior written responses, the President will render a written decision to the employee.

Step 4. If the grievance is not settled in Step 3, the employee may appeal to the Chancellor, within ten (10) working days of the receipt of the written response in Step 3 by filing the written grievance form and all prior written responses with the Chancellor.

The Chancellor shall notify the employee of his or her final decision, within twenty (20) working days after receipt of the written grievance form, all prior written responses and any additional information the employee wishes to have considered.

LAYOFFS *(see Board Policy 5206)*

The President, or Chancellor, as appropriate, decides when a layoff is necessary, and which employees and positions will be affected. Layoffs may be determined necessary because of budget adjustments or reallocations, a modification of position workloads, or elimination of or change in scope of institutional services, or as the result of any other job-related management decision.

Employees to be laid off shall be given as much notice as possible, but at least fifteen (15) working days written notice if employed full-time (at least .75 FTE) and ten (10) working days written notice if employed part-time (less than .75 FTE).

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**LEAVE (see Board Policy 5603, 5605, 5606, 5607, 5611, 5612 and 2009-2011 NAPE Agreement-
Article 19)**

Bereavement Leave. At the discretion of the immediate supervisor, up to five (5) days of bereavement Leave, per fiscal year may be granted to employees for death in the immediate family. Immediate family as used in this section shall mean spouse, parent, grandparent, sibling, child, stepchild, legal ward, grandchild, a spouse of any of these, or someone who bears a similar relationship to the spouse of the employee each year. For persons not of the immediate family, up to one (1) day of bereavement leave each year may be granted at the discretion of the immediate supervisor. No employee shall be unreasonably denied the use of vacation leave when such additional time is required to settle personal matters related to a death in the immediate family.

Civil Duty Leave. An absence with pay will be granted an employee for jury service during the actual period of service, and the employee will retain fees paid him or her as a juror; provided that the employee calls his or her supervisor to determine whether he or she should report for work upon being released from jury duty on any day prior to the end of his or her regular shift.

Absence with pay may be granted for an employee who is subpoenaed as a witness during the actual period of such service; provided that the absence is limited to that period the employee is actually compelled to be present at court, having made reasonable efforts to arrange with the subpoenaing party that the attendance would be so limited.

If an employee is appointed as a clerk, election inspector, or judge on an election or counting board, the employee shall be granted an absence with pay during the time when the employee's physical presence is required by the court or the board. The employee shall retain all fees paid for their civil service.

Crisis Leave Sharing Program. Employees may contribute accrued vacation leave or compensatory hours to benefit another employee at the same College who is suffering from a catastrophic illness. Vacation leave or compensatory hours may be donated in no less than one (1) day increments. Hours donated but not used will be maintained in a crisis leave sharing pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College.

The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave due to his or her own serious health condition, as defined, and which has caused, or is likely to cause, the employee to take leave without pay.

The crisis leave sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

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Employees located in the NSCS Office may contribute vacation leave or compensatory hours to benefit another employee in the NSCS Office under the same terms and conditions listed above.

Family and Medical Leave

Eligibility. Employees with one (1) year service and who have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) month period will be entitled to take up to twelve (12) work weeks of unpaid family leave during any twelve (12) month period for reasons related to family and medical needs. Eligible employees, male or female, may use family and medical leave:

- 1) for the birth of a child, or the placement of a child with the employee for adoption or for foster care (leave for birth and care, or placement for adoption or foster care must conclude within twelve (12) months of the birth or placement);
- 2) to care for a spouse, child, parents, grandparents, or persons bearing the same relationship to the employee's spouse with a serious health condition;
- 3) for the employee's own serious health condition;
- 4) for any qualifying exigency arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of any impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Note: "Child" shall mean biological, adopted or foster child, a stepchild, a legal ward, or child of a person standing in loco parentis

Serious Health Condition. A serious health condition is defined to include:

- 1) An illness, injury, impairment, or physical or mental condition that involves either inpatient care, meaning an overnight stay in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider for three (3) or more consecutive days.
- 2) Any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., morning sickness).
- 3) Any period of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three (3) days, e.g., an asthma attack).

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4) any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days if unrelated, e.g., cancer (chemotherapy), kidney disease, (dialysis).

Use of Paid Leave. Sick or vacation leave may be used at the election of the employee during family and medical leave. Although employees may retain accrued, unused vacation and sick leave, such leave shall not accrue while on family and medical leave.

Requests. Requests for family and medical leave must be submitted to the Human Resource Director for approval. Appropriate medical certification or documentation may be required. Requests in the NSCS Office should be submitted to the Chancellor.

Notice. To the extent possible, thirty (30) days notice will be given by the employee.

Insurance Contributions. The Board agrees to continue to pay its portion of insurance premiums during the term of any family and medical leave.

Limitation. In the event two employees are both eligible under this policy, the couple shall be entitled to a combined total of twelve (12) work weeks of leave.

National Defense Authorization Act. An employee who is a spouse, child, parent or next of kin (nearest blood relative) to a member of the Armed Forces who is being treated for, recuperating from or is on the temporary disability retired list due to a serious injury or illness is entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to provide care for the service member as provided by the Family and Medical Leave Act as amended by the National Defense Authorization Act for FY 2008.

Inclement Weather/College Closure Leave. When inclement weather causes College classes to be canceled, all employees, other than those required to report to work to provide emergency or other essential services, will be entitled to take Inclement Weather Leave. Such leave does not require the prior approval of the employee's supervisor. Time spent on Inclement Weather Leave will be charged against the employee's vacation leave balance or time can be made up within thirty (30) working days at the request of the employee, which request shall not unreasonably be denied. When the President declares the College closed, absences will not be charged against employee leave balances. Employees required to report to work to provide emergency or other essential services as determined by the President will be allowed comparable time off on an alternate date mutually agreed upon by the supervisor and the employee. The Chancellor is authorized to make inclement weather leave decisions for employees located in the NSCS Office.

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Sick Leave

Employees Hired After 7-1-93. Full-time employees (1.0 FTE) hired after July 1, 1993 shall accrue paid sick leave computed at the rate of eight (8) work hours per month for each calendar month of completed service, not to exceed one-thousand four hundred forty (1,440) hours [or one-hundred eighty (180) days] maximum accumulation of unused sick leave. Part-time employees (less than 1.0 FTE) shall earn sick leave on a prorated basis. Accrual of sick leave shall begin the first day of the first complete calendar month of employment

Employees Hired Prior to 7-1-93. Full time employees (1.0 FTE) hired prior to July 1, 1993 shall accrue paid sick leave computed at the rate of eight (8) work hours per month for each calendar month of completed service during the first five (5) years of service. Part-time employees (less than 1.0 FTE) shall earn sick leave on a prorated basis. Additional sick leave days, not to exceed one thousand four hundred forty (1,440) hours [or one hundred eighty (180) days] maximum accumulation of unused sick leave will accrue according to the following schedule:

| | |
|--|---------------------------------------|
| <u>1-5 years of continuous employment</u> | <u>12 days/year or 96 hours/year</u> |
| <u>6th year of continuous employment</u> | <u>17 days/year or 136 hours/year</u> |
| <u>7th year of continuous employment</u> | <u>18 days/year or 144 hours/year</u> |
| <u>8th year of continuous employment</u> | <u>19 days/year or 152 hours/year</u> |
| <u>9th year of continuous employment</u> | <u>20 days/year or 160 hours/year</u> |
| <u>10th year of continuous employment</u> | <u>21 days/year or 168 hours/year</u> |
| <u>11th year of continuous employment</u> | <u>22 days/year or 176 hours/year</u> |
| <u>12th year of continuous employment</u> | <u>23 days/year or 184 hours/year</u> |
| <u>13th year of continuous employment</u> | <u>24 days/year or 192 hours/year</u> |
| <u>14th year of continuous employment</u> | <u>25 days/year or 200 hours/year</u> |
| <u>15th year of continuous employment</u> | <u>26 days/year or 208 hours/year</u> |
| <u>16th year of continuous employment</u> | <u>27 days/year or 216 hours/year</u> |
| <u>17th year of continuous employment</u> | <u>28 days/year or 224 hours/year</u> |
| <u>18th year of continuous employment</u> | <u>29 days/year or 232 hours/year</u> |
| <u>19th year of continuous employment/thereafter</u> | <u>30 days/year or 240 hours/year</u> |
| <u>Maximum Accumulation</u> | <u>180 days or 1,440 hours</u> |

Reasons to Use Sick Leave. Sick leave is available when an employee is ill or injured to the extent of being unable to work. Sick leave may be taken for absences made necessary for medical appointments or by reason of illness, injury, or disability, including temporary illnesses caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, by exposure to contagious disease which may endanger the employee or public health, or by illness in the immediate family making it necessary that the employee be absent from his or her duties. Sick leave is not intended as any earned time off with pay, and will not be granted as such. The term "immediate family" as used in this section will be defined to include the spouse, parents, grandparents, children, stepchildren, grandchildren, legal wards, brothers, and sisters, or persons bearing the same relationship to the employee's spouse.

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Employees Returning Within One Year. An employee who separates (other than for disciplinary reasons) from employment and returns to employment within one (1) year from the date of termination shall have his or her service for sick leave computed by combining prior continuous service with current continuous service disregarding such period of absence and shall have reinstated to his or her sick leave account all earned sick leave not used at the time of departure.

Employees Returning After One Year. An employee who returns to employment after one (1) year or longer or who retired or voluntarily separated in lieu of retirement shall be considered a new employee (i.e., a new hire) for the purpose of sick leave entitlement.

No Compensation for Unused Sick Leave, Except for Retirement or Death. All sick leaves will expire on the date of separation from employment and no employee will be reimbursed for sick leave outstanding at the time of termination, except in the case of retirement or death.

Compensation at time of Retirement or Death. Employees who are eligible for retirement in the State College System will, upon termination of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated unused sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of an employee, his or her beneficiary will be paid one-fourth (1/4) of his or her accumulated unused sick leave, with the rate of payment based upon the employee's regular pay at the date of death.

Transfer Employees. An employee who is transferred within the NSCS shall have his or her accrued sick leave transferred.

Advancing Sick Leave. The President may advance sick leave in an amount not to exceed a total of forty (40) hours. Sick leave earned thereafter will be applied toward the negative sick leave account balance until the amount advanced is fully reimbursed. Upon separation from employment, employees who have been advanced sick leave and have not yet paid it back, shall reimburse the Board for all advanced and unreimbursed sick leave. The Board is authorized to deduct such amount from the employee's final pay. The Chancellor may advance sick leave to employees located in the NSCS Office.

Medical Documentation. Medical documentation to substantiate the legitimate use of sick leave may be required by supervisors.

Requesting Leave. When possible, sick leave shall be requested before the employee's shift begins with as much advanced notice as possible.

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Vacation Leave

Employees Hired After 7-1-93. Full time employees (1.0 FTE) hired after July 1, 1993 shall, during the first and second year of employment, accrue paid vacation leave at the rate of eight (8) hours for each calendar month of service completed. Part-time employees (less than 1.0 FTE) shall earn sick leave on a prorated basis. Applicable accrual rates for paid vacation leave after the first two (2) years of employment, up to a maximum accumulation of two hundred eighty (280) hours, are as follows:

| | |
|--|-----------------------------|
| <u>1 and 2 years of continuous employment</u> | <u>12 days</u> |
| <u>3rd year of continuous employment</u> | <u>13 days</u> |
| <u>4th year of continuous employment</u> | <u>14 days</u> |
| <u>5th year of continuous employment</u> | <u>15 days</u> |
| <u>6th year of continuous employment</u> | <u>16 days</u> |
| <u>7th year of continuous employment</u> | <u>17 days</u> |
| <u>8th year of continuous employment</u> | <u>18 days</u> |
| <u>9th year of continuous employment</u> | <u>19 days</u> |
| <u>10th year of continuous employment/thereafter</u> | <u>20 days</u> |
| <u>Maximum Accumulation</u> | <u>35 days or 280 hours</u> |

Accrual of vacation leave shall begin the first day of the first complete calendar month of employment At no point in time will an employee be allowed to accrue vacation leave hours in excess of the two hundred eighty (280) hours [or thirty five (35) days] accumulation limit.

Employees Hired Prior to 7-1-93. Full-time employees (1.0 FTE) hired prior to July 1, 1993 shall accrue paid vacation leave at the rate of eight (8) hours for each calendar month of service completed during the first five (5) years of service. Part-time (less than 1.0 FTE) shall earn vacation leave on a prorated basis. Applicable accrual rates for paid vacation leave after the first five (5) years of employment, up to a maximum accumulation of two hundred (280) hours, are as follows:

| | |
|--|---------------------------------------|
| <u>1-5 years of continuous employment</u> | <u>12 days/year of 96 hours/year</u> |
| <u>6th year of continuous employment</u> | <u>15 days/year or 120 hours/year</u> |
| <u>7th year of continuous employment</u> | <u>16 days/year or 128 hours/year</u> |
| <u>8th year of continuous employment</u> | <u>17 days/year or 136 hours/year</u> |
| <u>9th year of continuous employment</u> | <u>18 days/year or 144 hours/year</u> |
| <u>10th year of continuous employment</u> | <u>19 days/year or 152 hours/year</u> |
| <u>11th year of continuous employment</u> | <u>20 days/year or 160 hours/year</u> |
| <u>12th year of continuous employment</u> | <u>21 days/year or 168 hours/year</u> |
| <u>13th year of continuous employment</u> | <u>22 days/year or 176 hours/year</u> |
| <u>14th year of continuous employment</u> | <u>23 days/year or 184 hours/year</u> |
| <u>15th year of continuous employment</u> | <u>24 days/year or 192 hours/year</u> |
| <u>16th year of continuous employment/thereafter</u> | <u>25 days/year or 200 hours/year</u> |

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Maximum Accumulation 35 days/year or 280 hours/year

At no point in time will an employee be allowed to accrue vacation leave hours in excess of the two hundred eighty (280) hours [or thirty five (35) days] accumulation limit.

Reasons to Use Vacation Leave. Employees can request to use vacation leave for whatever purpose they choose.

Employees Returning Within One (1) Year. An employee who has separated from employment for any reason other than disciplinary and who returns to employment within one (1) year from the date of separation will have his or her service for vacation leave accrual computed by combining prior continuous service with current continuous disregarding the period of absence.

Compensation for Unused Vacation Leave. Employees upon retirement or separation from employment, will be paid for unused accumulated vacation leave. Upon the death of an employee, his or her beneficiary will be paid for the unused accumulated vacation leave. Payment rates will be based on the regular rate of pay at the time of retirement, separation or death.

Approval to Use Vacation Leave. Approval of employee requests with reasonable and adequate notice for consecutive days of accumulated vacation leave will be subject to the needs of the Board but will not be unreasonably denied.

Transfer Employee. An employee who is transferred within the NSCS will have his or her accrued vacation leave transferred.

Advancing Vacation Leave. The President may advance vacation leave in an amount not to exceed a total of forty (40) hours. Vacation time earned thereafter will be applied to the negative vacation balance until the advanced amount has been fully reimbursed. Upon separation from employment, employees who have been advanced vacation leave and have not yet paid it back, shall reimburse the Board for all advanced and unreimbursed vacation leave. The Board is authorized to deduct such amount from the final pay. The Chancellor may advance vacation leave to employees located in the System Office.

PERFORMANCE EVALUATION *(see Board Policy 5104)*

The President is responsible for determining how and when the performance of employees will be evaluated at the College. The Chancellor is responsible for determining how and when the performance of employees will be evaluated at the NSCS Office.

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POLICY: 5104 **Performance Evaluation;**
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The purpose of performance evaluations is to promote high levels of achievement; measure, maintain and improve performance; and, provide opportunities for discussion and planning of goals and objectives. Employees will be allowed to participate in the evaluation process and shall be informed of the criteria used to evaluate performance.

RESIGNATION *(see Board Policy 5206)*

To resign in good standing, written notice must be given to the campus President or Chancellor, as appropriate, at least ten (10) working days before separation, unless the President or Chancellor agrees to a shorter period.

RETIREMENT PROGRAMS *(see Board Policy 5406 and 2009-2011 NAPE Agreement Article 17)*

Voluntary Retirement Settlement Program. Eligible full-time employees (at least .75 FTE) who elect to surrender their right to continued employment and retire on either July 1, 2009, or June 30, 2010, shall in exchange for the surrender of such right, receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary with payment to be made in twelve (12) equal monthly installments following termination of employment. An eligible employee must be fifty-five (55) years of age with ten (10) or more years of consecutive service within the NSCS and must provide six (6) months of advanced written notice. Part-time employees (less than .75 FTE) shall not be eligible for this program.

In addition, the employee will be permitted to remain in the group medical and dental insurance plan offered retirees by Blue Cross/Blue Shield at the time of the employee's retirement. The Board will pay the full cost of such coverage, which includes both the cost the employee would pay if still employed and the cost that the Board pays for such coverage as the employer. Coverage payments will continue for a period of twelve (12) months following retirement. Any COBRA benefits remaining will be available following cessation of the coverage payments. COBRA benefits are not available if the employee elects to enroll in the Direct Bill program. The employee shall be responsible for membership fees required by NSEA.

If the retired employee reaches the age of sixty-five years (65) at any time during the twelve (12) month period of payout, at which time eligibility to participate in the BC/BS retiree plan ceases, the Board will pay an amount equivalent to the full-cost of the 65 Gold Plus Medicare Supplemental Plan offered by the NSEA for the payout period remaining.

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

No employee will 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.

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

Early Retirement Incentive Program. The Program is designed to encourage the early retirement of eligible full-time (at least .75 FTE) employees by offering an incentive to retire in the form of paid premiums in the group medical and dental health insurance program offered retirees by Blue Cross Blue Shield at the time of the eligible employee's retirement. The payment of premium will continue until the retired employee becomes eligible for coverage under the federal Medicare program, at which time the paid premiums shall cease. Full-time employees who have completed at least ten (10) years of continuous service within the State College System, and who are sixty (60) years of age or older are eligible to participate in this program upon providing six (6) months of advanced written notice. The employee shall be responsible for membership fees required by NSEA. Part-time employees (less than .75 FTE) shall not be eligible for this program.

TERMINATION OF EMPLOYMENT *(see Board Policy 5304)*

As provided in Board Policy 5015, support staff employees are not issued written contracts or letters of appointment. Employment may be terminated at any time with or without cause and with or without notice. Notwithstanding the foregoing, a reasonable effort will be made to give employees, whose employment is being terminated for reasons other than misconduct, two (2) weeks written notice if employed full-time (at least .75 FTE) and one (1) week written notice if employed part-time (less than .75 FTE). Employee who has been employed five (5) or more consecutive years shall receive written notice at least four (4) weeks in advance.

TUITION PROGRAMS *(see Board Policy 5510 & 5511 and 2009-2011 NAPE Agreement- Article 18)*

Immediate Family Tuition Remission. A sixty-seven percent (67%) tuition remission will be available for immediate family (spouse and dependent children) members of full-time employees (at least .75 FTE) who enroll at a Nebraska State College on a space available basis. Part-time employees (less than .75 FTE) are not eligible for this program. If, at any time, the NSCS combines tuition and fee costs into a single tuition charge an amount equal to the previously applicable fee schedule will remain the responsibility of the student. This tuition remission program is not available for correspondence courses or online courses for non-spouses unless the dependent is a student enrolled in a least two (2) on campus courses.

Employee Course Enrollment. Full-time employees (at least .75 FTE) will be eligible to enroll for credit in course offerings during nonwork hours for \$1.00 per course. Part-time employees (less than .75 FTE) are not eligible for this program. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) credit hours each fall and spring semester, and one (1) summer term. Approval for enrollment in the courses under these provisions must be granted by the President or his/her designee. The application for enrollment and tuition waiver must be made not later than one (1) week before the start of the semester in which the class is to be offered. The decision and notification to

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approve or deny the application must be made prior to the last day of the drop/add week, or approval will be deemed to have been granted. Any mandatory or applicable fees which are charged with the course enrollment must be paid for by the employee. Such approval is subject to the following regulations:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
- b) This tuition waiver is not available to employees whose anticipated employment period is less than six (6) months, regardless of FTE employment status.
- c) The granting of the tuition waiver is subject to openings in the specific class in which the employee intends to enroll. If the withdrawal of this privilege is necessitated by a lack of funds for such programs, such withdrawal will apply to all employees and timely notice of this action will be provided.
- d) An employee's work schedule may be arranged, with appropriate supervisory approvals, to accommodate enrollment.

Limitation. An employee may not enroll in courses under the two programs described above simultaneously during the same semester. Only one (1) tuition waiver course may be taken per semester by an employee.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Changes to Board Policy 6021; Income; Tuition and On-Line Rate

Priority: Financial Strength of the System
Goal: 3. Increase enrollment and retention
Strategy: b. Increase number of students in residential housing
e. Increase number of out-of-state students

The System Office recommends policy changes. The word online has been modified to bring it into line with the current correct spelling along with a few other modifications. Attached is a copy of Board Policy 6021.

2.15.-2

FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 6021

Income; Tuition and Online-Line Rate

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BOARD POLICY

The Board shall fix and collect tuition for resident, non-resident, undergraduate and graduate students who matriculate in the State Colleges ~~System~~. The Board shall also fix and collect an online on-line rate for on-line courses.

PROCEDURE

The following guidelines will be used in establishing tuition rates:

1. The Board will advocate sufficient funding from the state to maintain affordable tuition so more citizens can avail themselves of the opportunity to attend college.
2. Factors which may be considered in establishing undergraduate resident rates will include, but not be limited to, availability of general funds, resource requirements of the Colleges, peer comparisons, consumer price index, higher education price index, availability of financial assistance and changes in regional per capita income.
3. Tuition rates should reflect the higher cost of graduate instruction. Graduate tuition will be set at approximately 125 percent (125%) of the undergraduate rate.
4. In recognition of the value of a diverse student population and the fact that the State Colleges' service regions extend beyond the Nebraska borders, out-of-state undergraduate tuition will not exceed 200 percent (200%) of undergraduate resident tuition.
5. Graduate non-resident tuition will be set at approximately 125 percent (125%) of undergraduate non-resident tuition.
6. Non-resident Scholars' tuition rate shall be 100 percent (100%) of the resident rate.
7. The Midwestern Higher Education Compact tuition rate shall be 150 percent (150%) of the resident rate.
8. Iowa residents will be eligible for the Midwestern Higher Education Compact tuition rate.

The following guidelines will be used in establishing online on-line rates:

1. The online on-line rate will be inclusive of tuition and fees.
2. There will be one rate for undergraduate and one rate for graduate online on-line courses. The graduate rate will be set at approximately 125 percent (125%) of the undergraduate rate.
3. Each eCollege will establish a distribution formula for the one-rate, which must be approved by the Chancellor. Funds distributed outside of the cash fund per credit hour shall not exceed the equivalent of on-campus student fees credited to that fund. The distribution formula must include funding for the Capital Improvement Fee at the current approved rate.
4. Period enrollment reports will be revised to include enrollments in online on-line courses.

FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 6021 Income; Tuition and Online ~~On-Line~~ Rate****Page 2 of 2**

Legal Reference: RRS 85-501 State educational institutions; Non-resident fees
RRS 85-503 State educational institutions; Tuition

Policy Adopted: 3/11/94
Policy Revised: 2/10/05
Policy Revised: 9/14/07
Policy Revised: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 4652; Standards for Promotion, Tenure, and Salary Adjustment

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends the policy be deleted as all standards regarding promotion and tenure are addressed in the NSCS-SCEA Bargaining Agreement. Attached is a copy of Board Policy 4652.

2.16.-2

ACADEMICS, NEBRASKA STATE COLLEGES

**POLICY: 4652 Standards for Promotion, Tenure, and
Salary Adjustment**

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BOARD POLICY

Each State College shall prepare written standards that shall be used in making all decisions on promotions, awarding tenure to faculty, and merit pay adjustments. The standards may be applicable to the entire College or to appropriate subdivisions such as faculty, professional staff, support staff, schools, divisions, and departments. The President of each College is empowered to approve the content of the written standards and the scope of their applicability. After such approval, the written standards shall be published and disseminated to the faculty and staff and a copy shall be provided each appointee when appointed. Each written statement shall include standards relevant to the following areas of endeavor: teaching, research, public service, scholarship, creative activities, and service. Integrity, academic responsibility, and professional development should be included as they relate to the various subdivisions.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5115; Reasons for Denials; Non-Reappointment; Faculty and Professional Staff

Priority: Educational Excellence Throughout the System

Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. The reasons for non-renewal of employment contracts for non-union faculty and professional employees have been revised and moved into Board Policy 5102 and Board Policy 5103 respectively. The reasons for non-renewal of employment contracts for unionized faculty and professional staff employees are addressed in their respective bargaining agreements.

The terms for ending employment for non-union support staff employees have been revised and moved into Board Policy 5104. The terms for ending employment for support staff employees in the NAPE bargaining unit are addressed in the NSCS NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5115.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5115 Reasons for Denials;
Non-Reappointment;
Faculty and Professional Staff**

BOARD POLICY

There is no requirement, either as a matter of law or as a matter of Board policy and procedure that reasons must be given for any staff personnel action involving:

1. Denial of an initial appointment
2. Denial of reappointment to a special appointment or specific term appointment
3. Denial of a tenured appointment
4. Denial of a promotion
5. Termination of an appointment upon the giving of the required notice of termination

Likewise, there is no legal principle or Board policy which prohibits the giving of written or oral reasons for any such personnel action, so long as care is exercised in communicating the reason to the affected individual in a confidential manner.

Such confidentiality of communication is required in order to avoid infringement of a protected constitutional liberty interest of the individual subject to the personnel action. A liberty interest may be violated when reasons for the personnel action, if publicized by those responsible for the personnel action, might seriously damage the staff member's standing and associations in the community, especially if the reasons given would tend to prevent the staff member from obtaining employment elsewhere. If confidentiality is not maintained in the communicating of reasons, the possibility of litigation for violation of a liberty interest and potential for liability being imposed upon the State College System is greatly increased.

The giving of reasons for the personnel actions listed above is at the Presidents' or Chancellor's discretion. If reasons are to be communicated to the faculty or staff member who is the subject of such personnel action, then the following guidelines should be observed:

1. The staff member should make a written request to the appropriate administrative officer requesting that he or she be given the reason or reasons for the personnel action involved.
2. If the decision is made to provide a reason for denial, the administrative officer should communicate such reasons (either orally or in writing) only to the staff member involved. Written reasons should be communicated only by confidential letter or memorandum, and the file copy of such a letter or memorandum should at all times be treated as a confidential personnel record in accordance with any law providing that such records are confidential.
3. System Office legal counsel should be consulted through the appropriate administrative officer with regard to any legal questions or concerns which may arise in connection with the giving of reasons for any of the personnel actions discussed above.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5115 **Reasons for Denials;
Non-Reappointment;
Faculty and Professional Staff**

Page 2 of 2

The foregoing guidelines should not be confused with the completely different requirements with respect to the giving of reasons which apply in cases involving:

1. Termination of a tenured appointment
2. Termination of an appointment for a specific term or a probationary/tenure track appointment prior to the termination date stated in the appointment
3. Termination of a special appointment prior to its termination date

For these three types of personnel actions, all of the requirements of constitutional procedural due process apply, i.e., notice specifying reasonable cause for the proposed personnel action, and an opportunity by the individual receiving the notice to be heard concerning the proposed personnel action.

Policy Adopted: 6/5/93
Policy Revised: 6/2/06
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5201; Dismissal for Cause; Faculty

Priority: Educational Excellence Throughout the System

Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009 since the dismissal terms for faculty employees not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Attached is a copy of Board Policy 5201.

2.18.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5201 Dismissal for Cause; Faculty

Page 1 of 2

BOARD POLICY

Termination of employment of a faculty member on a Tenured Appointment, a Probationary/Tenure Track Appointment, an Appointment for a Specific Term, or a Special Appointment before the end of the specified term of appointment, may be effected by a State College for adequate cause. The exercise of academic freedom or constitutionally guaranteed civil rights will not be used as a basis for dismissal.

Adequate cause for termination includes, but is not limited to: (a) a professional, physical or mental incompetence; (b) unprofessional conduct; (c) unlawful conduct; (d) immorality; (e) continuous serious disregard for established procedure; (f) insubordination; (g) neglect of duty; and (h) violation of the statement of academic responsibility set forth in the Board Policy Manual and provided to each faculty member in his or her updated faculty handbook.

A decision to terminate a faculty member for cause will be made by the campus president, after the faculty member has had an opportunity for a hearing before the Academic Freedom and Tenure Committee as specified in Board Policy 5110, or the Professional Conduct Committee as specified in Board Policy 5204, as appropriate, and if a hearing occurs, following receipt of the report of the Academic Freedom and Tenure Committee or the Professional Conduct Committee. The campus President shall review and consider the committee report prior to making a decision. The decision and action of the campus President may be appealed to the Chancellor and the Board in accordance with Board policy in effect when the appeal is initiated.

PROCEDURE

Notice

In all cases involving termination for cause, the campus President or his designated representative shall prepare a formal statement of charges, framed with reasonable particularity, and setting forth the grounds for termination. Said statement of charges shall be mailed or served upon the faculty member and a copy sent to the Academic Freedom and Tenure Committee. Within 20 days of the receipt of service of the statement of charges, the faculty member will submit a written response to the statement and shall indicate whether he or she desires a formal hearing. If no written response is received, or if a formal hearing is not requested within the specified time, such failure constitutes the waiver of the right to a formal hearing by the faculty member. If the faculty member has requested a formal hearing, the Academic Freedom and Tenure Committee shall set the date and time for that hearing as soon as possible in order to permit the parties to reasonably prepare for the hearing, but in no event any sooner than five days from the date the faculty member's response is received.

Suspension

Until the Academic Freedom and Tenure Committee has fully heard the termination for cause and made its recommendation, the faculty member may be suspended, or assigned to other duties in lieu of suspension, at the discretion of the campus President. Salary will continue during the period of suspension. Any faculty member may be suspended without pay upon conviction in a court of law of a felony or a crime involving moral turpitude, or when the faculty member is absent without authorization or justification for a period in excess of five continuous class or regular working days.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5201 Dismissal for Cause; Faculty****Page 2 of 2**

Privacy

The Committee, in consultation with the campus President and the affected faculty member, will exercise its judgement as to whether the hearing should be public. However, the faculty member's request that the hearing be public shall be binding on the Committee. Except for such announcements as may be required, noting the time and place of the hearing, statements about the case by either the staff member or the institution's administration will be limited so far as possible until the proceedings have been completed through final administrative review.

Representation

During the hearing, the faculty member may bring an academic advisor and/or counsel at his or her own expense to the proceedings. A record of the hearing will be made, and upon request, a copy will be made available to the faculty member at his or her own cost.

Evidence

The faculty member will be afforded an opportunity to obtain and present necessary witnesses and documentary or other evidence. The faculty member and the institution will have the right to confront and cross-examine all adverse witnesses. When a witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his or her affidavit, the Committee will identify the witness, disclose his or her affidavit and give such statement appropriate probative weight in view of either party's inability to cross-examine. Whenever appropriate, in the discretion of the Committee, adjournments may be granted to enable either party to investigate evidence as to which a valid claim of surprise is made. The Committee will not be bound by rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved; provided, however, every reasonable effort will be made to obtain the most reliable evidence available.

In the event any party to the proceedings desires the issuance of a subpoena, such subpoena powers shall be available and shall be issued at the direction of the Chancellor of the Board, and may be served by the party requesting the subpoena or by any law enforcement officer in the manner provided for subpoenas in the Nebraska Courts.

Record

A record of the proceedings shall be maintained either through the use of a tape recorder or transcriptionist. A written record will be provided upon request to the College.

Report of the Committee

The Committee shall prepare a written statement of findings of fact and recommendation, which shall be delivered to the faculty member and the campus President, and file with the Board such report, within ten days following conclusion of the hearing. The findings of fact shall be based on a preponderance of the evidence in the record considered as a whole, as determined by a majority of the Committee.

Policy Adopted: 6/5/93

Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5203; Dismissal for Cause; Professional Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends the policy be deleted on June 30, 2009. The dismissal terms for unionized professional staff employees are addressed in the [NSCS-NSCPA Bargaining Agreement](#). For those professional staff employees not included in the NSCPA bargaining unit, the dismissal terms have been revised and incorporated into Board Policy 5103. Attached is a copy of Board Policy 5203.

**POLICY: 5203 Dismissal for Cause;
Professional Staff**

BOARD POLICY

Professional, physical or mental incompetence, unprofessional conduct, immorality, unlawful conduct, continuous disregard for established procedures, serious insubordination, neglect of duty, financial exigency, and extramural conduct of nature to destroy professional competence, shall be causes for suspension or termination of services of a professional staff member whose term appointment has not expired.

It shall also be grounds for the dismissal of any person employed by any of the Nebraska State Colleges to use or assist others in any way in the use of force or to counsel, recommend, or urge the use of force or the threat of force or seizure of property under the control of one of the institutions or by any act or action not sanctioned by law to prevent the faculty, administrative officers, employees or students in such institution from engaging in their normal duties in connection with the operation of the institutions or pursuing their studies at such institutions.

No person shall be dismissed or expelled prior to the expiration of an appointment term until he has been accorded an opportunity for a hearing under rules and regulations of the Board, as outlined in Policy 5205. Notice of the hearing and a formal written statement of the charges against the person shall be served by either registered or certified mail, in accordance with Policy 5014, sent to the current address as shown on the records of the institution, at least twenty days before the date set for hearing. The person shall be entitled to file a written response to such charges, to view evidence and documents to be presented at the hearing beforehand, to be present in person and by counsel at the hearing, to have an opportunity to hear and confront the evidence and witnesses presented, and to testify and produce other witnesses on his/her own behalf, as outlined in Board Policies 5302 and 5303.

Dismissal or expulsion of any person for cause and subsequent to a hearing shall be by written order, which shall contain findings of fact upon which dismissal or expulsion is based, and shall be signed by an authorized agent of the Board. The order shall be entered within thirty days after the hearing, shall state its effective date, and shall be served by either registered or certified mail, return receipt requested, sent to his/her current address as shown on the records of the institution.

The Board shall adopt rules and regulations for the administration of the provisions.

| | | |
|------------------|------------|--|
| Legal Reference: | RRS 85-601 | Interference with operations; faculty, administrative staff, student; dismissal or expulsion |
| | RRS 85-602 | Faculty, administrative staff, student; dismissal or expulsion; procedure |
| | RRS 85-603 | Faculty, administrative staff, student; dismissal or expulsion; order; contents; service |
| | RRS 85-604 | Governing body; rules and regulations; adopt |

Policy Adopted: 1/28/77

Policy Revised: 6/5/93

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

**ACTION: First & Final Round Approval of Deletion of Board Policy 5206;
Resignations, Abandonment, Layoffs; Professional and Support Staff**

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Resignation, abandonment and layoff provisions for professional and support staff not included in their bargaining units have been revised and incorporated into Board Policy 5103 and 5104 respectively. The resignation, abandonment and layoff provisions for professional staff in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement. Resignation, abandonment and layoff provisions for support staff in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5206.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5206 Resignations, Abandonment, Layoffs;
Professional and Support Staff**

BOARD POLICY

It is the policy of the Board that the following policies regarding employee resignations, abandonment and layoffs apply equally to each State College and the System Office, and that campus and System Office administrators are responsible for the application of these rules and should ensure that all employees comply with the provisions of these policies.

Resignations

To resign in good standing, a professional staff employee must give written notice to the campus President, or designated officer, or Chancellor, whichever appropriate, at least three months before separation, unless the campus President, designated officer, or Chancellor agrees to a shorter period.

For a support staff employee to resign in good standing, written notice must be given to the campus President, designated officer, or Chancellor, as appropriate, at least 10 working days before separation, unless the campus President, designated officer, or Chancellor for System Office employees agrees to a shorter period.

Abandonment

State College employees may be considered to have abandoned the job if he or she has been absent from work for longer than one workday without being on approved leave, and such abandonment shall be considered as a resignation not in good standing.

Layoffs

The campus President, or Chancellor, as appropriate, decides when a layoff is necessary, and which classes of employees and positions will be affected. Layoffs may be determined necessary because of budget adjustments or reallocations, a modification of position workloads, or elimination of or change in scope of institutional services, or as the result of any other job-related management decision.

When the campus President and the Chancellor decide that a layoff among professional and support staff is necessary, the President or his representative shall layoff people so that the reduction shall be made in such manner that the remaining members of the work force possess the necessary qualifications to perform all the tasks that need to be done by College employees.

The campus administrators will make an effort to avoid a layoff by use of attrition wherever possible.

The Chancellor may review a campus President's layoff plan prior to the initiation of any layoff.

Employees to be laid off shall be given as much notice as possible, but at least a ten (10) working days' written notice will be given prior to layoff of full-time support staff employees, or five (5) working days if employed part-time as outlined in Board Policy 5015. Professional staff notice will be given in accordance with Policy 5014 for layoffs.

Policy Adopted: 6/5/93

Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5300; Faculty Grievance Committee; Powers

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. The grievance provisions for unionized faculty employees are addressed in the NSCS-SCEA Bargaining Agreement. For faculty employees not included in the SCEA bargaining unit, the grievance provisions have been revised and incorporated into Board Policy 5102. Attached is a copy of Board Policy 5300.

2.21.-2

PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5300 Faculty Grievance Committee;
Powers**

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BOARD POLICY

Pursuant to authority granted by these Policies, the faculty governing agency of each State College is empowered to create a Faculty Grievance Committee. Any Faculty Grievance Committee established under this Policy shall be empowered:

1. To consider a complaint filed by any faculty member alleging any grievance regarding terms or conditions of employment;
2. To seek to settle the grievance by informal methods of adjustment and settlement, either itself or by using the services of any officer or body directed to settle grievances and disputes by mediation, conciliation, or other informal methods;
3. To draft rules of procedure for the orderly and fair handling of grievances by the Committee, which rules shall become effective after notice and hearing when approved or modified by the Board, and, upon approval, shall be effective as a part of the Rules of the Board; and
4. To proceed, if informal methods fail to resolve the matter satisfactorily, with further proceedings, to be conducted in accordance with the Rules of Procedure approved by the Board under this Policy, and in accordance with the following principles:
 - a. If the grievance alleges that inadequate consideration was given to relevant matters by the person or body that took the action or made the decision that led to the grievance, the Grievance Committee shall investigate the facts, and, if convinced that inadequate consideration of the relevant matters occurred, state the facts found and the respects in which the consideration was inadequate. The Committee may order the matter reconsidered by the appropriate person, group or groups, or recommend that other rectifying action be taken. The Grievance Committee shall not substitute its judgment on the merits for that of the person, group, or groups that previously considered the decision.
 - b. If the grievance alleges that a discontinuance of a department or program is not bona fide, or that no extraordinary circumstances because of financial exigency exist, the Committee shall investigate and state its factual findings, conclusions, and recommendations in writing, which shall be filed with the campus President involved, the complainant, and the faculty governing agency.

Policy Adopted: 6/5/93

Policy Deleted: ~~6/30/09~~ Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5301; Grievance Procedures; Faculty

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. The grievance procedures for faculty employees in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement. For those faculty employees not included in the SCEA bargaining unit, the grievance procedures have been revised and incorporated into Board Policy 5102. Attached is a copy of Board Policy 5301.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5301

Grievance Procedures; Faculty

Page 1 of 2

BOARD POLICY

The grievance procedure set forth herein is designed to provide a method to resolve differences. Time lines should be adhered to unless modifications are agreed to by both parties. Either party shall, at their expense, have the right to have legal counsel or, where applicable, a collective bargaining representative, participate in any step(s) of the grievance procedure.

A grievance is defined to be any claim (request or complaint) by a faculty member, or at those institutions covered by a SCEA collective bargaining agreement, a local chapter of the SCEA, or SCEA regarding terms or conditions of employment.

In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the grievant, the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, by laws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.

PROCEDURE

1. The aggrieved person shall discuss the grievance with his/her immediate supervisor within ten (10) calendar days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The immediate supervisor shall then have ten (10) calendar days in which to respond in writing and given an answer.
2. A grievance not settled in Procedure 1, which the grievant wishes to pursue further, shall be filed in writing with the dean or appropriate administrative person immediately under the President of the College within ten (10) calendar days after receipt of the supervisor's response in Procedure 1 and in accordance with the policy above to discuss and attempt to settle the grievance.

Response to the grievant, at this step, shall be made in writing within ten (10) calendar days after filing of this appeal, the grievant may proceed to the next step.

3. A grievance which has not been settled in Procedure 1 or 2 and which the grievant wishes to pursue shall be appealed to the Faculty Senate Grievance Committee or comparable committee within ten (10) calendar days of the receipt of the response given in Procedure 2. The Faculty Senate Grievance Committee, following its own procedures and where applicable in accordance with the SCEA agreement for faculty within the bargaining unit is authorized to hold a hearing, to admit and consider evidence submitted by the parties to the grievance, and to submit its findings and recommendations to the campus President and the grievant within fifteen (15) calendar days after receipt of the grievance. If such findings and recommendations are not submitted within that time, the grievant may proceed to Procedure 5.
4. Within ten (10) calendar days of receipt of the grievance along with all applicable responses including those from the Faculty Senate Grievance Committee, the President of the College shall render his/her written decision. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to Procedure 5 within ten (10) calendar days.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5301 Grievance Procedures; Faculty****Page 2 of 2**

5. Should all prior steps fail to resolve the grievance and the grievant wishes to pursue, the grievant may appeal to the Board, within thirty (30) days of the receipt of the response in Procedure 4, by filing the grievance and all prior responses with the Chancellor of the Board in accordance with procedures outlined in Board Policy 2050. The Board shall, within its normal order of business, decide whether or not to hear the grievance and notify the grievant of its decision. If the Board's decision is to hear the grievance, the notification should include a statement with respect to whether the Board wishes further information from the grievant or whether it will grant a personal hearing before the Board, or designated officer, and the time, place and nature of any such hearing.
6. If the grievant is not satisfied with the decision made by the Board, the grievant may seek relief under applicable state and federal laws, or, when applicable by mutual agreement of the parties through binding arbitration.

In the event that a local chapter of SCEA wishes to file a grievance, that filing shall be directed to the local campus President, who shall have fifteen (15) calendar days in which to respond. If the grievance is not resolved, the local chapter may appeal to the Board by filing a copy of the grievance and the President's response. After receipt of the grievance by the Board's Chancellor, the Board shall, within its normal order of business, give notice to the local chapter of its decision to remedy or not remedy the grievance. The Board may provide for a hearing before giving notice of its decision. Terms and conditions of the hearing must be agreed upon by the parties involved. If the Board's decision fails to satisfy the local chapter, they may continue to seek relief under applicable state and federal law, or, by mutual agreement of the parties, through binding arbitration.

In the event that the SCEA wishes to file a grievance, that filing shall be directly with the Chancellor of the Board, with copies to each President of Colleges covered by SCEA/Board of Trustees collective bargaining agreement. After receipt of the grievance by the Board's Chancellor, the Board shall, within its normal order of business, give notice to the SCEA of its decision. The Board may provide for a hearing before giving notice of its decision. Terms and conditions of the hearing must be agreed upon by the parties involved. If the Board's decision fails to satisfy the SCEA, they may continue to seek relief under applicable state and federal law, or, by mutual agreement of the parties, through binding arbitration. The arbitrator shall be selected by a process agreed to by the parties.

Policy Adopted: 8/18/78
 Policy Revised: 9/18/87
 Policy Revised: 6/5/93
 Policy Revised: 9/15/06
 Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5302; Due Process Guidelines; Professional Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Due process guidelines for professional staff employees in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement. For those professional staff employees not included in the NSCPA bargaining unit, the due process guidelines have been revised and incorporated into Board Policy 5103. Attached is a copy of Board Policy 5302.

2.23.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5302

Due Process Guidelines; Professional Staff

Page 1 of 6

BOARD POLICY

State College professional staff employees shall not be discriminated against on a basis not demonstrably related to the employee's job performance. Professional staff members cannot be dismissed before the end of a term appointment except for adequate cause that has been demonstrated through procedural due process. Each professional staff member is entitled to timely notice in case of non-reappointment in accordance with the schedule prescribed in Board Policy 5014.

In no case may a member of the professional staff who is not otherwise protected by Board policy and campus rules and regulations which relate to dismissal proceedings be dismissed prior to expiration of the appointment period without having been provided a statement of reasons and an opportunity to be heard before a duly constituted committee as outlined herein.

Due process is a flexible concept and requires such procedural protection as the particular situation demands. Employees who are subject to lesser penalties need not be accorded as much due process as employees who could be suspended or dismissed from employment.

Employees who could be given a reprimand or warning are entitled to oral or written notice of the charges against them, and if the charges are denied by the employee, an explanation of the evidence campus authorities have and an opportunity to present his or her side of the story in an informal discussion with a campus administrator before disciplinary action is taken.

Employees subject to stricter sanctions and more due process protection may request to have their cases resolved by informal methods; however, unless the employee voluntarily and willingly agrees in writing to accept the imposition of a penalty for violation of employment rules or regulations through an informal proceeding, a formal hearing procedure should be followed to assure professional staff employees basic procedural fairness in resolving disciplinary allegations.

Constitutional rights of due process apply in a disciplinary proceeding only when the Board and/or a State College invades a liberty or property interest of the employee by attempting to deprive the employee of a right or benefit rightfully belonging to the employee. The employee may have a property right in either continued or advanced employment. Such rights are not created by the U.S. Constitution, but instead are created and their dimensions defined by existing rules or understandings that stem from the Board Policy Manual, campus rules or regulations, an employee handbook, or state statutes.

Liberty rights refers to right of the employee to maintain a good name, honor or reputation. In the State College System, whenever a liberty or property interest is involved in suspension or dismissal proceedings, the two key elements of procedural due process are notice to the employee and an opportunity to be heard prior to the deprivation of the employee's property or liberty interest.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5302****Due Process Guidelines; Professional Staff****Page 2 of 6**

PROCEDURE**1. Notice and Hearing Guidelines**

In order to satisfy the due process requirements of notice and hearing for suspension and dismissal proceedings, campus Presidents and the Chancellor are responsible for and shall establish a procedure for the administration of discipline which ensures the following minimum due process provisions for professional staff employees being disciplined:

- a. Prior to imposing discipline, employees should be entitled to written notice of the proposed charges against them which should identify the rule or policy violated and include an explanation of the College's evidence against them. The explanation should include a description of the incident involved and/or dates of occurrence to the extent the explanation would not impair the function or operation of the College or System or expose the Board to legal liability.

The notice should be sufficiently detailed to allow the employee to prepare a response or presentation of evidence. The notice should fairly and reasonably notify the employee of the action to be taken, and should list the persons providing information against the employee and the nature of that information. Under some circumstances, the notice might also include a brief statement of the employee's legal rights with respect to the proceeding.

- b. Prior to imposing discipline the employee should additionally be entitled to an opportunity to present mitigating evidence or present reasons why disciplinary action should not be taken. If the opportunity or explanation is in the form of a meeting or hearing, the campus President or designated person should afford the employee adequate notice as to time, place and purpose of such meeting or hearing. Reasonable notice of the meeting, which requires adequate time for the employee to prepare a presentation or defense, is required.

If the matter is formally grieved or a hearing is conducted, the proceeding shall be conducted in accordance with the procedures stated in Board Policy 5303. The proceeding should be conducted by an impartial panel. This does not mean that the employer is precluded from appointing the panel, but only means that the hearing panel must be free of actual personal bias or partiality.

The employee should have the opportunity to be represented by someone of the employee's choosing including legal counsel. The employee should have a full opportunity to present, either in person or in writing, testimony, witnesses, and evidence which support reasons why the proposed action should not be taken. However, a full evidentiary hearing, or a trial-like hearing is not required prior to adverse action. Although the rules of procedure and rules of evidence applicable to court proceedings may be followed, they need not be strictly adhered to in the proceeding.

An employee's guilt should be determined by a preponderance of the evidence. Hearing decisions need not be unanimous. A simple majority vote shall be sufficient. Hearsay evidence is not required to be excluded, but a finding of guilt on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or dismissal.

2.23.-4

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5302

Due Process Guidelines; Professional Staff

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The employee should have the right to cross-examine adverse witnesses and to ask questions of the hearing panel.

The employee is entitled to an expeditious hearing of the case.

The employee should be able to request that the hearing be either open or closed to the public. This request shall be made to the chair of the hearing panel.

Some type of record of the proceedings should be maintained either through the use of a tape recorder or transcriptionist.

The hearing panel should prepare a written statement setting forth its decision and the specific findings of fact which support it.

The party with whom the burden of proof rests should generally proceed first with the presentation of its evidence. The burden of proof is generally on the employer, except when the proceeding is conducted as an appellate proceeding following an evidentiary hearing, in which case the appealing party should proceed first. Also, when the impartiality of the hearing panel is challenged, the burden of proof rests on the party asserting the challenge, who then proceeds first.

c. If a disciplinary action is imposed, the employee shall be:

- 1) Advised in writing of the nature of the offense;
- 2) Advised of the disciplinary action being administered; and
- 3) If appropriate, notified of the time allowed for improvement and the consequences, including dismissal, of future violations or failure to improve;
- 4) The employee should acknowledge receipt by signing the document. The employee's signature does not constitute agreement with the content of the document. If the employee refuses to sign, the supervisor and witness shall sign a notation of the employee's refusal on the document. A copy of the document shall then be placed in the employee's personnel file. Any negative comment placed in an employee's file requires the employee to be given notice of such filing in writing and an opportunity for a written rebuttal;
- 5) If the campus President perceives a significant hazard in keeping the employee on the job pre-hearing, the campus President's option is to suspend the employee with pay pending the hearing.

2. **Employee Handbook Guidelines**

Each campus administration shall adopt and promulgate rules of conduct for distribution to employees in the form of an employee handbook. In addition to listing general rules of conduct, rules of conduct relating to various terms and conditions of employment including hiring, training, professional development, promotions, layoffs, separations, absenteeism, insubordination, poor work performance, drug and alcohol abuse, non-discrimination policies, and a statement on the progressive discipline system shall also be outlined in the employees' handbook. The handbook shall also specify for employees the various penalties that will be imposed if rules are violated, and the steps to be followed.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5302****Due Process Guidelines; Professional Staff****Page 4 of 6**

Placed in an appropriate and permanent position in each employee handbook shall be a statement that the handbook represents the personnel policies of the System and campus, and that the Board retains the absolute right to modify or reverse these policies based upon its professional and business concerns. The policies expressed in the handbook are only guidelines and do not represent an employment contract, nor any aspect of an employment contract and should not be construed as such.

The Board and the campus administration remains free in its sole discretion to change or amend these policies at any time, with or without notice. The Board and campus administration is also free not to follow these guidelines in any particular case, and no member of the campus administration has the authority to bind the Board to any of the terms or provisions of this handbook.

Each new hire employee should be required to sign a statement that he or she has received and read the handbook and agrees to be bound by its terms as a condition of employment.

3. Progressive Disciplinary Guidelines

The following types and levels of disciplinary actions for professional staff are prescribed in a progressive manner; however, the nature and severity of the violation will dictate the level of discipline imposed and the due process protection to be applied. More severe levels of disciplinary action may be imposed when a lesser action is deemed inadequate or has not achieved the desired results. One or a combination of any of the following disciplinary actions may be imposed. If one or more of the prescribed disciplinary actions are imposed, it shall be in writing and on a single document and imposed concurrently.

The type and extent of disciplinary action shall be governed by the nature, severity and effect of the offense; the type and frequency of previous offenses; the period of time elapsed since a prior offensive act; and consideration of extenuating circumstances. The following represents guidelines only for a progressive disciplinary program as appropriate disciplinary action is dependent on the nature of the offense. Campus Presidents may apply discipline as appropriate in accordance with the below listed guidelines.

a. Written Warning

This action consists of a discussion with the employee during which the supervisor explains in detail the reasons for the warning and advises the employee of the action required to correct the unsatisfactory performance. Documentation of such discussion shall be placed in the employee's personnel file with notice of such filing with the employee involved.

b. Disciplinary Probation Status

A disciplinary probation may be imposed for a period of up to six (6) months, but may be extended to a total of one (1) year by the campus President or designated person. This is a designated time period during which the employee must improve. Improvement standards and time frames shall be set by the supervisor and put in writing and a copy given to the employee. An extension of disciplinary probation shall be considered as a separate disciplinary action.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5302

Due Process Guidelines; Professional Staff

Page 5 of 6

- 1) Employees on disciplinary probation shall not be promoted or granted merit pay increases.
- 2) Employees granted leave while serving disciplinary probation may have their probation extended by the number of days absent on leave.
- 3) An employee may be removed from disciplinary probation at any time.

c. Suspension

The period of suspension shall be without pay and shall not exceed twenty (20) working days. The document informing the employee of suspension shall be dated and include the reason for the suspension without pay and the number of days of the suspension.

- 1) The employee's service date shall be adjusted by the number of calendar days absent during a suspension.
- 2) Employees on suspension shall not be granted vacation, sick or holiday leave nor unused compensatory time off during the suspension period.

d. Dismissal

Dismissal of professional staff prior to expiration of the appointment period requires due process protection be provided the employee in accordance with this policy and in the manner prescribed in Board Policy 5303. Non-reappointment of a professional staff member's contract shall be conducted in accordance with the notice requirements set forth in Board Policy 5014.

4. Investigatory Suspension

Investigatory suspension is not a disciplinary action. An employee who is under investigation by either a State College, the State College System, or any state agency or civil authorities for, or charged with, criminal activity or who is alleged to have committed an offense which threatens the safety or health of another person, or an offense of sufficient magnitude that the consequence causes disruption of work or college activities, may be suspended pending outcome of the investigation or trial. If no immediate danger would result, the campus President, before suspending an employee under this section, should attempt to verify evidence with the employee and may afford the employee an opportunity to refute this information or present mitigating evidence. If a meeting takes place, the campus President shall notify the employee prior to such meeting and shall inform the employee of the purpose of the meeting in accordance with procedures outlined in Board Policies. Other employees shall be notified of the general nature of the investigation.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5302****Due Process Guidelines; Professional Staff****Page 6 of 6**

- a. An employee who is found not guilty through a court proceeding or college investigation, or has no judicial action taken, may or may not be reinstated to his or her position by the campus President based on relevant facts acquired in the investigation. If reinstated to the former position, it shall be with full back pay and service credit for the period of suspension. If evidence in an investigation shows that disciplinary action should be taken, the campus President shall initiate disciplinary procedures.
- b. Investigatory suspensions may be grieved by employees.

Policy Adopted: 6/5/93

Policy Revised: 9/15/06

~~Policy Deleted: 6/30/09~~ Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5303; Grievance Procedures; Professional Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Grievance procedures for professional staff employees not in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Grievance procedures for NSCPA bargaining unit members are addressed in the NSCS-NSCPA Bargaining Agreement. Attached is a copy of Board Policy 5303.

2.24.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5303 Grievance Procedures;
Professional Staff**

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BOARD POLICY

All regularly employed Professional Staff employees have grievance rights. Job applicants and temporary employees have no grievance rights within the Nebraska State College System grievance procedure.

Eligible employees in the State College System who are aggrieved as a result of administrative or management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Board of Trustees, campus rules and regulations, or applicable labor contracts, if so agreed by the appropriate parties, may grieve such actions. Campus Presidents and the Executive Director, as appropriate, shall ensure that every possible effort is made to resolve grievances at the campus and System Office levels.

The Board of Trustees has final authority to determine whether or not an issue is grievable, and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal.

The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters. The list below is not to be considered all inclusive:

- § Performance evaluations;
- § System or campus appointments including promotions to positions;
- § Leave of absence decisions
- § Merit increase allocations;
- § Marketplace salary adjustments; and
- § Position classification

Matters which involve harassment or discrimination based on race, color, religion, natural origin, age, sex, marital status, or physical or mental disability shall be pursued at the campus or System Office level, as appropriate, or may be appealed to the Federal Employment Opportunity Commission (EEOC) or the Nebraska Equal Opportunity Commission (NEOC).

Non-grievable complaints resulting from administrative or management actions should be dealt with through a complaint procedure, established at the campus level, which ensures final access to the campus President or designated representative.

PROCEDURE

Section 1. The grievance procedure set forth herein is designed to provide a method to resolve differences regarding terms and conditions of employment. Time lines should be adhered to unless changes are agreed to by both parties.

Section 2. A grievance is defined to be any claim (request or complaint) by a staff member regarding terms and conditions of the grievant's employment.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5303 Grievance Procedures;
Professional Staff****Page 2 of 3**

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- Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.
- Section 4. For grievances regarding employment matters, the administrative chain of command below the president of the college is the appropriate vice president, non-academic deans, director or assistant director and supervisor. Final authority regarding employment matters rests with the campus President.
- Section 5. Any party shall, at their expense, have the right to assistance by a person of their own choosing from the college community, or to legal counsel in any step of the grievance procedure.
- Step 1. The aggrieved person shall first discuss the grievance with his/her immediate supervisor within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The immediate supervisor shall then have the (10) working days in which to respond and give a written answer to the grievant.
- Step 2. A grievance not settled in Step 1, which the grievant wishes to pursue further, may be filed in writing with the appropriate administrative person in the next level higher in the chain of command in accordance with Section 3. Such filing shall be within ten (10) working days after receipt of the supervisor's response in Procedure 1 and in accordance with the policy above to discuss and attempt to settle the grievance. If the grievance is with the Director, the employee shall discuss the matter with the Vice President for Administration and Finance.
- Response to the grievant, at this step, shall be made in writing within ten (10) working days after filing of this appeal, the grievant may proceed to the next step.
- Step 3. A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue further shall be appealed to the Vice President for Administration and Finance within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in Steps 1 and 2. The Vice President may conduct a conference with the aggrieved party. If the grievance is not resolved, the Vice President may, within ten (10) working days, appoint an ad hoc committee or refer the matter to an appropriate hearing panel to hear the grievance. The ad hoc committee or hearing panel is authorized to hold a hearing in accordance with Policy 5302, to admit and consider evidence submitted by the parties to the grievance, and to submit its findings and recommendations to the campus Vice President and the grievant within fifteen (15) working days after receipt of the grievance. If such findings are not submitted within that time, the grievant may proceed to the next step.

2.24.-4

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5303 Grievance Procedures;
Professional Staff**

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- Step 4. Within ten (10) working days of receipt of the grievance along with all applicable responses including those from the hearing panel, or within ten (10) working days of receipt of the recommendation from the ad hoc committee or hearing panel, if an ad hoc committee or hearing panel is utilized, the Vice President of the College shall render his/her written decision. If the Vice President rejects the report of the ad hoc committee or hearing panel, the Vice President shall state his or her reasons for doing so, in writing to the committee or panel, whichever appropriate, and provide an opportunity for a response from both parties before the grievance can move to the next step. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.
- Step 5. Should Steps 1-4 fail to resolve the grievance and the grievant wishes to pursue, the grievant may appeal to the campus President, within ten (10) working days of the receipt of the response in Procedure 4, by filing the grievance and all prior responses with the campus President. The authority of the campus President is to assure that the decision of the Vice President for Administration and Finance was made in good faith and to ensure that the administration was in reasonable compliance with Board Policy and/or campus rules and regulations, labor agreements, or relevant State Statutes.
- Step 6. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Board, as provided in Policy 2050, within thirty (30) working days of the receipt of the response in Step 5, by filing the grievance and all prior responses with the Executive Director of the Board. In filing the grievance with the Board, the Board will only consider whether basic procedural fairness, as outlined in Board Policy 5302, was offered. In so doing, the Board shall, within its normal order of business, decide whether or not to hear the grievance and notify the grievant of its decision. If the Board's decision is to hear the grievance, the notification should include a statement with respect to whether the Board wishes further information from the grievant or whether it will grant a personal hearing before the Board, or designated officer, and the time, place and nature of any such hearing.
- Step 7. If the grievant is not satisfied with the decision made by the Board, the grievant may seek relief under applicable state and federal laws.

Policy Adopted: 8/18/78
Policy Revised: 9/18/87
Policy Revised: 6/5/93
Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5304; Disciplinary Action Guidelines; Support Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Disciplinary provisions for support staff employees not in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. The disciplinary provisions for support staff in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5304.

PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff**

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BOARD POLICY

State College support staff employees shall not be discriminated against on a basis not demonstrably related to the employee's job performance.

Job titles, general work responsibilities and salary grades are detailed in the Support Staff Classification and Pay Plan for the Nebraska State Colleges.

Support staff employees in the State College System who are aggrieved as a result of management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Board, or campus rules and regulations, may informally or formally grieve such actions in accordance with Board Policy 5305.

Campus administrators shall ensure that every possible effort is made to resolve grievances or complaints at the campus level. Support staff employees may ultimately appeal grievances not resolved at the campus level to the Board by filing a grievance and completing the steps of the procedure described in Board Policy 5305 and 2050.

Support staff employees are employed on an at-will basis and serve at the pleasure of the Board and may be dismissed in accordance with the provisions outlined in Board Policy 5015.

PROCEDURE

1. Disciplinary Action Guidelines

Appropriate disciplinary action may be taken for any of the following offenses:

- a. Violation of, or failure to comply with, published rules, regulations, policies or procedures of the employing campus or the Board of Trustees, or applicable state statutes.
- b. Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.
- c. Inefficiency, incompetence or negligence in the performance of duties.
- d. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs.
- e. Negligent or improper use of state property, equipment or funds, or conversion of same to one's own use.
- f. Falsification, fraud or omission of required information on the employment application/resume.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff****Page 2 of 6**

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- g. Unauthorized, improper use or abuse of any type of leave, meal or rest periods.
 - h. Repeated tardiness or unauthorized leave, including unauthorized departure from work area.
 - i. Failure to maintain satisfactory working relationships with the public or other employees.
 - j. Failure to obtain and maintain a current license or certification required by law or campus standards as a condition of employment.
 - k. Conviction of a job-related criminal offense.
 - l. Insubordinate acts or language which seriously hamper the campus' or campus department's ability to control, manage or function.
 - m. Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
 - n. Possession of materials and/or the utterance of comments in the work place that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.

2. Guidelines for Imposing Disciplinary Action in Cases of Serious Misconduct

- a. As part of an investigatory proceeding leading to discipline, including discharge, and prior to imposing such discipline, support staff employees should be entitled to notice of the proposed charges against them which should identify the rule or policy violated and include an explanation of the College's evidence against them. The explanation should include a description of the incident involved and/or dates of occurrence to the extent the explanation would not impair the function or operation of the College or System or expose the Board to legal liability.
- b. Prior to imposing discipline the employee should additionally be entitled to an opportunity to present mitigating evidence or present reasons why disciplinary action should not be taken. If the opportunity or explanation is in the form of a meeting, the campus President or designated person should afford the employee adequate notice as to time, place, and purpose of such meeting. Reasonable notice of the meeting, which requires adequate time for the employee to prepare a presentation or defense, is required.
- c. If the matter is formally grieved, the proceeding shall be conducted in accordance with the procedures stated in Board Policy 5305.

PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff**

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- d. If a disciplinary action is imposed, the employee shall be:
- 1) Advised in writing of the nature of the offense;
 - 2) Advised of the disciplinary action being administered; and
 - 3) If appropriate, notified of the time allowed for improvement and the consequences, including dismissal, of future violations or failure to improve;
 - 4) The employee should acknowledge receipt by signing the document. The employee's signature does not constitute agreement with the content of the document. If the employee refuses to sign, the supervisor and witness shall sign a notation of the employee's refusal on the document. A copy of the document shall then be placed in the employee's personnel file. Any negative comment placed in an employee's file requires the employee to be given notice of such filing in writing and an opportunity for a written rebuttal.

3. Employee Handbook Guidelines

Each campus administration shall adopt and promulgate rules of conduct for distribution to employees in the form of an employee handbook. In addition to listing general rules of conduct, rules of conduct relating to various terms and conditions of employment including hiring, training, professional development, promotions, layoffs, separations, absenteeism, insubordination, poor work performance, drug and alcohol abuse, non-discrimination policies, and a statement on the progressive discipline system shall also be outlined in the employees' handbook. The handbook shall also specify for employees the various penalties that may be imposed if rules are violated, and the steps to be followed. A statement shall be included in the handbook emphasizing that handbook policies are guidelines only and do not represent an employment contract, and that the Board and campus administration reserves the right to modify and amend such policies at any time without notice and that no campus administration has the authority to bind the Board to any of the terms or provisions of the handbook.

4. Progressive Disciplinary Guidelines

The following types and levels of disciplinary actions for support staff are prescribed in a progressive manner; however, the nature and severity of the violation will dictate the level of discipline imposed and the due process protections to be applied. More severe levels of disciplinary action may be imposed when a lesser action is deemed inadequate or has not achieved the desired results. One or a combination of any of the following disciplinary actions may be imposed. If one or more of the prescribed disciplinary actions are imposed, it shall be in writing and on a single document and imposed concurrently.

a. Written Warning

This action consists of a discussion with the employee during which the supervisor explains in detail the reasons for the warning and advises the employee of the action required to correct the unsatisfactory performance. Documentation of such discussion shall be placed in the employee's personnel file with notice of such filing with the employee involved.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff****Page 4 of 6****b. Disciplinary Probation Status**

A disciplinary probation may be imposed for a period of up to six (6) months, but may be extended to a total of one (1) year by the campus President or designated person. This is a designated time period during which the employee must improve. Improvement standards and time frames shall be set by the supervisor and put in writing and a copy given to the employee. An extension of disciplinary probation shall be considered as a separate disciplinary action.

- 1) Employees on disciplinary probation shall not be promoted or granted merit pay increases.
- 2) Employees granted leave while serving disciplinary probation may have their probation extended by the number of days absent on leave.
- 3) An employee may be removed from disciplinary probation at any time.

c. Suspension

The period of suspension shall be without pay and shall not exceed twenty (20) working days. The document informing the employee of suspension shall be dated and include the reason for the suspension without pay and the number of days of the suspension.

- 1) The employee's service date shall be adjusted by the number of calendar days absent during a suspension.
- 2) Employees on suspension shall not be granted vacation, sick or holiday leave nor unused compensatory time off during the suspension period.

d. Demotion

A campus President may demote a support staff employee to a class of a lower salary grade in the State College Support Staff Classification Plan as a disciplinary action. The employee's duties shall be changed to reflect the new classification. Upon demoting an employee for disciplinary reasons, a campus President shall reduce the employee's salary a minimum of 5% and the salary may not be above the Maximum Rate of the new salary grade. However, demoted employees' salaries may be reduced no lower than the minimum salary of the new salary grade.

PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff**

Page 5 of 6

e. **Reduction in Salary Within the Same Position**

Campus Presidents may reduce a support staff employee's salary within salary grade as a disciplinary action. Campus Presidents may restore employees to their previous salary when circumstances justify. Employees' salaries may be reduced to no lower than the minimum salary of the salary grade.

f. **Dismissal**

Dismissal of support staff shall be conducted in accordance with Board Policy 5015, except in cases as described below:

- 1) Employees may be granted two (2) calendar weeks pay in lieu of notice at the discretion of the campus President. Employees granted two (2) calendar weeks pay in lieu of notice shall not be eligible to accrue sick or vacation leave for the period for which payment in lieu of notice is made.
- 2) An employee dismissed for gross misconduct such as conviction of a felony or an employee who commits an offense which threatens the safety or health of another person, or an offense of sufficient magnitude that the consequence causes disruption of work, shall not be entitled to two (2) calendar weeks notice of dismissal or two (2) calendar weeks pay in lieu of notice.
- 3) Employees may be dismissed during disciplinary probation if they do not take positive action to correct the conditions which resulted in the disciplinary probation. The serving of disciplinary probation is not a prior requirement for dismissal.

5. **Investigatory Suspension**

Investigatory suspension is not a disciplinary action. An employee who is under investigation by either a State College, the State College System, or any state agency or civil authorities for, or charged with, criminal activity or who is alleged to have committed an offense which threatens the safety or health of another person, or an offense of sufficient magnitude that the consequence causes disruption of work or college activities, may be suspended without pay pending outcome of the investigation or trial. If no immediate danger would result, the campus President, before suspending an employee under this section, should attempt to verify evidence with the employee and may afford the employee an opportunity to refute this information or present mitigating evidence. If a meeting takes place, the campus President shall notify the employee prior to such meeting and shall inform the employee of the purpose of the meeting in accordance with procedures outlined in Board Policies. Other employees may be notified of the general nature of the investigation if necessary for the investigation to proceed.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5304 Disciplinary Action Guidelines;
Support Staff****Page 6 of 6**

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- a. An employee who is found not guilty through a court proceeding or college investigation, or has no judicial action taken, may or may not be reinstated to his or her position by the campus President based on relevant facts acquired in the investigation. If reinstated to the former position, it shall be with full back pay and service credit for the period of suspension. If evidence in an investigation shows that disciplinary action should be taken, the campus President shall initiate disciplinary procedures.
 - b. Investigatory suspensions may be grieved by employees.

Policy Adopted: 6/5/93
Policy Revised: 11/11/95
| Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5305; Grievance Procedures; Support Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Grievance procedures for support staff employees not in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. The grievance procedures for support staff in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5305.

2.26.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5305 Grievance Procedures;
Support Staff**

Page 1 of 3

BOARD POLICY

All regularly employed Support Staff employees have grievance rights. Job applicants and temporary employees have no grievance rights within the Nebraska State College System grievance procedure.

Eligible employees in the State College System who are aggrieved as a result of administrative or management actions resulting in an injury, injustice, or wrong involving a misinterpretation or misapplication of rules promulgated by the Board of Trustees, campus rules and regulations, or applicable labor contracts, if so agreed by the appropriate parties, may grieve such actions. Campus Presidents and the Chancellor, as appropriate, shall ensure that every possible effort is made to resolve grievances at the campus and System Office levels.

The Board of Trustees has final authority to determine whether or not an issue is grievable, and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal.

The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters. The list below is not to be considered all inclusive:

- § Performance evaluations;
- § System or campus appointments including promotions to positions;
- § Leave of absence decisions
- § Merit increase allocations;
- § Marketplace salary adjustments; and
- § Position classification

Matters which involve harassment or discrimination based on race, color, religion, natural origin, age, sex, marital status, or physical or mental disability shall be pursued at the campus or System Office level, as appropriate, or may be appealed to the Federal Employment Opportunity Commission (EEOC) or the Nebraska Equal Opportunity Commission (NEOC).

Non-grievable complaints resulting from administrative or management actions should be dealt with through a complaint procedure, established at the campus level, which ensures final access to the campus President or designated representative.

PROCEDURE

Section 1. The grievance procedure set forth herein is designed to provide a method to resolve differences regarding terms and conditions of employment. Time lines should be adhered to unless changes are agreed to by both parties.

Section 2. A grievance is defined to be any claim (request or complaint) by a staff member regarding terms and conditions of the grievant's employment.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5305 Grievance Procedures;
Support Staff****Page 2 of 3**

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- Section 3. In reducing a grievance to writing, it should include the exact nature of the grievance, the act(s) of commission or omission, the date(s) of the act(s), the identity of the party(ies) alleged to have caused the grievance, provisions of any agreement, bylaws, rules, policies or practices that are alleged to have been violated, and the remedy that is sought.
- Section 4. For grievances regarding employment matters, the administrative chain of command below the president of the college is the appropriate vice president, non-academic deans, director or assistant director and supervisor. Final authority regarding employment matters rests with the campus President.
- Section 5. Any party shall, at their expense, have the right to assistance by a person of their own choosing from the college community, or to legal counsel in any step of the grievance procedure.
- Step 1. The aggrieved person shall first discuss the grievance with his/her immediate supervisor within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The immediate supervisor shall then have the (10) working days in which to respond and give a written answer to the grievant.
- Step 2. A grievance not settled in Step 1, which the grievant wishes to pursue further, may be filed in writing with the appropriate administrative person in the next level higher in the chain of command in accordance with Section 3. Such filing shall be within ten (10) working days after receipt of the supervisor's response in Procedure 1 and in accordance with the policy above to discuss and attempt to settle the grievance. If the grievance is with a Director, the employee shall discuss the matter with the Chief Business Officer.
- Response to the grievant, at this step, shall be made in writing within ten (10) working days after filing of this appeal, the grievant may proceed to the next step.
- Step 3. A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue further shall be appealed to the Chief Business Officer within ten (10) working days of the receipt of the response given in Step 2. The appeal shall include the written grievance and all responses given in Steps 1 and 2. The Vice President may conduct a conference with the aggrieved party. If the grievance is not resolved, the Vice President may, within ten (10) working days, appoint an ad hoc committee or refer the matter to an appropriate hearing panel to hear the grievance. The ad hoc committee or hearing panel is authorized to hold a hearing in accordance with Policy 5304, to admit and consider evidence submitted by the parties to the grievance, and to submit its findings and recommendations to the campus Vice President and the grievant within fifteen (15) working days after receipt of the grievance. If such findings are not submitted within that time, the grievant may proceed to the next step.

2.26.-4

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5305 Grievance Procedures;
Support Staff**

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- Step 4. Within ten (10) working days of receipt of the grievance along with all applicable responses including those from the hearing panel, or within ten (10) working days of receipt of the recommendation from the ad hoc committee or hearing panel, if an ad hoc committee or hearing panel is utilized, the Chief Business Officer of the College shall render his/her written decision. If the Chief Business Officer rejects the report of the ad hoc committee or hearing panel, the Chief Business Officer shall state his or her reasons for doing so, in writing to the committee or panel, whichever appropriate, and provide an opportunity for a response from both parties before the grievance can move to the next step. If such findings and recommendations are not submitted within that time or if the grievance is not satisfied, then the grievant may proceed to the next step within ten (10) working days.
- Step 5. Should Steps 1-4 fail to resolve the grievance and the grievant wishes to pursue, the grievant may appeal to the campus President, within ten (10) working days of the receipt of the response in Procedure 4, by filing the grievance and all prior responses with the campus President. The authority of the campus President is to assure that the decision of the Chief Business Officer was made in good faith and to ensure that the administration was in reasonable compliance with Board Policy and/or campus rules and regulations, labor agreements, or relevant State Statutes.
- Step 6. Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Board, as provided in Policy 2050, within thirty (30) working days of the receipt of the response in Step 5, by filing the grievance and all prior responses with the Chancellor of the Board. In filing the grievance with the Board, the Board will only consider whether basic procedural fairness, as outlined in Board Policy 5304, was offered. In so doing, the Board shall, within its normal order of business, decide whether or not to hear the grievance and notify the grievant of its decision. If the Board's decision is to hear the grievance, the notification should include a statement with respect to whether the Board wishes further information from the grievant or whether it will grant a personal hearing before the Board, or designated officer, and the time, place and nature of any such hearing.
- Step 7. If the grievant is not satisfied with the decision made by the Board, the grievant may seek relief under applicable state and federal laws.

Policy Adopted: 8/18/78

Policy Revised: 9/18/87

Policy Revised: 6/5/93

Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

*Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke*

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5401; Early Retirement Incentive Program

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted as this temporary program will be discontinued as of June 30, 2009. Attached is a copy of Board Policy 5401.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5401 Early Retirement Incentive Program;
State College Employees**

Page 1 of 2

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, 2007 and shall remain in effect for a temporary period ending on June 30, 2009. 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, 2009. For the first year of this program, eligible employees must indicate their intention to participate by June 15, 2007 for an early retirement to take effect on July 1, 2007. 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

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

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5403; Voluntary Phased Retirement Policy; Tenured Faculty

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted as this temporary program will be discontinued as of June 30, 2009. Attached is a copy of Board Policy 5403.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5403****Voluntary Phased Retirement Policy;
Tenured Faculty****Page 1 of 2**

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).

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5403

Voluntary Phased Retirement Policy;
Tenured Faculty

Page 2 of 2

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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.
 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. **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 plus an amount 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

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5406; Voluntary Retirement Settlement Program; State College Employees

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted. The program will be discontinued for faculty and professional staff as of June 30, 2009. Language regarding voluntary retirement programs for non-union support staff employees will be incorporated into Board Policy 5104. Voluntary retirement programs for unionized support staff are included in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5406.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5406 Voluntary Retirement Settlement Program;
State College Employees**

Page 1 of 2

BOARD POLICY

The 2007-09 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.

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 employee 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 terminate employment and have ten (10) or more years of consecutive service to the College or State College System.

2. Process

- a. To retire on June 30, 2008 under the terms and conditions of this program, written notification to the College President and appropriate Vice President or Chancellor by January 15, 2008, is required.
- b. To retire on June 30, 2009 under the terms and conditions of this program, written notification to the College President and appropriate Vice President or Chancellor by January 15, 2009 is required.

3. Time Limits

- a. Employees eligible to retire on July 1, 2008 under the terms and conditions of this program will have from July 1, 2007 until January 15, 2008 to announce their intention to participate in the program. Eligible participants must signify in writing by no later than January 15, 2008 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, 2008.
- b. Employees eligible to retire on July 1, 2009 under the terms and conditions of this program will have from July 1, 2008 until January 15, 2009 to announce their intention to participate in the program. Eligible participants must signify in writing by no later than January 15, 2009 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, 2009.

4. Incentive Payment

In exchange for the agreement to retire, employees 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.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5406 Voluntary Retirement Settlement Program;
State College Employees**

Page 2 of 2

5. Incentive Health Insurance Benefit

In consideration of the employee's agreement to retire, as of the first day of the month following the date of retirement the following terms are agreed to.

- a. The employee will be 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.
- b. The College or System's Office, as applicable, will pay the full cost of such coverage which includes both the cost the employee would pay for such coverage if still employed, and the employer's cost for such coverage.
- c. 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 or System's Office will pay an amount equivalent to the cost of the 65 Gold Plus Medicare Supplemental plan offered through NSEA for the payout period remaining.

6. Death of Participant

If death of the employee occurs during the payout period, the employee'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 employee shall be coerced into participating in this 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

Policy Revised: 3/28/08

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5500; Employee Benefits; State College Employees

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Employee benefits for faculty, professional staff and support staff who are not included in collective bargaining units have been revised and are described in Board Policy 5102, 5103 and 5104 respectively. Employee benefits for each of the above mentioned employee groups who are in collective bargaining units are addressed in the SCEA, NSCPA or NAPE/AFSCME bargaining agreements respectively. Attached is a copy of Board Policy 5500.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5500 Employee Benefits;
State College Employees**

Page 1 of 1

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.

Policy Adopted: 6/5/93
Policy Revised: 4/13/07
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5510; Tuition Remission; Immediate Families of State College Employees

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Tuition remission benefits for faculty, professional staff and support staff not in a collective bargaining unit have been revised and incorporated in to Board Policy 5102, 5103 and 5104. This benefit for employees included in collective bargaining units is addressed in the SCEA, NSCPA and NAPE/AFSCME bargaining agreements respectively. Attached is a copy of Board Policy 5510.

2.31.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5510 Tuition Remission; Immediate Families of
State College Employees**

Page 1 of 1

BOARD POLICY

All full-time employees of the State College System are eligible for a 67% tuition remission for immediate family (spouse and dependent children only) for attendance at any College governed by the Board on a class space available basis only. If at any time, the System combines tuition and fee costs into a single tuition charge an amount equal to the previously applicable fee schedule will remain the responsibility of the student. This tuition remission is not available for correspondence courses or online courses for non-spouses unless the dependent is a student enrolled in at least two (2) on campus courses.

In instances where two employees have the same dependent, only one may claim the 67% remission.

Policy Adopted: 6/5/93
Policy Revised: 9/14/07
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5511; Tuition Waiver; Professional Growth; State College Employees

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Tuition waiver information for faculty, professional staff and support staff not in collective bargaining units has been revised and incorporated into Board Policy 5102, 5103 and 5104. This benefit for employees included in collective bargaining units is addressed in the SCEA, NSCPA and NAPE/AFSCME bargaining agreements respectively. Attached is a copy of Board Policy 5511.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5511 Tuition Waiver; Professional Growth;
State College Employees**

Page 1 of 2

BOARD POLICY

The Board may provide for a system of reduced tuition for all full-time employees of the State College System and its State Colleges for academic work at any institution within the System.

All full-time employees shall be eligible to enroll for credit in course offerings at each of the State Colleges for a fee of \$1.00 per course. The courses may relate to either the employee's employment responsibilities at any of the State Colleges or in courses of the employee's choosing not related to a degree or his or her current work assignments that may enhance new career opportunities or personal development. Enrollment will be limited to one course of not more than four (4) hours in each of the Fall and Spring semesters and one Summer term. Approval for enrollment in the courses under these provisions must be granted by the President or his or her designee. The application for the waiver should contain a degree plan or a statement which details the relevance of the course or courses to the employee's job responsibilities. Any fees which might be connected with the course must be paid by the employee/student including the same institutional and class fees paid by all other students. Such approval is subject to the following regulations:

1. Only full-time (1.00 FTE) employees of the System are eligible to apply by filing an application for tuition waiver.
2. Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
3. This tuition waiver is not available to employees on leave of absence.
4. This tuition waiver is not available to employees whose anticipated employment period is less than six months, regardless of FTE employment status.
5. The granting of the waiver is subject to openings in the specific class in which the employee intends to enroll. If the withdrawal of this privilege is necessitated by a lack of college funds for such program, such withdrawal shall apply to all classes of employees on a College-wide basis and timely notice of this action shall be provided to all employees.
6. Normally, employees taking advantage of this tuition waiver will enroll in classes held during non-working hours.
7. If the course is not scheduled during non-working hours, the employee's hours may be arranged, with appropriate approvals, to accommodate enrollment.

In the event an employee is both a full-time employee and a spouse of a full-time employee, and intends to enroll in more than one course per term for the purpose of professional development, said spousal employee shall be eligible for the tuition waiver for only one course per term. Subsequent courses taken during the term in question shall not be eligible for a 67% tuition remission as outlined in the provisions of Policy 5510.

This policy shall not apply to employees in a bargaining unit with different tuition remission provisions.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5511

**Tuition Waiver; Professional Growth;
State College Employees**

Page 1 of 2

Policy Adopted: 6/5/93

Policy Revised: 4/1/99

Policy Revised: 3/31/06

Policy Revised: 9/14/07

Policy Deleted: 6/30/09 Approved: 4/17/09

Delete Entire Policy

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5600; Leaves of Absence; General Conditions; Types Available

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement. Leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement. Attached is a copy of Board Policy 5600.

2.33.-2

PERSONNEL, NEBRASKA STATE COLLEGES

**POLICY: 5600 Leaves of Absence; General Conditions;
Types Available**

Page 1 of 2

BOARD POLICY

A leave of absence will be used for the purpose for which it was granted. With the exception of political leaves, unless there is an unforeseen reason, a leave of absence must be arranged at least one semester before the leave is granted. The granting of a leave is subject to budget restrictions.

A leave of absence may be granted for either one academic year or one semester for faculty members or for one year or six (6) months for those employees on a 12-month contract. It may be for half pay for one academic year or full pay for one semester, or without pay. Lesser amounts may be arranged, subject to approval of the faculty, professional staff or support staff member, the College, and the Board.

A leave of absence with pay may be granted after the applicant has completed four years of service in the College. The rate of pay while on leave shall be based on the pay the employee would have received while on campus. Leave of absence time before achievement of tenure is not applicable to achievement of tenure.

Time of leave does not apply toward rank promotion for non-tenured faculty. Normally, with the exception of political leaves, a leave without pay will not be granted more often than once every four years. A leave of absence with pay will not be considered with less than seven continuous years of service since the last leave of absence with pay. A leave of absence during the summer may be granted with remuneration for twelve-month personnel.

A person on leave with pay may not accept other employment during the period of leave and is subject to the conditions regarding conflict of interest found in Board Policy 5002. Employees on leave are subject to all Board policies.

Leave of absence pay will be made in accordance with payment policy of the Colleges. Arrangements for payments are to be made by the employee following Board approval. Employees who do not return to the College upon completion of their leave of absence shall be considered to be terminated.

Employees on leave with pay shall continue to receive the proportionate share of the state's contribution to the retirement plan. The remaining portion will be paid by the person on leave. Health, life, and disability insurance benefits will be maintained by the College in accordance with policies for all employees.

Employees on leave without pay may contribute to the retirement plan and participate in the health, life, and disability insurance programs at their own expense.

Personnel on leave with pay must agree to return to the College for the academic year following the leave of absence or shall be responsible for repayment of salary paid during the leave.

Repayment to the institution of the allocated salary shall be required within 30 days following verification of termination of employment.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5600 Leaves of Absence; General Conditions;
Types Available****Page 2 of 2**

The President of each College may recommend to the Board only those requests that meet the following conditions:

- a) There is assurance that the responsibilities of the position can be met satisfactorily.
- b) The College will benefit by the experience gained by the person on leave.

A leave of absence shall be at the discretion of the Board.

Policy Adopted: 1/28/77
Policy Revised: 10/13/78
Policy Revised: 10/30/87
Policy Revised: 3/3/89
Policy Revised: 6/5/93
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5602; Sick Leave for Faculty and Professional Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Sick leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Sick leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement. Sick leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Sick leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement. Attached is a copy of Board Policy 5602.

2.34.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5602 Sick Leave for Faculty and Professional Staff

Page 1 of 1

BOARD POLICY

Regular, full-time professional staff members shall be allowed sick leave with pay.

Sick leave policy is adopted with the realization that an employee may become ill or injured through no fault of his or her own to the extent of being unable to work. Sick leave may be taken for absences made necessary by reason of illness, injury, or disability, including temporary illnesses covered by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, by exposure to dangerous disease which may endanger the employee or public health, or by illness in the immediate family making it necessary that the employee be absent from his or her duties. The term "immediate family" shall be defined to include the spouse, and dependent children, stepchildren, grandchildren, wards, brothers, sisters, parents, grandparents, or parents of the spouse. It is not intended as any earned time off with pay, and shall not be granted as such. Employees shall not be compensated for unused sick leave upon termination of their employment.

Sick leave for members of the full-time professional staff, academic and non-academic, shall accumulate at the rate of one day per calendar month of consecutive service. The accumulation of sick leave shall begin the first day of the first complete calendar month of employment, and unused sick leave may be accumulated up to and including 180 working days. Proof of illness may be required by college authorities.

The Chancellor or President, as appropriate, may advance sick leave to professional staff employees in an amount not to exceed a total of 40 hours (pro-rated for part-time employees). Employees shall reimburse the College or System for all used but unearned sick leave upon separation or transfer.

NOTE: This policy shall not apply to employees in a bargaining unit with different sick leave provisions.

Policy Adopted: 3/16/79
Policy Revised: 10/28/83
Policy Revised: 6/5/93
Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5603; Sick Leave for Support Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Sick leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Sick leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5603.

2.35.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5603

Sick Leave for Support Staff

Page 1 of 2

BOARD POLICY

Sick leave policy is adopted with the realization that an employee may become ill or injured through no fault of his or her own to the extent of being unable to work. Sick leave may be taken for absences made necessary by reason of illness, injury, or disability, including temporary illnesses covered by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, by exposure to dangerous disease which may endanger the employee or public health, or by illness in the immediate family making it necessary that the employee be absent from his or her duties. The term "immediate family" shall be defined to include the spouse, and dependent children, stepchildren, grandchildren, wards, brothers, sisters, parents, grandparents, or parents of the spouse. It is not intended as any earned time off with pay, and shall not be granted as such. Employees shall not be compensated for unused sick leave upon termination of their employment.

Regular, full-time Support Staff employees of the Nebraska State College System shall be entitled to sick leave with full pay computed at the rate of eight work hours per month for each calendar month of consecutive service, not to exceed 180 days maximum accumulation of unused sick leave. All employees who were employed prior to the effective date of this policy and were eligible for accruing sick leave under the previous policy shall continue to accrue in accordance with the former policy. Sick leave for all new hire Support Staff following the effective date of this policy shall be earned in accordance with the following schedule:

| | |
|---------------------------------------|----------|
| 1st year of employment and thereafter | 12 days |
| with a Maximum Accumulation of | 180 days |

Employees who are regularly employed less than forty hours a week shall be entitled to sick leave proportionate to their regular work week.

Year-End Balance

The sick leave account of each employee shall be balanced as of December 31 each year. Sick leave shall be cumulative for not more than one thousand four hundred forty (1,440) hours.

Termination of Employment

All sick leave shall expire on the date of separation and no employee shall be reimbursed for sick leave outstanding at the time of termination, except in the case of retirement or death.

Return to Employment Within One Year

An employee whose employment has been terminated, for other than disciplinary reasons, and who returns to college employment within one year from the date of such termination shall have his service for sick leave entitlement computed by combining prior continuous service with current continuous service disregarding such period of absence and shall have reinstated to his sick leave account all earned sick leave not used at the time of his departure, except that any employee who has retired or voluntarily terminated in lieu of retirement shall, if he returns to college employment, be considered a new employee for the purpose of sick leave entitlement.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5603 Sick Leave for Support Staff****Page 2 of 2****Retirement/Death Benefits**

Each employee who is eligible for retirement under any existing state or federal retirement system shall, upon termination of his employment with the college by reason of retirement or voluntary resignation in lieu of retirement, be entitled to a one-time payment of one-fourth of his accumulated unused sick leave, with the rate of payment based upon his regular pay at the time of termination or retirement. Upon the death of an employee his beneficiary shall be paid one-fourth of his accumulated unused sick leave, with the rate of payment based upon his regular pay at the date of his death.

Transfer Within the State College System

A regular, full-time employee who is transferred within the State College System shall have his accrued sick leave transferred to the receiving College.

Advancement of Sick Leave

The Chancellor or President, as appropriate, may advance sick leave to support staff employees in an amount not to exceed a total of 40 hours (pro-rated for part-time employees). Employees shall reimburse the College or System for all used but unearned sick leave upon separation or transfer.

| | | |
|------------------|-------------|---|
| Legal Reference: | RRS 81-1320 | Permanent Employees; Sick Leave; Schedule |
| | RRS 81-1322 | State Employee Terminated; Return within one year |
| | RRS 81-1323 | Sick Leave Account Balanced as of December 31 each year |
| | RRS 81-1324 | Sick Leave Termination |
| | RRS 81-1325 | Employee; Retirement; Death Benefits |
| | RRS 81-1326 | Permanent Employee; Transferred within the State College System; Sick Leave Transferred |

Policy Adopted: 8/26/77

Policy Revised: 6/5/93

Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5604; Vacation Accrual; Professional Staff

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Vacation leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Vacation leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement. Attached is a copy of Board Policy 5604.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5604****Vacation Accrual; Professional Staff****Page 1 of 2**

BOARD POLICY

All regular, full-time Professional Staff in the System serving on a 12-month basis shall be allowed three weeks vacation with full pay, which consists of 15 working days. The basis for computation is the accrual of 1.25 vacation days per monthly pay period. After ten (10) years of continuous service, all Professional Staff shall be allowed one month vacation, which consists of 20 working days. The basis for computation of 20 vacation days per calendar year is the accrual of 1.667 vacation days per monthly pay period. Vacation accrued during any calendar year must be balanced as of December 31 each year as provided below.

All Professional Staff members who were employed prior to the effective date of this Policy and were eligible for accruing vacation leave under the previous Policy shall continue to accrue in accordance with the former Policy. All new Professional Staff hires shall accrue vacation leave in accordance with this Policy on its effective date of July 1, 1993. For Professional Staff in the System serving on academic-year appointments, vacations without deduction of salary may be allowed upon written approval or upon formal announcement from the campus President's office, provided such leave takes place during such times as between-semester breaks, holidays, when classes are not in session, or when Professional Staff are not officially on duty.

Each Professional Staff employee, upon retirement, dismissal or voluntary separation from college employment, shall be paid for unused accumulated vacation leave. Upon the death of a Professional Staff member, his or her beneficiary shall be paid for his or her unused accumulated vacation leave.

No vacation accrual will be permitted for Professional Staff members serving on a monthly basis or with "Special Appointments," unless agreed to in writing at the time of initial appointment.

Professional Staff working less than full time (1.0 FTE) shall be entitled to vacation leave proportionate to their FTE status.

Recording the Use of Vacation Leave

To accommodate flexible work schedules and office hours on campus and the leave of absence provisions outlined in Board Policies 5606 (Funeral Leave) and 5609 (Personal Leave), use of vacation leave shall be recorded in one-quarter hour increments. When computing the leave against the employee's vacation account, round off to the nearest quarter hour.

Year-End Balance

The vacation leave account of each professional staff employee shall be balanced as of December 31 each year. Each employee shall be entitled to have accumulated as of December of each calendar year the number of hours of vacation leave which he or she earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be lost. Any employee shall be entitled to use any vacation time as soon as it has accrued. Any vacation time not used within one year following the calendar year during which the time accrued shall be lost. In special and meritorious cases, where to limit the annual leave to the period therein specified would work a peculiar hardship, such leave may be extended to a date no later than April 30 at the discretion of the President or Chancellor as appropriate.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5604****Vacation Accrual; Professional Staff****Page 2 of 2**

Advancement of Vacation Leave

The Chancellor or President, as appropriate, may advance vacation leave to a professional staff member in an amount not to exceed a total of 40 hours (pro-rated for part-time employees). Employees shall reimburse the College or System for all used but unearned vacation leave upon separation or transfer.

Policy Adopted: 1/28/77
Policy Revised: 10/13/78
Policy Revised: 6/5/93
Policy Revised: 3/11/94
Policy Revised: 9/26/97
Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

**ACTION: First & Final Round Approval of Deletion of Board Policy 5605; Vacation
Accrual; Support Staff**

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Vacation leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Vacation leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5605.

2.37.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5605 Vacation Accrual; Support Staff

Page 1 of 2

BOARD POLICY

State College support staff employees shall, during each year of continuous employment, be entitled to ninety-six working hours of vacation leave with full pay. Employees who complete two years of continuous employment shall be entitled to one hundred and four hours of vacation leave during their third year of employment and shall thereafter be entitled to eight additional hours of vacation leave with full pay for each additional year of continuous college employment up to a maximum of one hundred and sixty hours of vacation leave a year. All employees who were employed prior to the effective date of this policy and were eligible for accruing vacation leave under the previous policy shall continue to accrue in accordance with the former policy. Vacation leave for all new hire support staff employees following the effective date of this policy shall be earned in accordance with the following schedule:

| | |
|--|---------|
| 1 and 2 years of continuous employment | 12 days |
| 3rd year of continuous employment | 13 days |
| 4th year of continuous employment | 14 days |
| 5th year of continuous employment | 15 days |
| 6th year of continuous employment | 16 days |
| 7th year of continuous employment | 17 days |
| 8th year of continuous employment | 18 days |
| 9th year of continuous employment | 19 days |
| 10th year of continuous employment | 20 days |
| and thereafter | |
| with a Maximum Accumulation of | 20 days |

Support Staff employees who are regularly employed less than forty hours a week shall be entitled to vacation leave proportionate to their regular work week.

Return to Employment Within One Year

An employee who has terminated his employment with a State College for any reason other than disciplinary and who returns to college employment within one year from the date of termination shall have his service for vacation leave entitlement computed by combining prior continuous service with current continuous service disregarding the period of absence, except that an employee who has retired or voluntarily terminated in lieu of retirement shall, if he returns to employment, be considered a new employee for the purpose of vacation leave entitlement.

Recording the Use of Vacation Leave

To accommodate flexible work schedules and office hours on campus and the leave of absence provisions outlined in Board Policies 5606 (Funeral Leave) and 5609 (Personal Leave), use of vacation leave shall be recorded in one-quarter hour increments. When computing the leave against the employee's vacation account, round off to the nearest quarter hour.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5605 Vacation Accrual; Support Staff****Page 2 of 2****Year-End Balance**

The vacation leave account of each support staff employee shall be balanced as of December 31 each year. Each employee shall be entitled to have accumulated as of December of each calendar year the number of hours of vacation leave which he or she earned during that calendar year. Hours of vacation leave accumulated in excess of that number shall be lost. Any employee shall be entitled to use any vacation time as soon as it has accrued. Any vacation time not used within one year following the calendar year during which the time accrued shall be lost.

In special and meritorious cases, where to limit the annual leave to the period therein specified would work a peculiar hardship, such leave may be extended to a date no later than April 30 at the discretion of the President or Chancellor as appropriate.

Termination of Employment

Each employee, upon retirement, dismissal, or voluntary separation from college employment, shall be paid for unused accumulated vacation leave. Upon the death of an employee, his beneficiary shall be paid for his unused accumulated vacation leave.

Transfer Within the State College System

A regular, full-time employee who is transferred within the State College System shall have his accrued vacation leave transferred to the receiving college.

Advancement of Vacation Leave

The Chancellor or President, as appropriate, may advance vacation leave to a support staff member in an amount not to exceed a total of 40 hours (pro-rated for part-time employees). Employees shall reimburse the College or System for all used but unearned vacation leave upon separation or transfer.

Legal Reference: RRS 81-1328 State employees; vacation time; schedule

Policy Adopted: 1/28/77

Policy Revised: 8/26/77

Policy Revised: 6/5/93

Policy Revised: 9/26/97

Policy Revised: 9/15/06

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5606; Funeral Leave

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Funeral (bereavement) leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Funeral (bereavement) leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement.

Funeral (bereavement) leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Funeral (bereavement) leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement.

Funeral (bereavement) leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Funeral (bereavement) leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5606.

2.38.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5606 Funeral Leave

Page 1 of 1

BOARD POLICY

At the discretion of the immediate supervisor and upon the approval of the campus President or the Chancellor, as appropriate, up to five (5) days of funeral leave, annually, may be granted to employees for death in the immediate family. Immediate family shall mean spouse, father, mother, grandfather, grandmother, sister, brother, child, grandchild, spouse of any of these, or someone who bears a similar relationship to the spouse of the employee. For persons not of the immediate family, up to one (1) day of funeral leave per year may be granted. Any extension of the funeral leave shall be charged against an employee's vacation leave.

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 8/29/97
Policy Revised: 9/15/06
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5607; Jury Duty Leave

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Civic duty leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Civic duty leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement.

Civic duty leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Civic duty leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement.

Civic duty leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Civic duty leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5607.

2.39.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5607

Jury Duty Leave

Page 1 of 1

BOARD POLICY

Absence with pay may be granted an employee for jury service during the actual period of such service, and the employee may retain fees paid him/her as a juror; absence with pay may also be granted for employees who are subpoenaed as a witness during the actual period of such service; provided in both instances that the employee, upon being served a summons that his/her name has been drawn as a juror or upon being served a subpoena to appear as a witness, shall immediately advise the College President, his or her designee, or the Chancellor, as appropriate, in writing, stating the time, place and name of the court to which he/she is to attend.

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 11/11/95
Policy Revised: 9/15/06
Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5609; Personal Leave

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends this policy be deleted on June 30, 2009. Personal leave is charged to vacation leave. Vacation leave is addressed in Board Policies 5102, 5103 and 5104 for employees who are not in collective bargaining units. Attached is a copy of Board Policy 5609.

2.40.-2

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5609

Personal Leave

Page 1 of 1

BOARD POLICY

Any employee who is required to be absent on a personal matter shall have such time charged to available vacation days, unless the absence is authorized in written form by the dean, division head, or appropriate administrator and the President or Chancellor, as appropriate.

Policy Adopted: 1/28/77

Policy Revised: 6/5/93

Policy Revised: 8/29/97

Policy Revised: 9/15/06

~~Policy Deleted: 6/30/09~~ ~~Approved: 4/17/09~~

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5611; Family and Medical Leave

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Family and medical leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Family and medical leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement.

Family and medical leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Family and medical leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement.

Family and medical leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Family and medical leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5611.

2.41.-2

PERSONNEL, NEBRASKA STATE COLLEGES

POLICY: 5611 Family and Medical Leave

Page 1 of 1

BOARD POLICY

Employees with one (1) year service and who have worked at least 1,250 hours during the previous twelve (12) month period will be entitled to take up to twelve (12) weeks of unpaid family leave during any twelve months period for a variety of reasons related to family and medical care. Eligible employees, male or female, may use family and medical leave:

1. for the birth of a child, or the placement of a child with the employee for adoption or for foster care;
2. to care for a wife, husband, child, parents, grandparents or persons bearing the same relationship to the employee's spouse with a serious health condition; or
3. for the employee's own serious health condition.

A serious health condition is defined to include:

1. an illness, injury, impairment, or physical or mental condition that involves either inpatient care, meaning an overnight stay in a hospital, hospice, or residential care facility, or continuing treatment by a health care provider for three or more consecutive days.
2. any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three days, e.g., morning sickness).
3. any period of incapacity because of a chronic serious condition (even without treatment by a health care provider and even if the absence is less than three days, e.g., an asthma attack).
4. any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days if untreated, e.g., cancer (chemotherapy), kidney disease (dialysis).

"Children" shall mean a biological, adopted or foster child, a stepchild, a legal ward, or child of a person standing in loco parentis.

Sick leave or vacation leave may be used at the election of the employee during family and medical leave. Although employees may retain accrued, unused vacation and sick leave, such leave shall not accrue while on family and medical leave.

Requests for family and medical leave must be in writing, must include the reason for the request and the anticipated time period, and must be approved through the appropriate campus process for leave. Appropriate certification or documentation may be required by the State College.

To the extent possible, thirty (30) days notice will be given by the employee and, where possible, an effort will be made to begin and end the leave to coincide with the beginning of academic semesters.

The Board agrees to continue to pay its portion of health, and life insurance premiums during the term of any family leave. In the event both parents are eligible under this policy, only one parent may elect to take family leave.

Policy Adopted: 6/5/93
Policy Revised: 3/11/94
Policy Revised: 8/29/97

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

ACTION: First & Final Round Approval of Deletion of Board Policy 5612; Crisis Leave Sharing Program

Priority: Educational Excellence Throughout the System
Goal: 3. Recruit, retain and invest in excellent faculty and staff

The System Office recommends that this policy be deleted on June 30, 2009. Crisis leave terms for faculty employees who are not included in the SCEA bargaining unit have been revised and moved into Board Policy 5102. Family and medical leave terms for faculty employees who are in the SCEA bargaining unit are addressed in the NSCS-SCEA Bargaining Agreement.

Family and medical leave terms for professional staff employees who are not included in the NSCPA bargaining unit have been revised and moved into Board Policy 5103. Family and medical leave terms for professional staff employees who are in the NSCPA bargaining unit are addressed in the NSCS-NSCPA Bargaining Agreement.

Family and medical leave terms for support staff employees who are not included in the NAPE/AFSCME bargaining unit have been revised and moved into Board Policy 5104. Family and medical leave terms for support staff employees who are in the NAPE/AFSCME bargaining unit are addressed in the NSCS-NAPE/AFSCME Bargaining Agreement. Attached is a copy of Board Policy 5612.

PERSONNEL, NEBRASKA STATE COLLEGES

POLICY: 5612 Crisis Leave Sharing Program

Page 1 of 4

BOARD POLICY

State College employees may contribute accrued vacation leave to benefit another State College employee on the same campus suffering from a serious, extreme, catastrophic or life-threatening health condition. Vacation leave shall be donated in no less than one (1) day increments. In addition, faculty may contribute one (1) day of sick leave donation per calendar year to benefit another employee on the same campus. Paid leave donated to but not used by another State College employee pursuant to this policy shall be irrevocably credited to a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by each College. Crisis leave shall be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident.

PROCEDURE

1. Definitions:

Serious Health Condition

A serious, extreme, catastrophic, or life-threatening health condition resulting in a period of incapacity requiring the employee to be medically unable to work for a period of thirty (30) calendar days or more in the prior six (6) month period. The medical condition includes continuing treatment or supervision by a health care provider; or continuing treatment of a chronic or long-term health condition. The employee must be suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition, which has caused, or is likely to cause, the employee to take leave without pay.

Eligible Recipient

A current state college employee who is eligible for benefits that accrue paid leave and who has continuous employment for at least twelve (12) months preceding the serious health condition may be considered a recipient for crisis leave provided eligibility requirements stated herein are met. The recipient must be on an approved leave of absence and have used all of his or her paid leave hours and compensatory time, if applicable, prior to being eligible to receive shared leave. Shared leave is not available to employees in off-work status due to workers' compensation or disability benefit payments or for employees receiving other salary replacement income.

Eligible Donor

A current state college employee who is eligible to accrue paid leave and has a paid leave balance of greater than fifty percent (50%) of annual accrual. A donating employee may donate paid leave at any time during the fiscal year.

Shared Leave Pool

The Shared Leave Pool will include both: (1) paid leave hours donated by eligible employees for distribution to qualified employees who have applied for and been approved for receipt of shared leave, and (2) paid leave hours that have previously been donated to a specific employee but not distributed. Hours donated to a specific employee but not used will be maintained in the pool and distributed on an as needed basis to eligible employees. The hours donated will be limited to the number of paid hours required to ensure continuation of the recipient employee's regular base salary and insurance benefits during the employee's approved catastrophic leave on a month to month basis.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5612 Crisis Leave Sharing Program****Page 2 of 4**

2. Participation Eligibility

- a. To receive donated hours, an employee must have had absences of at least thirty (30) days during the prior six (6) months of employment resulting from the serious health condition and must have exhausted all paid leave earned pursuant to the applicable personnel policies covering vacation, sick leave, and compensatory time off and must not be receiving any other salary replacement income such as disability benefits, workers' compensation payment, or be on any other College pay status.
- b. The employee must remain a State College employee.
- c. The qualified employee must request donated leave due to a catastrophic illness or injury.
- d. Written verification of a catastrophic illness/injury from a licensed medical practitioner must be provided.
- e. Prior to requesting a donation, the eligible employee must have catastrophic leave approved by his or supervisor and the appropriate Vice President.

3. General Guidelines

- a. Each State College should ensure that employees are knowledgeable about the eligibility criteria.
- b. Donations must be made in full-day increments. A "full-day" shall be defined as eight (8) hours.
- c. Donations cannot be used retroactively for a previous unpaid absence. Crisis leave donations are to be limited to future use only.
- d. Shared leave is meant to cover only the duration of the serious health condition for which it was approved.
- e. Donated paid leave is transferable only between employees at the same college, unless as provided below.
- f. Any unused shared leave that was donated to a specific employee will be maintained in the Shared Leave Pool to be distributed to other qualified employees.
- g. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating paid leave for the purposes of the Shared Leave Program.
- h. Persons involved in the administration of the Shared Leave Program are responsible for guarding the privacy of leave recipients and donors. The College must keep communications with either group confidential. Any public announcement to be made regarding the donation or receiving of shared leave must come from the donor or recipient. If requested, however, the identity of the donor is available under the public records statutes and must be provided by the college upon written request.
- i. Employees who are receiving shared leave will not accrue additional paid leave.

PERSONNEL, NEBRASKA STATE COLLEGES

- j. Leave solicitation is left to the discretion of each College.

4. Participation Requirements for Recipient

The employee or his or her personal representative will complete an official Shared Leave Request Form available from the Human Resources Office and attach documentation from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the condition.

- a. The Shared Leave Request Form must describe how the time off work will create a financial hardship for the employee and his or her family.
- b. The recipient employee must have a current satisfactory performance evaluation on file and have no disciplinary actions or written warnings for excessive absenteeism on file during the previous twelve (12) month period preceding the request for shared leave.
- c. If the employee meets the above criteria, a Shared Leave Committee made up of the following five members will be appointed: HR Director, Benefits/Payroll Manager, and three members appointed by the College to include a tenured faculty member, a member of the professional staff unit, and a support staff unit member. The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. The Committee must approve any exception to this limit by unanimous vote. The receiving employee shall be paid his or her regular rate of pay per month of approved shared leave. The leave received will be designated as shared leave and be maintained separately from all other leave balances.

5. Participation Requirements for Donor

- a. The receiving employee must be eligible as of July 1, 2005 under the above criteria.
- b. The donating employee will complete a Shared Leave Donation Form available in the HR Office. The Shared Leave Donation Form will be sent to the Shared Leave Committee.
- c. Effective July 1, 2005 the donating employee may donate any amount of vacation leave, or in the case of faculty one (1) day of sick leave per calendar year may be donated, provided the donation does not cause the vacation leave balance of the employee donor to fall below 50% of his or her annual accrual or 50% of the donor's vacation balance at the time of the transfer, whichever is less.
- d. Donations must be made in full-day increments. Faculty are limited to one (1) day of sick leave donation per calendar year.
- e. Donations are reflected as a deduction from the leave balance of the donor employee upon receipt of the Leave Donation Form by Human Resources.
- f. Accrued vacation hours shall be transferred on a day-by-day basis, regardless of differing pay scales. Sharing of leave is allowed between members of different bargaining units within the same campus and between union and non-represented employees. Shared leave may also be exchanged across the State College campuses and with the System Office with the approval of each college or the System Office, as appropriate.

PERSONNEL, NEBRASKA STATE COLLEGES**POLICY: 5612 Crisis Leave Sharing Program****Page 4 of 4**

- g. Once processed and transferred, donations are irrevocable.

6. Miscellaneous Provisions

- a. The Crisis Leave Sharing Program is not subject to any grievance, administrative review or arbitration procedure as applicable to either donor or recipient employees.
- b. Administration of the program will be coordinated by the Payroll/Benefits Manager or designated office at each College.
- c. For auditing purposes, a report will be made annually by the Payroll/ Benefits Manager to the VP for Administration and Finance on the use of the program.
- d. Employees donating vacation leave would incur no tax liability. Employees receiving donated leave would incur a tax liability at the time the leave was actually paid. The leave then becomes wages for employment tax purposes.

Policy Adopted: 11/11/95

Policy Revised: 8/29/97

Policy Revised: 4/1/99

Policy Revised: 2/10/05

Policy Deleted: 6/30/09 Approved: 4/17/09

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

ACTION: Approve the 2009-2010 Salary Policy as Follows:

Non-Unionized Professional Staff. On July 1, 2009, each College is authorized to provide a 3.5% salary increase to each non-union professional staff employee with satisfactory performance, whose 2008-09 base salary is less than \$75,000. Non-union professional staff employees, whose 2008-09 base salary is at or above \$75,000 will not be eligible for a July 1, 2009 salary increase.

Non-Unionized Support Staff. Each College is authorized to provide a 3.3% salary increase to each non-union support staff employee with satisfactory performance. No service date salary adjustments will be provided.

System Office Staff. Professional staff employees will receive a 0% salary increase on July 1, 2009. Support staff employees will receive a 3.3% salary increase on July 1, 2009 with satisfactory performance.

Background Information:

NAPE/AFSCME Support Staff Employees. The NSCS-NAPE/AFSCME Bargaining Agreement was ratified by the NAPE/AFSCME membership in January of 2009. The Board approved the terms of the Agreement on February 27, 2009. During the first year of the negotiated Agreement, employees will receive a \$300 increase on July 1, 2009 and a \$200 increase on January 1, 2010. During the second year of the Agreement, employees will receive a \$300 increase on July 1, 2010 and a \$200 increase on January 1, 2011. In addition, the Agreement provides for incremental salary adjustments based on five, ten, fifteen, and twenty years of service. The overall increase to the NAPE/AFSCME support staff salary pool is 3.3% for 2009-2010. This percentage is made up of a combination of the \$500 flat increase (\$300 – January 1, 2009 and \$200 – July 1, 2010) plus the longevity increases.

NSCPA Professional Staff Employees. All terms of the NSCS-NSCPA Bargaining Agreement were successfully negotiated with the exception of wages. The parties selected Peter Feuille to serve as the Special Master pursuant to Neb. Rev. Stat. §81-1380 and a hearing regarding wage offers was held on January 30, 2009. On February 17, 2009, the Special Master ruled in favor of the NSCPA wage offer providing for a 3.5% salary increase in each year of the biennium. The service date salary adjustments provided in the current bargaining Agreement were deleted as part of the Special Master's ruling.

2.43.-2

SCEA Faculty Employees. The NSCS-SCEA Bargaining Agreement negotiations ended in impasse. The parties selected Peter Feuille to serve as the Special Master pursuant to Neb. Rev. Stat. §81-1380 and a hearing was held on January 30, 2009. On February 27, 2009, the Special Master ruled in favor of the SCEA wage offer providing for an 11% salary increase for the biennium. Unit faculty members are scheduled to receive a 7% salary increase in 2009-2010 and a 4% salary increase in 2010-2011. On March 16, 2009, the Board appealed the Special Master's wage ruling and a hearing is scheduled for May 20, 2009.

Fiscal and Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

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

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategy: g. Continually find ways to stretch limited resources as far as possible
 j. Maintain facilities and improve physical environment

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, 2009 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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 Hall | Door/Access Control | 150,000 |
| 2. Andrews Hall | Window Replacement | 180,000 |
| 3. Andrews Hall | Wing Renovation | 150,000 |
| 4. Revenue Bond Bldgs | Asbestos Abatement | 25,000 |
| 5. Revenue Bond Bldgs | New Furnishings | 50,000 |
| 6. Revenue Bond Bldgs | Replace Carpet | 75,000 |
| 7. West Court | Deferred Repair | 25,000 |
| 8. Student Center | Specialty Equipment | 20,000 |
| TOTAL - Not-to-Exceed - | | \$675,000 |

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 17, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 17th day of April 2009.

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, 2009 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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 | 25,000 |
| TOTAL - Not-to-Exceed - | | \$25,000 |

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 17, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 17th day of April 2009.

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, 2009 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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. Campuswide | Energy Audit | 75,000 |
| 2. Campuswide | Campus Card System | 75,000 |
| 3. Campuswide | Grounds Improvements & Equipment | 62,000 |
| 4. Campuswide | Roof Repairs | 6,000 |
| 5. Rec Center | Roof | 165,000 |
| 6. Rec Center | Repairs & Equipment | 100,000 |
| 7. Residence Halls | Bathroom Ventilation | 30,000 |
| 8. Residence Halls | Repairs, Equipment & Furniture | 43,500 |
| 9. Student Center | Repairs & Equipment | 8,500 |
| 10. Student Center | Dish Machine Replacement & Room Reno | 135,000 |
| TOTAL - Not-to-Exceed - | | \$700,000 |

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 17, 2009.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 17th day of April 2009.

Stan Carpenter, Chancellor

Fiscal & Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

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

Priority: Financial Strength of the System

Goal: 1. Ensure financial accountability

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

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 1st renewal date. Renewal applications are being 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

Cheer Catastrophic (CSC & WSC)

Athletic Participant Legal Liability

Travel Accident

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve Contract for Revenue Bond and Facilities Corporation Audits

Priority: Financial Strength of the System

Goal: 1. Ensure financial accountability

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

The Board conducted 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, 2009. The proposals are \$27,300 for the Revenue Bond program, up from \$26,700 last year; and \$8,600, up from \$8,400 last year. The proposal increases are in the 2% range. We recommend that the contracts be extended for another year.

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve the 2009-10 Bookstore Contract Submitted by Peru as Follows and Authorize Chancellor to Approve and Sign Bookstore Contracts for Chadron and Wayne

Peru**PERU STATE ADVANCEMENT, INC.**

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources

5. Secure public and private funding sources

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

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

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 (now Validis) 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 sale from \$700,000 to \$900,000 and 9% on sales over \$900,000.

Both Chadron State and Wayne State have existing Agreements with Nebraska Book Company, now known as Validis. Both Agreements expire on June 30, 2009. Chadron and Wayne have each issued Requests for Proposals (RFP's) and are currently in the process of receiving and evaluating the proposals. Once complete, Chadron and Wayne respectfully request that the Board of Trustees authorize the Chancellor to approve and sign Agreements with the selected vendor(s), with details to be reported to the Board at the June 19, 2009 Board meeting.

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve the 2009-10 Food Service Contract Extension Recommendations Submitted by Chadron and Peru as Follows and Authorize Chancellor to Approve and Sign Wayne Food Service Contract

Chadron CREATIVE DINING SERVICE

Peru CREATIVE DINING SERVICE

Priority: Financial Strength of the System

Goal: 1. Ensure financial accountability

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

Chadron and Peru have submitted recommendations on the food service contracts for 2008-09. The System Office concurs with the recommendations of the colleges.

The recommendations regarding 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, 2009 through May 31, 2010. 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 approval of the contract addendum/extension with Creative Dining Service to provide dining service for the 2009-10 year. The Board approved this contract in June of 2005 for a period of seven years. The fifth year of the contract will begin on July 1, 2009. The contract amount is \$59,500 plus the cost of food for the 2009-10 year.

Wayne requests that the Board authorize the Chancellor to approve and sign the food service contract for Wayne and to report the details as an information item at its June 19, 2009 meeting.

Chadron – rate per year \$78,750 plus additional operating costs

Peru – rate per year \$59,500 plus actual cost

Fiscal and Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

ACTION: Approval of College Identity Theft Programs

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources

Strategies: i. Ensure that plans for resource allocation support the system and institutional priorities
j. Maintain facilities and improve physical environment

Board Policy 7004: Identity Theft Prevention Program was given final approval by the Board in January, 2009 in response to new Federal Trade Commission (FTC) requirements entitled "Red Flag Rules". The FTC (and our Board Policy) also requires that each College develop Identity Theft Prevention Programs in accordance with FTC Guidelines to be approved by the Board prior to May 1, 2009. Following Board approval, the Colleges will review their programs at least annually and maintain a copy of their current program on file along with an annual report on compliance. A copy of each College's Identity Theft Prevention Program is included for your review. Approval of the programs is recommended.

Chadron State College Identity Theft Prevention Program

Chadron State College has established this Identity Theft Prevention Program (the "Program") pursuant to Board of Trustees Policy 7004 and the Federal Trade Commission's "Identity Theft Red Flag Rules," 16 CFR Part 681 (the "Red Flag Rules"). Terms used in this Program and not defined in this Program have the meanings given in the Red Flag Rules.

A. Covered Accounts and Red Flags

The College maintains loan programs, payment plans, and other accounts that are "Covered Accounts" within the meaning of 16 CFR §681.2(b)(3). A Covered Account is any account maintained by the College that involves or is designed to permit multiple payments or transactions and for which there is a reasonably foreseeable risk from identity theft to a student, faculty member, staff member or other constituent, or to the safety or soundness of the College, including financial, operational, compliance, reputation, or litigation risks.

This Program is intended to address the identification, detection, prevention, and mitigation of "Red Flags" with respect to Covered Accounts. A Red Flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

B. Identification of Red Flags

The Red Flags described in this section of the Program are potential indicators of fraud. If a Red Flag or a situation substantially similar to a Red Flag arises, it should be investigated for verification.

Alerts, Notifications, or Warnings from a Consumer Reporting Agency. If the College uses the services of a consumer reporting agency, credit bureau, fraud detection service, or other service provider, the following occurrences are Red Flags:

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy, as defined in 16 CFR §681.1(b).
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of the subject of the report, such as:
 - a. a recent and significant increase in the volume of inquiries;
 - b. an unusually large number of recently established credit relationships;
 - c. a material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. an account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents. The following occurrences in connection with a Covered Account are Red Flags:

1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on identification is not consistent with the appearance of the person presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new Covered Account or the person presenting the identification.
4. Other information on the identification is not consistent with readily accessible information that is on file with the College.
5. An application or other document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information. The following occurrences in connection with a Covered Account are Red Flags:

1. Personal identifying information is inconsistent when compared to external information sources used by the College or other personal identifying information provided.
2. Personal identifying information provided is associated with known fraudulent activity or is of a type commonly associated with fraudulent activity, as indicated by internal or third-party sources used by the College.
3. The Social Security Number or other personal identifying information provided is the same as that submitted by other persons.
4. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons.
5. A person fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
6. Personal identifying information is not consistent with personal identifying information that is on file with the College.
7. In response to a challenge question, the person cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, a Covered Account. The following occurrences are Red Flags:

1. A new revolving credit account is used in a manner commonly associated with known patterns of fraud. For example, the user fails to make the first payment or makes an initial payment but no subsequent payments.

4.6.-4

2. A Covered Account is used in a manner that is not consistent with established patterns of activity on the Covered Account. For example, there is a non-payment when there is no history of late or missed payments.
3. Mail sent to the user of a Covered Account is repeatedly returned as undeliverable although transactions continue to be conducted in connection with the Covered Account.
4. The College is notified that the user of a Covered Account is not receiving account statements, or that there are unauthorized charges or transactions in connection with a Covered Account.
5. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that there is a possible identity theft in connection with a Covered Account.
6. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that the College has opened a fraudulent account for a person engaged in identity theft.

C. Detection and Prevention of Red Flags.

New Covered Account. In order to detect and prevent Red Flags in connection with the opening of a new Covered Account, the College will take the following steps to establish and verify the identity of the person opening the Covered Account:

1. The College will require the person opening a Covered Account to provide identifying information such as name, date of birth, permanent and local addresses, and to produce a driver's license or other suitable identification.
2. The College will verify the person's identity by reviewing a driver's license or other identification provided and comparing the information provided to readily accessible information maintained by the College.
3. In appropriate circumstances, the College will independently contact the person purportedly opening the Covered Account for verification.

Existing Covered Account. In order to detect and prevent Red Flags in connection with existing Covered Accounts, the College will take the following steps to monitor transactions with respect to Covered Accounts:

1. The College will verify the identification of people who request information about Covered Accounts.
2. The College will verify the validity of requests to change billing addresses with respect to Covered Accounts.

3. The College will verify changes in banking information given for billing and payment purposes.

D. Response to Red Flags and Prevention and Mitigation of Identity Theft

In the event College personnel detect a Red Flag in connection with a Covered Account, an attempt to open a Covered Account, or a transaction or attempted transaction involving a Covered Account, the College should endeavor to act quickly, as a rapid appropriate response can protect students, faculty members, staff members, other constituents, and the College from damages and loss.

1. The College will gather all available related documentation, write a description of the situation, and present the information to the Vice President for Administration and Finance or the Vice President's designee for determination.
2. The Vice President for Administration and Finance or the Vice President's designee will complete additional authentication to determine whether the attempt to open a Covered Account, the transaction, or the attempted transaction was fraudulent or authentic.
3. If an attempt to open a Covered Account, a transaction, or an attempted transaction is determined to be fraudulent, the College will take appropriate action, which may include any one or more of the following:
 - a. Canceling a transaction or attempted transaction or refusing to open a Covered Account.
 - b. Notifying and cooperating with appropriate law enforcement authorities.
 - c. Notifying an affected student, faculty member, staff member, or other constituent that a fraud has been attempted or committed.
 - d. Monitoring a Covered Account for evidence of identity theft.
 - e. Changing any passwords or other security devices that permit access to a Covered Account.
 - f. Closing an existing Covered Account.
 - g. Reopening a Covered Account with a new number.
 - h. Taking any other action that the Vice President for Administration and Finance determines is necessary or appropriate under the circumstances.

E. Administration of Program

1. The Vice President for Administration and Finance is designated as the individual responsible for oversight, implementation, and administration of the Program at the College. The Vice President may designate other individuals to have responsibility for part or all of the Program.
2. The College will review and update the Program periodically to reflect changes in risks, such as:
 - a. Experiences with identity theft.
 - b. Changes in methods of committing identity theft.
 - c. Changes in methods used to detect, prevent, and mitigate identity theft.
 - d. Changes in the College's arrangements with service providers.

4.6.-6

3. If the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:
 - a. The College will require, by contract, that the service provider have such policies and procedures in place.
 - b. The College will require, by contract, that the service provider review the College's Program and report any Red Flags to the Vice President for Administration and Finance or the Vice President's designee.
4. The College will prepare an annual report on its compliance with the Program, any significant incidents of identity theft or attempted identity theft and the College's response, and any other measures taken by the College to detect, prevent or mitigate identity theft.
5. The College will maintain records of the initial Program approved by the Board of Trustees, the current Program, and the annual reports required by the Program.

Peru State College Identity Theft Prevention Program

Peru State College has established this Identity Theft Prevention Program (the “Program”) pursuant to Board of Trustees Policy 7004 and the Federal Trade Commission’s “Identity Theft Red Flag Rules,” 16 CFR Part 681 (the “Red Flag Rules”). Terms used in this Program and not defined in this Program have the meanings given in the Red Flag Rules.

A. Covered Accounts and Red Flags

The College maintains loan programs, payment plans, and other accounts that are “Covered Accounts” within the meaning of 16 CFR §681.2(b)(3). A Covered Account is any account maintained by the College that involves or is designed to permit multiple payments or transactions and for which there is a reasonably foreseeable risk from identity theft to a student, faculty member, staff member or other constituent, or to the safety or soundness of the College, including financial, operational, compliance, reputation, or litigation risks.

This Program is intended to address the identification, detection, prevention, and mitigation of “Red Flags” with respect to Covered Accounts. A Red Flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

B. Identification of Red Flags

The Red Flags described in this section of the Program are potential indicators of fraud. If a Red Flag or a situation substantially similar to a Red Flag arises, it should be investigated for verification.

Alerts, Notifications, or Warnings from a Consumer Reporting Agency. If the College uses the services of a consumer reporting agency, credit bureau, fraud detection service, or other service provider, the following occurrences are Red Flags:

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy, as defined in 16 CFR §681.1(b).
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of the subject of the report, such as:
 - a. a recent and significant increase in the volume of inquiries;
 - b. an unusually large number of recently established credit relationships;
 - c. a material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. an account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

4.6.-8

Suspicious Documents. The following occurrences in connection with a Covered Account are Red Flags:

1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on identification is not consistent with the appearance of the person presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new Covered Account or the person presenting the identification.
4. Other information on the identification is not consistent with readily accessible information that is on file with the College.
5. An application or other document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information. The following occurrences in connection with a Covered Account are Red Flags:

1. Personal identifying information is inconsistent when compared to external information sources used by the College or other personal identifying information provided.
2. Personal identifying information provided is associated with known fraudulent activity or is of a type commonly associated with fraudulent activity, as indicated by internal or third-party sources used by the College.
3. The Social Security Number or other personal identifying information provided is the same as that submitted by other persons.
4. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons.
5. A person fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
6. Personal identifying information is not consistent with personal identifying information that is on file with the College.
7. In response to a challenge question, the person cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, a Covered Account. The following occurrences are Red Flags:

1. A new revolving credit account is used in a manner commonly associated with known patterns of fraud. For example, the user fails to make the first payment or makes an initial payment but no subsequent payments.

4.6.-9

2. A Covered Account is used in a manner that is not consistent with established patterns of activity on the Covered Account. For example, there is a non-payment when there is no history of late or missed payments.
3. Mail sent to the user of a Covered Account is repeatedly returned as undeliverable although transactions continue to be conducted in connection with the Covered Account.
4. The College is notified that the user of a Covered Account is not receiving account statements, or that there are unauthorized charges or transactions in connection with a Covered Account.
5. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that there is a possible identity theft in connection with a Covered Account.
6. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that the College has opened a fraudulent account for a person engaged in identity theft.

C. Detection and Prevention of Red Flags.

New Covered Account. In order to detect and prevent Red Flags in connection with the opening of a new Covered Account, the College will take the following steps to establish and verify the identity of the person opening the Covered Account:

1. The College will require the person opening a Covered Account to provide identifying information such as name, date of birth, permanent and local addresses, and to produce a driver's license or other suitable identification.
2. The College will verify the person's identity by reviewing a driver's license or other identification provided and comparing the information provided to readily accessible information maintained by the College.
3. In appropriate circumstances, the College will independently contact the person purportedly opening the Covered Account for verification.

Existing Covered Account. In order to detect and prevent Red Flags in connection with existing Covered Accounts, the College will take the following steps to monitor transactions with respect to Covered Accounts:

1. The College will verify the identification of people who request information about Covered Accounts.
2. The College will verify the validity of requests to change billing addresses with respect to Covered Accounts.

3. The College will verify changes in banking information given for billing and payment purposes.

4.6.-10

D. Response to Red Flags and Prevention and Mitigation of Identity Theft

In the event College personnel detect a Red Flag in connection with a Covered Account, an attempt to open a Covered Account, or a transaction or attempted transaction involving a Covered Account, the College should endeavor to act quickly, as a rapid appropriate response can protect students, faculty members, staff members, other constituents, and the College from damages and loss.

1. The College will gather all available related documentation, write a description of the situation, and present the information to the Vice President for Administration and Finance or the Vice President's designee for determination.
2. The Vice President for Administration and Finance or the Vice President's designee will complete additional authentication to determine whether the attempt to open a Covered Account, the transaction, or the attempted transaction was fraudulent or authentic.
3. If an attempt to open a Covered Account, a transaction, or an attempted transaction is determined to be fraudulent, the College will take appropriate action, which may include any one or more of the following:
 - a. Canceling a transaction or attempted transaction or refusing to open a Covered Account.
 - b. Notifying and cooperating with appropriate law enforcement authorities.
 - c. Notifying an affected student, faculty member, staff member, or other constituent that a fraud has been attempted or committed.
 - d. Monitoring a Covered Account for evidence of identity theft.
 - e. Changing any passwords or other security devices that permit access to a Covered Account.
 - f. Closing an existing Covered Account.
 - g. Reopening a Covered Account with a new number.
 - h. Taking any other action that the Vice President for Administration and Finance determines is necessary or appropriate under the circumstances.

E. Administration of Program

1. The Vice President for Administration and Finance is designated as the individual responsible for oversight, implementation, and administration of the Program at the College. The Vice President may designate other individuals to have responsibility for part or all of the Program.
2. The College will review and update the Program periodically to reflect changes in risks, such as:
 - a. Experiences with identity theft.
 - b. Changes in methods of committing identity theft.
 - c. Changes in methods used to detect, prevent, and mitigate identity theft.

d. Changes in the College's arrangements with service providers.

3. If the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:
 - a. The College will require, by contract, that the service provider have such policies and procedures in place.
 - b. The College will require, by contract, that the service provider review the College's Program and report any Red Flags to the Vice President for Administration and Finance or the Vice President's designee.
4. The College will prepare an annual report on its compliance with the Program, any significant incidents of identity theft or attempted identity theft and the College's response, and any other measures taken by the College to detect, prevent or mitigate identity theft.
5. The College will maintain records of the initial Program approved by the Board of Trustees, the current Program, and the annual reports required by the Program.

Wayne State College Identity Theft Prevention Program

Wayne State College has established this Identity Theft Prevention Program (the "Program") pursuant to Board of Trustees Policy 7004 and the Federal Trade Commission's "Identity Theft Red Flag Rules," 16 CFR Part 681 (the "Red Flag Rules"). Terms used in this Program and not defined in this Program have the meanings given in the Red Flag Rules.

A. Covered Accounts and Red Flags

The College maintains loan programs, payment plans, and other accounts that are "Covered Accounts" within the meaning of 16 CFR §681.2(b)(3). A Covered Account is any account maintained by the College that involves or is designed to permit multiple payments or transactions and for which there is a reasonably foreseeable risk from identity theft to a student, faculty member, staff member or other constituent, or to the safety or soundness of the College, including financial, operational, compliance, reputation, or litigation risks.

This Program is intended to address the identification, detection, prevention, and mitigation of "Red Flags" with respect to Covered Accounts. A Red Flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

B. Identification of Red Flags

The Red Flags described in this section of the Program are potential indicators of fraud. If a Red Flag or a situation substantially similar to a Red Flag arises, it should be investigated for verification.

Alerts, Notifications, or Warnings from a Consumer Reporting Agency. If the College uses the services of a consumer reporting agency, credit bureau, fraud detection service, or other service provider, the following occurrences are Red Flags:

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy, as defined in 16 CFR §681.1(b).
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of the subject of the report, such as:
 - a. a recent and significant increase in the volume of inquiries;
 - b. an unusually large number of recently established credit relationships;
 - c. a material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. an account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents. The following occurrences in connection with a Covered Account are Red Flags:

1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on identification is not consistent with the appearance of the person presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new Covered Account or the person presenting the identification.
4. Other information on the identification is not consistent with readily accessible information that is on file with the College.
5. An application or other document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information. The following occurrences in connection with a Covered Account are Red Flags:

1. Personal identifying information is suspiciously inconsistent when compared to external information sources used by the College or other personal identifying information provided. (Example: Someone named Matthew with identifying information as Matt would not be suspicious; but with identifying information as Mark would be suspicious.)
2. Personal identifying information provided is associated with known fraudulent activity or is of a type commonly associated with fraudulent activity, as indicated by internal or third-party sources used by the College.
3. The Social Security Number or other personal identifying information provided is the same as that submitted by other persons.
4. The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other persons.
5. A person fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
6. Personal identifying information is not consistent with personal identifying information that is on file with the College.
7. In response to a challenge question, the person cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

4.6.-14

Unusual Use of, or Suspicious Activity Related to, a Covered Account. The following occurrences are Red Flags:

1. A new revolving credit account is used in a manner commonly associated with known patterns of fraud. For example, the user fails to make the first payment or makes an initial payment but no subsequent payments.
2. A Covered Account is used in a manner that is not consistent with established patterns of activity on the Covered Account. For example, there is a non-payment when there is no history of late or missed payments.
3. Mail sent to the user of a Covered Account is repeatedly returned as undeliverable although transactions continue to be conducted in connection with the Covered Account.
4. The College is notified that the user of a Covered Account is not receiving account statements, or that there are unauthorized charges or transactions in connection with a Covered Account.
5. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that there is a possible identity theft in connection with a Covered Account.
6. The College is notified by a student, faculty member, staff member or other constituent, by a victim of identity theft, by a law enforcement authority, or by any other person that the College has opened a fraudulent account for a person engaged in identity theft.

C. Detection and Prevention of Red Flags.

New Covered Account. In order to detect and prevent Red Flags in connection with the opening of a new Covered Account, the College will take the following steps to establish and verify the identity of the person opening the Covered Account:

1. The College will require the person opening a Covered Account to provide identifying information such as name, date of birth, permanent and local addresses, and to produce a governmental photo ID or other suitable identification. If the person is not physically present to open a Covered Account, they will be asked to provide additional identifying information to verify identity. A person will be considered to be opening a Covered Account at the point they obtain a WSC ID Card or enact other actions to access their financial or academic records or to receive any type of financial aid.
2. The College will verify the person's identity by reviewing a driver's license or other identification provided and comparing the information provided to readily accessible information maintained by the College.
3. In appropriate circumstances, the College will independently contact the person purportedly opening the Covered Account for verification.

Existing Covered Account. In order to detect and prevent Red Flags in connection with existing Covered Accounts, the College will take the following steps to monitor transactions with respect to Covered Accounts:

1. The College will verify the identification of people who request information about Covered Accounts. Information on Covered Accounts will not be given out over the phone except for indicating balance due.
2. The College will verify the validity of requests to change billing addresses with respect to Covered Account by confirming certain personal information and/or checking photo ID.
3. The College will verify changes in banking information given for billing and payment purposes by confirming certain personal information and/or checking photo ID.

D. Response to Red Flags and Prevention and Mitigation of Identity Theft

In the event College personnel detect a Red Flag in connection with a Covered Account, an attempt to open a Covered Account, or a transaction or attempted transaction involving a Covered Account, the College should endeavor to act quickly, as a rapid appropriate response can protect students, faculty members, staff members, other constituents, and the College from damages and loss.

1. The College will gather all available related documentation, write a description of the situation, and present the information to the Vice President for Administration and Finance or the Vice President's designee for determination.
2. The Vice President for Administration and Finance or the Vice President's designee will complete additional authentication to determine whether the attempt to open a Covered Account, the transaction, or the attempted transaction was fraudulent or authentic. The Vice President for Administration and Finance will consult with the NSCS General Counsel on cases of apparent fraud.
3. If an attempt to open a Covered Account, a transaction, or an attempted transaction is determined to be fraudulent, the College will take appropriate action, which may include any one or more of the following:
 - a. Canceling a transaction or attempted transaction or refusing to open a Covered Account.
 - b. Notifying and cooperating with appropriate law enforcement authorities.
 - c. Notifying an affected student, faculty member, staff member, or other constituent that a fraud has been attempted or committed.
 - d. Monitoring a Covered Account for evidence of identity theft.
 - e. Changing any passwords or other security devices that permit access to a Covered Account.
 - f. Closing an existing Covered Account.
 - g. Reopening a Covered Account with a new number.
 - h. Taking any other action that the Vice President for Administration and Finance determines is necessary or appropriate under the circumstances.

E. Administration of Program

1. The Vice President for Administration and Finance is designated as the individual responsible for oversight, implementation, and administration of the Program at the College. The Vice President may designate other individuals to have responsibility for part or all of the Program.
2. The College will review and update the Program periodically to reflect changes in risks, such as:
 - a. Experiences with identity theft.
 - b. Changes in methods of committing identity theft.
 - c. Changes in methods used to detect, prevent, and mitigate identity theft.
 - d. Changes in the College's arrangements with service providers.
3. If the College engages a service provider to perform an activity in connection with one or more Covered Accounts, the College will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:
 - a. The College will require, by contract, that the service provider have such policies and procedures in place.
 - b. The College will require, by contract, that the service provider review the College's Program and report any Red Flags to the Vice President for Administration and Finance or the Vice President's designee.
4. The College will prepare an annual report on its compliance with the Program, any significant incidents of identity theft or attempted identity theft and the College's response, and any other measures taken by the College to detect, prevent or mitigate identity theft.
5. The College will maintain records of the initial Program approved by the Board of Trustees, the current Program, and the annual reports required by the Program.

Fiscal and Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

ACTION: Authorize the Chancellor to Sign the Construction Manager at Risk Contract for Jindra Fine Arts Building Codes Upgrade at Peru State and Summer Project Contract at Chadron State

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources
 5. Secure public and private funding sources

Strategies: g. Continually find ways to stretch limited resources as far as possible
 i. Ensure that plans for resource allocation support the system and institutional priorities

Peru State

The Construction Manager at Risk Selection Committee for the Jindra Fine Arts Building Codes Upgrade interviewed construction managers on April 15, 2009. The Construction Manager at Risk agreement will be negotiated with the top candidate from the interviews. PSC requests that the Chancellor be authorized to review and approve the contract proposal on behalf of the Board. The College will request funding for the Construction Manager at Risk contract from The Building Renewal Task Force.

Chadron State

It is anticipated that the following projects will be bid within the next month and will need to be completed during the summer months. To expedite the projects, Chadron State College respectfully requests authorization for the Chancellor to approve contracts for the following projects:

- Administration Building Parking Lot
- Andrews Hall Residence Hall Window Replacement
- Boiler House Switchgear Replacement
- Armstrong Gym and NPAC Lighting Upgrades
- Residence Hall Door Replacements

CSC also requests that the Chancellor be authorized to approve a change order for the following project:

- Andrews Hall - Residence Hall 1st Floor South Renovation

Fiscal and Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

ACTION: Authorize the Following Reallocations of Contingency Maintenance Funds for Wayne State:

| | | |
|----------------------|-----------------|---|
| From Resolution 2007 | \$15,000 | #2 Bowen Hall – Doors & Locks |
| | \$16,500 | #7 Campus Wide – Campus Card System |
| | <u>\$15,000</u> | #12 Rec Center – Meeting Room Dividers – |
| | \$46,500 | Emergency Exit and Equipment Room |
| To Resolution 2008 | \$22,000 | #8 Rec Center Student Weight-Cardio Room |
| | <u>\$24,500</u> | #2 Bowen Hall – Hallway Ceiling Tiles – Light - |
| | \$46,500 | Carpet |

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategy j. Maintain facilities and improve physical environment

The System Office recommends approval of the reallocation of Contingency Maintenance Funds.

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

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

The System Office recommends approval of the changes to Board Policy 7002. Several changes are proposed to clarify the thresholds for which various categories of assets are capitalized. These asset categories have been included in policy, but were not clearly delineated in the section that discusses thresholds. In only one case is an existing threshold changed, and that relates to fences and moving the threshold from \$10,000 to \$50,000 to be more in line with other landscaping improvements. The proposed changes are all on pages 3 and 4 of the policy.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 7002****Capitalization; Definitions and Classifications****Page 1 of 7****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 |
| | b. Telephone and Data Cabling | 10 years |
| | c. Fences | 10 years |
| | d. Landscaping Improvements | 20 years |
| | e. Digital or lighted signs | 10 |
| | years | |
| | f. Roads | 50 years |
| 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 | -- |

(*"Expected Life" is a reference to the depreciable life of an asset. A fixed asset, which has been capitalized, shall remain in the College's capital asset accounts 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**

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 \$100,000, then the project costs should be added to the capitalized value of a building. Any addition project of less than \$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.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 7002****Capitalization; Definitions and Classifications****Page 3 of 7**

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 \$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. Utility Generation and Distribution System projects will be capitalized if the project exceeds \$200,000. 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. Telephone and Data Cabling projects will be capitalized if the project exceeds \$200,000. Repairs and maintenance of current systems should be charged to expense.

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 ~~\$10,000~~\$50,000 should be charged to expense.

d. Landscaping Improvements, Digital or lighted signs, and Roads

Includes initial construction cost of sidewalks, drives, parking lots, athletic fields, outdoor lighting, shrubs and trees, lawns, ~~and~~ ground watering systems for lawns, digital or lighted signs, and roads. 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, digital or lighted signs, and roads 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 \$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 |
| Mowers, bobcats and other grounds equipment | life of 5 years |
| Used equipment | life of 3 years |
| Heavy duty trucks, busses and cargo vehicles | life of 8 years |
| Heavy Equipment | life of 10 years |
| Computer equipment | life of 3 years |

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 5 of 7

| | |
|---|-----------------|
| 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 capitalized at acquisition cost or, if donated, at fair market value at the date of donation. 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 capitalized at acquisition cost. 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 capitalized at acquisition cost or, if donated, at fair market value at the date of donation if they exceed \$5,000.

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.

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

- 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.

Policy Adopted: 3/11/94
 Policy Revised: 11/11/95
 Policy Revised: 5/21/01
 Policy Revised: 4/13/07
 Policy Revised: 4/17/09

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve the Following Contracts as Submitted by Chadron State and Wayne State:

Chadron Contract

- 12th Street Renovation -- \$501,903

Wayne Contract

- Peterson Fine Arts (Phase II HVAC renovation) -- \$1,113,800

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategy: j. Maintain facilities and improve physical environment

Board policies 7015, 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.

| Chadron State College | |
|------------------------------|-----------------------------------|
| Location on Campus: | 12 th Street |
| Contracted Work: | Street Renovation |
| Contract Amount: | \$501,903 |
| Fund Source: | LB 605 |
| Contractor: | Mac Construction – Rapid City, SD |

| Wayne State College | |
|----------------------------|---|
| Location on Campus: | Peterson Fine Arts |
| Contracted Work: | Phase II HVAC Renovation |
| Contract Amount: | \$1,113,800 |
| Fund Source: | LB 309 |
| Contractor: | RaDec Construction Co., Inc. – Hartington, NE |

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

ACTION: Approve the Non-Resident Tuition 3-Year Pilot Project for Peru State:

Priority: Financial Strength of the System

Goals: 2. Increase enrollment and retention

3. Strengthen fiscal, environmental, technological and physical resources

Strategy: e. Increase number of out-of-state students

Peru State is proposing a pilot project that would provide a special tuition rate for nonresident undergraduate students at \$1.00 per credit hour above the resident undergraduate tuition rate (on-site students only). The additional \$1.00 would be waived via tuition remissions to result in a comparable rate to the resident undergraduate rate.

This rate would be available beginning with new freshmen entering in the fall, 2009; and would be a 3-year pilot project with annual reports to the Board over each of the next three years.

Academic, Personnel & Student Affairs Committee*Gary Bieganski, Chair**Roger Breed**Taylor Dunekacke*

April 16-17, 2009

2008-09 Non-Resident Scholars Reports

Priority: Educational Excellence Throughout the System

Goal: 5. Create a diverse intellectual and social environment

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

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategy: e. Increase number of out-of-state students

The non-resident scholars program is a waiver program that allows scholars from outside Nebraska to attend a state college and pay in-state tuition. This special award recognizes students from out-of-state who have demonstrated prior academic excellence.

Students not eligible for the program upon entering a state college may become eligible after earning a cumulative 3.0 grade point average.

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

- increase access within the Nebraska State College System for out-of-state students
- increase residence hall occupancy and facility utilization at each college.

In order to participate, non-resident students are required to meet the following criteria:

Freshman:

- Must score a 22 ACT or 1530 SAT or above, or
- Must be in the upper half of their high school graduating class, or
- Must have a minimum high school cumulative GPA of 3.25 on a 4.0 scale.
- To continue in the program, students are required to maintain a cumulative 3.0 GPA.

Transfer Students:

- Must have a 3.0 cumulative GPA for all previous work attempted at all colleges attended.
- To continue in the program, transfer students are required to maintain a cumulative 3.0 GPA.

Entering Graduate Students

- Must have a cumulative GPA of 3.5 for all previous work attempted at all colleges attended.
- To continue in the program, graduate students are required to maintain a 3.5 cumulative 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. The Student Opportunities Program was combined with the Non-Resident Scholars Program in 2008-2009.

5.1.-2

2008-09 Non-Resident Scholar Participants

Fall 2008

| | | Chadron | Peru | Wayne | Total | Wayne SOS |
|---------------------------------------|-------|---------|-------|-------|-------|--------------|
| Total # of Out-of State Students | | 754 | 482 | 563 | 1799 | |
| # Non-Resident Scholars (NRS) | | 306 | 181 | 184 | 671 | |
| Student Opportunity Scholarship (SOS) | | 0 | 0 | 39 | 39 | |
| % Participants-NRS | | 40.6% | 37.6% | 32.7% | 37.3% | |
| States of Origin | AK | 3 | 2 | 0 | 5 | 0 |
| | AL | 1 | 0 | 0 | 1 | 0 |
| | AZ | 6 | 6 | 4 | 16 | 0 |
| | CA | 5 | 14 | 1 | 20 | 1 |
| | CO | 59 | 3 | 1 | 63 | 1 |
| | DE | 0 | 0 | 1 | 1 | 0 |
| | FL | 1 | 1 | 1 | 3 | 0 |
| | GA | 1 | 5 | 1 | 7 | 0 |
| | IA | 3 | 58 | 123 | 184 | 29 |
| | ID | 1 | 0 | 0 | 1 | 0 |
| | IL | 1 | 4 | 4 | 9 | 2 |
| | IN | 0 | 2 | 0 | 2 | 0 |
| | KS | 1 | 18 | 3 | 22 | 0 |
| | KY | 0 | 0 | 1 | 1 | 0 |
| | LA | 0 | 1 | 0 | 1 | 0 |
| | MA | 1 | 1 | 0 | 2 | 0 |
| | MD | 1 | 0 | 0 | 1 | 0 |
| | MI | 1 | 2 | 1 | 4 | 0 |
| | MN | 1 | 3 | 9 | 13 | 0 |
| | MO | 1 | 15 | 1 | 17 | 1 |
| | MT | 4 | 1 | 1 | 6 | 0 |
| | NC | 0 | 1 | 0 | 1 | 0 |
| | ND | 0 | 1 | 0 | 1 | 0 |
| | NH | 0 | 1 | 0 | 1 | 0 |
| | NJ | 0 | 1 | 0 | 1 | 0 |
| | NV | 2 | 1 | 0 | 3 | 0 |
| | NY | 0 | 2 | 0 | 2 | 0 |
| | OH | 1 | 2 | 1 | 4 | 1 |
| | OK | 1 | 1 | 1 | 3 | 0 |
| | OR | 0 | 1 | 0 | 1 | 0 |
| | PA | 0 | 3 | 0 | 3 | 0 |
| | SC | 1 | 0 | 0 | 1 | 0 |
| | SD | 77 | 0 | 13 | 90 | 2 |
| | TN | 0 | 1 | 0 | 1 | 0 |
| | TX | 0 | 10 | 6 | 16 | 1 |
| | UT | 2 | 0 | 1 | 3 | 0 |
| | VA | 0 | 7 | 0 | 7 | 0 |
| | WA | 1 | 1 | 0 | 2 | 0 |
| | WI | 0 | 3 | 0 | 3 | 1 |
| | WV | 0 | 1 | 0 | 1 | 0 |
| | WY | 126 | 2 | 2 | 130 | 0 |
| | Other | 4 | 7 | 8 | 19 | 0 |

Wayne has Student Opportunity Award Program recipients still in the pipeline.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Roger Breed
Taylor Dunekacke

April 16-17, 2009

Transfer of the Department of Physical and Life Sciences and Renaming Schools at Chadron State

Priority: Educational Excellence Throughout the System

Goal: 5. Create a diverse intellectual and social environment

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

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategy: e. Increase number of out-of-state students

Chadron is providing notice of the decision to transfer the Department of Physical & Life Sciences from the School of Arts & Sciences to the School of Business, Entrepreneurship, Applied & Mathematical Sciences. With this departmental transfer the relative sizes of the two schools would be equalized at 32 faculty and 35 faculty respectively. Currently the School of Arts & Science is nearly double the size of the other two schools at CSC. This makes the workload of the Dean of Arts & Sciences difficult, as not only does this academic dean have the largest number of faculty evaluations and oversight functions to manage, but also is the individual responsible for the assessment of the general studies program. Additionally there are strong curricular ties between the Departments of Physical & Life Sciences and Applied Sciences, including the sharing of a faculty member who teaches in both departments. This move would also necessitate the renaming of the schools as follows: School of Arts & Sciences to the School of Liberal Arts; School of Business, Entrepreneurship, Applied & Mathematical Sciences to School of Business, Entrepreneurship, Applied & Mathematical Sciences, & Science.

Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair
Marge Harouff
Taylor Dunekacke

April 16-17, 2009

Update on Faculty College Planning

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

Priority: Educational Excellence Throughout the System

Goal; 1. Recruit, retain and invest in excellent faculty and staff

Strategy: c. Develop practices that foster a culture of inclusion, openness and collaboration among administrators, faculty, staff, and students
d. Increase support for professional development
e. Support an environment that promotes collaborative research and service
f. Facilitate system-wide discipline-based meetings to talk about new initiatives

First Three Years and Beyond - May 18th through May 19th – Chadron State College

Last meeting: 03/03/09

The dates have been changed to Monday, May 18th through Tuesday, May 19th

The committee is moving forward on conducting a blended conference utilizing on-site and video conferencing formats. Hopefully, this will allow faculty to participate whether or not they are able to travel.

- **Day 1:** will consist of breakout sessions for departments, these will be conducted via video conferencing. Dr. Ann Petersen is drafting a boilerplate of questions. The questions will pertain to: assessment, in-place support for new faculty, faculty load, and sequencing or rotation of courses.
 - members of the Faculty College committee will be visiting the chair's meeting of each respective school on the CSC campus to discuss the above. It the hope of the committee that chairs will contact and invite the corresponding chairs at Wayne and Peru to encourage participation.
- **Day 2:** will consist of the following sessions (tentative order)
 1. round-table discussion regarding promotion and tenure.
 2. lunch and keynote speaker.
 3. round-table discussion based upon survey results; to include opening comments presented by Dr. Charles Snare regarding CSC's FFYBE.
 4. closing note from the board.
- focusing on the newer junior faculty a set of five question will be sent out to those faculty via *Survey Monkey*. The answers to these questions will help to direct the round-table discussions; all responses will be confidential. The IRB is currently being circulated for approval.
- Dr. Clark Gardner will be the keynote speaker.
- Dr. Mary Jo Carnot is continuing to develop the website with the assistance of Computer Services... it should be ready to launch next week.

Current obstacles:

- approval of the IRB.
- it is still unclear who is the Wayne State Faculty College contact.
- waiting for confirmation of ITV rooms at Wayne and Peru

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

Scholarship Luncheon Report

Priority: Educational Excellence Throughout the System
Goal: 1. Promote educational excellence through academic achievement
Priority: Greater System Prominence
Goals: 1. Emphasize the benefits of a three-college system
4. Promote collaboration within the system

More than 140 individuals attended the first-ever Nebraska State College System Scholarship Luncheon held at Hillcrest Country Club, Friday, March 27. Governor Dave Heineman delivered the address and three past Board of Trustees' Scholarship recipients also spoke.

More information included in the Chancellor's Report.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

2009-10 Davis-Chambers Scholarship

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Greater System Prominence

Goals: 1. Emphasize the benefits of a three-college system
4. Promote collaboration within the system

The System Office received four applications for the Davis-Chambers Scholarship from community college transfers for the 2009-10 academic year. The scholarship includes full-tuition, room, board, fees, and other expenses, depending on the students' financial need. Recipients will be selected in April.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

Application and Enrollment Report

Priority: Financial Strength of the System
Goal: 2. Increase enrollment and retention

The Council for Admissions and College Relations will provide an updated report on the number of students enrolled in the NSCS this spring. We will also provide information on the number of applications and housing deposits for the summer and fall semesters.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

2008-09 Non-Resident Scholars Reports

Priority: Educational Excellence Throughout the System
 Goal: 5. Create a diverse intellectual and social environment
 Strategy: c. Develop practices that foster a culture of inclusion, openness and collaboration among administrators, faculty, staff, and students

Priority: Financial Strength of the System
 Goal: 2. Increase enrollment and retention
 Strategy: e. Increase number of out-of-state students

The non-resident scholars program is a waiver program that allows scholars from outside Nebraska to attend a state college and pay in-state tuition. This special award recognizes students from out-of-state who have demonstrated prior academic excellence.

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- To continue in the program, students are required to maintain a cumulative 3.0 GPA.

Transfer Students:

- Must have a 3.0 cumulative GPA for all previous work attempted at all colleges attended.
- To continue in the program, transfer students are required to maintain a cumulative 3.0 GPA.

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- Must have a cumulative GPA of 3.5 for all previous work attempted at all colleges attended.
- To continue in the program, graduate students are required to maintain a 3.5 cumulative 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. The Student Opportunities Program was combined with the Non-Resident Scholars Program in 2008-2009.

2008-09 Non-Resident Scholar Participants

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| | AZ | 6 | 6 | 4 | 16 | 0 |
| | CA | 5 | 14 | 1 | 20 | 1 |
| | CO | 59 | 3 | 1 | 63 | 1 |
| | DE | 0 | 0 | 1 | 1 | 0 |
| | FL | 1 | 1 | 1 | 3 | 0 |
| | GA | 1 | 5 | 1 | 7 | 0 |
| | IA | 3 | 58 | 123 | 184 | 29 |
| | ID | 1 | 0 | 0 | 1 | 0 |
| | IL | 1 | 4 | 4 | 9 | 2 |
| | IN | 0 | 2 | 0 | 2 | 0 |
| | KS | 1 | 18 | 3 | 22 | 0 |
| | KY | 0 | 0 | 1 | 1 | 0 |
| | LA | 0 | 1 | 0 | 1 | 0 |
| | MA | 1 | 1 | 0 | 2 | 0 |
| | MD | 1 | 0 | 0 | 1 | 0 |
| | MI | 1 | 2 | 1 | 4 | 0 |
| | MN | 1 | 3 | 9 | 13 | 0 |
| | MO | 1 | 15 | 1 | 17 | 1 |
| | MT | 4 | 1 | 1 | 6 | 0 |
| | NC | 0 | 1 | 0 | 1 | 0 |
| | ND | 0 | 1 | 0 | 1 | 0 |
| | NH | 0 | 1 | 0 | 1 | 0 |
| | NJ | 0 | 1 | 0 | 1 | 0 |
| | NV | 2 | 1 | 0 | 3 | 0 |
| | NY | 0 | 2 | 0 | 2 | 0 |
| | OH | 1 | 2 | 1 | 4 | 1 |
| | OK | 1 | 1 | 1 | 3 | 0 |
| | OR | 0 | 1 | 0 | 1 | 0 |
| | PA | 0 | 3 | 0 | 3 | 0 |
| | SC | 1 | 0 | 0 | 1 | 0 |
| | SD | 77 | 0 | 13 | 90 | 2 |
| | TN | 0 | 1 | 0 | 1 | 0 |
| | TX | 0 | 10 | 6 | 16 | 1 |
| | UT | 2 | 0 | 1 | 3 | 0 |
| | VA | 0 | 7 | 0 | 7 | 0 |
| | WA | 1 | 1 | 0 | 2 | 0 |
| | WI | 0 | 3 | 0 | 3 | 1 |
| | WV | 0 | 1 | 0 | 1 | 0 |
| | WY | 126 | 2 | 2 | 130 | 0 |
| | Other | 4 | 7 | 8 | 19 | 0 |

Wayne has Student Opportunity Award Program recipients still in the pipeline.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

2008-09 Counseling Excellence Award

Priority: Greater System Prominence

Goals: 1. Emphasize the benefits of a three-college system
4. Promote collaboration within the system

In February, the Council for Admissions and College Relations selected David Goswick from Nebraska City High School to receive the 2008-09 Counseling Excellence Award. He is the fourth guidance counselor to be honored as the statewide recipient. He will be honored at Thursday, April 16 in conjunction with the Board dinner.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

2009 Marketing Efforts

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

- 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
 - e. Market the investment value of an NSCS degree

The college admissions directors and marketing personnel continue to implement and monitor the marketing and recruitment throughout the NSCS. The Enrollment and Marketing Committee will report on the new efforts scheduled yet this academic year.

Enrollment and Marketing Committee

Michelle Suarez, Chair
Floyd Vrtiska
Amanda Gehle

April 16-17, 2009

Plans for 2009-10

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

- 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
 - e. Market the investment value of an NSCS degree

The annual retreat of the Council of Admissions and College Relations will be held in May. The Council will evaluate the marketing efforts done in 2008-09 and recommend a list of marketing priorities for 2009-10 academic year. The recommendations will be used in conjunction with the priorities established at the board retreat held last June and the information provided by students, faculty and staff during the college constituent meetings held at each college this past year.

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

2009-10 Potential Occupancy and Income

Priority: Financial Strength of the System

Goal: 1. Ensure financial accountability

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

Chadron, Peru, and Wayne have provided potential occupancy and income reports for Fall 2009 and Spring 2010.

The attached reports provide the estimated occupancy and related income expected at each college, given certain assumptions. 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 96% for CSC, 88% for PSC, and 97% for WSC for the fall semester, 2009.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: FALL 2009

REPORT DATE: 03-17-09
POTENTIAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Fall 2008 | Beds Occupied Fall 2009 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Fall 2009 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|-------------------------------|-------------------------------|----------------------|-----------------------------|-------------------------------|--------------------------------|------------------------------|
| Residence Hall | | | | | | | | | |
| ANDREWS | 304 | 284 | 181 | 181 | 0.00% | 63.73% | 148 | 142 | 95.95% |
| BROOKS | 110 | 84 | 57 | 57 | 0.00% | 67.86% | 40 | 31 | 77.50% |
| EDNA WING | 94 | 94 | 70 | 70 | 0.00% | 74.47% | 49 | 50 | 102.04% |
| EDNA WORK | 92 | 92 | 52 | 52 | 0.00% | 56.52% | 46 | 46 | 100.00% |
| HIGH RISE | 400 | 422 | 271 | 271 | 0.00% | 64.22% | 218 | 212 | 97.25% |
| KENT HALL | 304 | 275 | 236 | 236 | 0.00% | 85.82% | 151 | 147 | 97.35% |
| SUBTOTALS | 1,304 | 1,251 | 867 | 867 | 0.00% | 69.30% | 652 | 628 | 96.32% |

| | Apartments Available | Apartments Occupied Fall 2008 | Apartments Occupied Fall 2009 | Percent of Change | Percent Occupancy | |
|------------------|-------------------------|-------------------------------------|-------------------------------------|----------------------|----------------------|---------------|
| Family Housing | | | | | | |
| EDNA WORK WING | 0 | 0 | 0 | 0 | 0.00% | |
| WEST COURT | 41 | 37 | 37 | 0 | 90.24% | |
| SUBTOTALS | 41 | 37 | 37 | 0 | 90.24% | |
| TOTALS | 1,304 | 1,292 | 904 | 904 | 0 | 69.97% |

POTENTIAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls * | 1,304 | 1,194 | 925-1896 | \$1,583,792 | \$960,441 | 60.64% |
| Student Apartments N/A | | | | | | |
| Family Housing | 41 | 41 | 320-505 | 87,345 | 79,030 | 90.48% |
| Faculty Apartments N/A | | | | | | |
| Summer, Guest Housing & Rentals | | | | 85,000 | 80,000 | 94.12% |
| Other | | | | | | |
| TOTALS | | | | \$1,756,137 | \$1,119,471 | 63.75% |

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: SPRING 2010

REPORT DATE: 03-17-09
POTENTIAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Spring 2009 | Beds Occupied Spring 2010 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Spring 2010 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------|-------------------------------|----------------------------------|------------------------------|
| Residence Hall | | | | | | | | | |
| ANDREWS | 304 | 284 | 171 | 171 | 0.00% | 60.21% | 148 | 140 | 94.59% |
| BROOKS | 110 | 84 | 54 | 54 | 0.00% | 64.29% | 40 | 31 | 77.50% |
| EDNA WING | 94 | 94 | 63 | 63 | 0.00% | 67.02% | 49 | 48 | 97.96% |
| EDNA WORK | 92 | 92 | 52 | 52 | 0.00% | 56.52% | 46 | 46 | 100.00% |
| HIGH RISE | 400 | 422 | 275 | 275 | 0.00% | 65.17% | 218 | 208 | 95.41% |
| KENT HALL | 304 | 275 | 169 | 169 | 0.00% | 61.45% | 151 | 113 | 74.83% |
| SUBTOTALS | 1,304 | 1,251 | 784 | 784 | 0.00% | 62.67% | 652 | 586 | 89.88% |

| | Apartments Available | Apartments Occupied Spring 2009 | Apartments Occupied Spring 2010 | Percent of Change | Percent Occupancy | |
|------------------|-------------------------|---------------------------------------|---------------------------------------|----------------------|----------------------|---------------|
| Family Housing | | | | | | |
| EDNA WORK WING | 0 | 0 | 0 | 0 | 0.00% | |
| WEST COURT | 41 | 37 | 37 | 0 | 90.24% | |
| SUBTOTALS | 41 | 37 | 37 | 0 | 90.24% | |
| TOTALS | 1,304 | 1,292 | 821 | 821 | 0 | 63.54% |

POTENTIAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls * | 1,304 | | 925-1896 | \$1,583,792 | \$949,550 | 59.95% |
| Student Apartments N/A | | | | | | |
| Family Housing | 41 | | 325-505 | 87,345 | 79,030 | 90.48% |
| Faculty Apartments N/A | | | | | | |
| Summer, Guest Housing & Rentals | | | | 11,000 | 5,600 | 50.91% |
| Other | | | | | | |
| TOTALS | | | | \$1,682,137 | \$1,034,180 | 61.48% |

* 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 2009

REPORT DATE: APRIL 17,2009
POTENTIAL REPORT

OCCUPANCY

| Residence Hall | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Fall 2008 | Beds Occupied Fall 2009 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Fall 2009 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|-------------------------------|-------------------------------|----------------------|-----------------------------|-------------------------------|--------------------------------|------------------------------|
| ELIZA MORGAN (1) | 170 | 98 | 75 | 73 | -2.67% | 74.49% | 50 | 38 | 76.00% |
| DELZELL | 146 | 144 | 106 | 112 | 5.66% | 77.78% | 72 | 64 | 88.89% |
| CLAYBURN/MATHEWS | 120 | 106 | 92 | 93 | 1.09% | 87.74% | 58 | 53 | 91.38% |
| DAVIDSON/PALMER | 116 | 106 | 92 | 93 | 1.09% | 87.74% | 58 | 54 | 93.10% |
| NICHOLAS/PATE | 24 | 48 | 43 | 46 | 6.98% | 95.83% | 28 | 26 | 92.86% |
| SUBTOTALS | 576 | 502 | 408 | 417 | 2.21% | 83.07% | 266 | 235 | 88.35% |

| Family Housing | Apartments Available | Apartments Occupied Fall 2008 | Apartments Occupied Fall 2009 | Percent of Change | Percent Occupancy |
|------------------|-------------------------|-------------------------------------|-------------------------------------|----------------------|----------------------|
| OAK HILL | 12 | 9 | 10 | 0 | 83.33% |
| FACULTY | 8 | 7 | 7 | 0 | 87.50% |
| SUBTOTALS | 0 | 20 | 16 | 0 | 85.00% |
| TOTALS | 576 | 522 | 424 | 0 | 83.14% |

ACTUAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|------------------|-----------------------------------|
| Residence Halls * | 552 | 454 | 1130-1696 | \$641,502 | \$538,075 | 83.88% |
| Student Apartments | 12 | 12 | 1320-1580 | \$23,310 | 17,012 | 72.98% |
| Faculty Apartments | 8 | 8 | 1400-1700 | \$14,616 | 19,653 | 134.46% |
| Summer, Guest Housing & Rentals | | | | | 39,597 | |
| Other | | | | | 28,643 | |
| TOTALS | | | | \$679,428 | \$642,980 | 94.64% |

* 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 2010

REPORT DATE: APRIL 17, 2008
POTENTIAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Beds Occupied Spring 2009 | Beds Occupied Spring 2010 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Rooms Occupied Spring 2010 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|---------------------------------|---------------------------------|----------------------|-----------------------------|-------------------------------|----------------------------------|------------------------------|
| Residence Hall | | | | | | | | | |
| ELIZA MORGAN (1) | 170 | 98 | 69 | 71 | 2.90% | 72.45% | 50 | 38 | 76.00% |
| DELZELL | 146 | 144 | 107 | 109 | 1.87% | 75.69% | 72 | 65 | 90.28% |
| CLAYBURN/MATHEWS | 120 | 106 | 85 | 88 | 3.53% | 83.02% | 58 | 48 | 82.76% |
| DAVIDSON/PALMER | 116 | 106 | 78 | 81 | 3.85% | 76.42% | 58 | 49 | 84.48% |
| NICHOLAS/PATE | 24 | 48 | 44 | 47 | 6.82% | 97.92% | 28 | 28 | 100.00% |
| SUBTOTALS | 576 | 502 | 383 | 396 | 3.39% | 78.88% | 266 | 228 | 85.71% |

| | Apartment Available | Apartment Occupied Spring 2009 | Apartment Occupied Spring 2010 | Percent of Change | Percent Occupancy | |
|------------------|------------------------|--------------------------------------|--------------------------------------|----------------------|----------------------|---------------|
| Family Housing | | | | | | |
| OAK HILL | 12 | 9 | 10 | 0 | 83.33% | |
| FACULTY | 8 | 5 | 7 | 0 | 87.50% | |
| SUBTOTALS | 0 | 20 | 14 | 0 | 85.00% | |
| TOTALS | 576 | 522 | 397 | 413 | 0 | 79.12% |

ACTUAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|------------------|-----------------------------------|
| Residence Halls * | 552 | 454 | 1130-1696 | \$641,502 | \$425,523 | 66.33% |
| Student Apartments | 12 | 12 | 1320-1580 | \$23,310 | 15,146 | 64.98% |
| Faculty Apartments | 8 | 8 | 1400-1700 | \$14,616 | 12,367 | 84.61% |
| Summer, Guest Housing & Rentals | | | | | 13,921 | |
| Other | | | | | 15,617 | |
| TOTALS | | | | \$679,428 | \$482,574 | 71.03% |

* 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 2009

REPORT DATE: April 2, 2009
POTENTIAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Actual Beds Occupied Fall 2008 | Projected Beds Occupied Fall 2009 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Projected Rooms Occupied Fall 2009 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|--------------------------------------|---|----------------------|-----------------------------|-------------------------------|--|------------------------------|
| Residence Hall | 165 | 160 | 127 | 127 | 0.00% | 79.38% | 66 | 62 | 93.94% |
| Anderson Hall | 328 | 306 | 279 | 279 | 0.00% | 91.18% | 159 | 151 | 94.97% |
| Berry Hall | 448 | 434 | 342 | 342 | 0.00% | 78.80% | 208 | 200 | 96.15% |
| Morey Hall | 240 | 231 | 210 | 210 | 0.00% | 90.91% | 119 | 117 | 98.32% |
| Neihardt Hall | 185 | 161 | 141 | 141 | 0.00% | 87.58% | 91 | 90 | 98.90% |
| Pile Hall | 150 | 134 | 120 | 120 | 0.00% | 89.55% | 72 | 71 | 98.61% |
| Terrace Hall | 147 | 140 | 127 | 127 | 0.00% | 90.71% | 74 | 71 | 95.95% |
| SUBTOTALS | 1,663 | 1,566 | 1,346 | 1,346 | 0.00% | 85.95% | 789 | 762 | 96.58% |

| | Projected Apartments Available | Apartments Occupied Fall 2007 | Projected Apartments Occupied Fall 2008 | Percent of Change | Percent Occupancy |
|----------------|--------------------------------------|-------------------------------------|--|----------------------|----------------------|
| Family Housing | | | | | |

| | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| SUBTOTALS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1,663 | 1,566 | 1,346 | 1,346 | 0.00% | 85.95% |

POTENTIAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls * | 1,663 | 1,566 | \$1195-\$2095 | \$1,847,641 | \$1,549,271 | 83.85% |
| Student Apartments | | | | | | |
| Family Housing | | | | | | |
| Faculty Apartments | | | | | | |
| Summer, Guest Housing & Rentals | | | | \$0 | 2,850 | NA |
| Other | | | | \$37,389 | 37,389 | 100.00% |
| TOTALS | | | | \$1,885,030 | \$1,589,510 | 84.32% |

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: SPRING 2010

REPORT DATE: April 2, 2009
POTENTIAL REPORT

OCCUPANCY

| | Designed Bed Capacity | Actual Bed Capacity | Actual Beds Occupied Spring 2009 | Projected Beds Occupied Spring 2010 | Percent of Change | Percent Bed Occupancy | Available Room Capacity | Projected Rooms Occupied Spring 2010 | Percent Room Occupancy |
|------------------|-----------------------------|---------------------------|--|---|----------------------|-----------------------------|-------------------------------|--|------------------------------|
| Residence Hall | 165 | 160 | 119 | 119 | 0.00% | 74.38% | 66 | 55 | 83.14% |
| Anderson Hall | 328 | 306 | 242 | 242 | 0.00% | 79.08% | 159 | 134 | 84.05% |
| Berry Hall | 448 | 434 | 298 | 298 | 0.00% | 68.66% | 208 | 177 | 85.10% |
| Morey Hall | 240 | 231 | 186 | 186 | 0.00% | 80.52% | 119 | 104 | 87.01% |
| Neihardt Hall | 185 | 161 | 129 | 129 | 0.00% | 80.12% | 91 | 80 | 87.53% |
| Pile Hall | 150 | 134 | 102 | 102 | 0.00% | 76.12% | 72 | 63 | 87.27% |
| Terrace Hall | 147 | 140 | 115 | 115 | 0.00% | 82.14% | 74 | 63 | 84.91% |
| SUBTOTALS | 1,663 | 1,566 | 1,191 | 1,191 | 0.00% | 76.05% | 789 | 674 | 85.47% |

| | Projected Apartments Available | Projected Apartments Occupied Spring 2008 | Projected Apartments Occupied Spring 2009 | Percent of Change | Percent Occupancy |
|----------------|--------------------------------------|--|--|----------------------|----------------------|
| Family Housing | | | | | |

| | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|---------------|
| SUBTOTALS | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTALS | 1,663 | 1,566 | 1,191 | 1,191 | 0.00% | 76.05% |

POTENTIAL INCOME

| | Original Design | Present Use | Current Rates | Total Potential Income | Actual Income | Percent of Potential Income |
|------------------------------------|--------------------|----------------|------------------|------------------------------|--------------------|-----------------------------------|
| Residence Halls * | 1,663 | 1,566 | \$1240-\$2170 | \$1,916,964 | \$1,319,749 | 68.85% |
| Student Apartments | | | | | | |
| Family Housing | | | | | | |
| Faculty Apartments | | | | | | |
| Summer, Guest Housing & Rentals | | | | \$0 | 2,850 | NA |
| Other | | | | \$37,389 | 37,389 | 100.00% |
| TOTALS | | | | \$1,954,353 | \$1,359,988 | 69.59% |

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Fiscal and Facilities Committee

Larry Teahon, Chair
Cap Peterson
Rich Kunckel

April 16-17, 2009

Contracts and Change Orders for Information Only

Priority: Financial Strength of the System

Goal: 3. Strengthen fiscal, environmental, technological and physical resources

Strategy: j. Maintain facilities and improve physical environment

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 \$55,000; c) consultant contracts for less than \$50,000 (between \$25,000 and \$50,000 must have Chancellor's approval); and d) exempt contracts exceeding \$25,000.

| Chadron State College | |
|------------------------------|-------------------------------------|
| Location on Campus: | Nelson Physical Activity Center |
| Contracted Work: | Renovation of the racquetball court |
| Contract Amount: | \$73,586 |
| Fund Source: | Cash |
| Contractor: | Mac Construction |
| Location on Campus: | Administration Building Parking Lot |
| Contracted Work: | Professional design |
| Contract Amount: | \$24,860 |
| Fund Source: | Cash |
| Contractor: | CG Architects |

| Peru State College | |
|---------------------------|---|
| Location on Campus: | Biomass Boiler |
| Contracted Work: | Program statement |
| Contract Amount: | \$21,000 |
| Fund Source: | Cash |
| Contractor: | Geary Engineering |
| Location on Campus: | Jindra Fine Arts Building (approved for Chancellor to sign 1/13/09) |
| Contracted Work: | Professional Services |
| Contract Amount: | \$240,000 plus reimbursables not to exceed \$10,000 |
| Fund Source: | LB 309 |
| Contractor: | Jackson Jackson and Associates |

7.2.-2

| Wayne State College | |
|----------------------------|--|
| Location on Campus: | Conn Library Art Gallery |
| Contracted Work: | Professional services for construction |
| Contract Amount: | \$15,500 |
| Fund Source: | LB 1100 |
| Contractor: | Davis Design, Inc. |

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less than \$20,000. If approval of change order is critical to project schedule, \$20,000 to \$60,000 range change orders may be approved by Chancellor and reported for ratification at next Board meeting.

| Chadron State College | |
|------------------------------|--|
| Location on Campus: | Administration Building |
| No. & Description: | #4 soffit, wall furring, flush HP loop system, site paving, floor leveling |
| Change Order Amount: | \$16,653.10 |
| Fund Source: | LB 605 |
| Contractor: | Fuller Construction |

| Peru State College | |
|---------------------------|---|
| Location on Campus: | AD Majors Parking Lot |
| No. & Description: | #031 Temporarily pump by-pass for damaged sewer line |
| Change Order Amount: | \$56,685 |
| Fund Source: | LB 605, Cash |
| Contractor: | Lueder Construction |
| Location on Campus: | AD Majors Parking Lot |
| No. & Description: | #032 Replace damaged sanitary sewer line per JEO drawings |
| Change Order Amount: | \$50,000 |
| Fund Source: | LB 605, Cash |
| Contractor: | Lueder Construction |
| Location on Campus: | AD Majors Parking Lot |
| No. & Description: | #033 Additional cost to replace damaged sanitary sewer line |
| Change Order Amount: | \$25,929 |
| Fund Source: | LB 605, Cash |
| Contractor: | Lueder Construction |

| Wayne State College | |
|----------------------------|---|
| Location on Campus: | Campus Services Facility |
| No. & Description: | #1 Replace south entry doors with mullion |
| Change Order Amount: | \$3,237 |
| Fund Source: | LB 605 |
| Contractor: | Binswanger Glass, Norfolk, NE |
| Location on Campus: | Peterson Fine Arts |
| No. & Description: | #1 Asbestos abatement |
| Change Order Amount: | \$9,300 |
| Fund Source: | Cash |
| Contractor: | Environmental Services, Inc., Norfolk, NE |

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

Grant Applications and Awards for Information Only

Chadron Awards

- Detecting Subtle Tectonic Structures in the Northern Nebraska Panhandle (Subcontract) (NASA Nebraska Space Grant Program) -- \$10,744
- Introducing First-Year Student Psychosocial Profiles (Nebraska Collegiate Consortium to Reduce High-Risk Drinking) -- \$500
- Nature Explore Outdoor Learning Environment: CSC Child Development Center Gardening Project (The Home Depot) -- \$500 gift card

Wayne Application

- Shade our Streets (Nebraska Department of Roads from Federal Transportation Funds) -- \$4,180

Wayne Awards

- Language Arts Festival 2009 (Nebraska Humanities Council) -- \$1,440
- Project L.I.F.E.: Literacy Is for Everyone, Part 3 (Nebraska Coordinating Commission for Postsecondary Education Improving Teacher Quality: State Grants Program) -- \$83,664
- Student Leadership, Scholarship and PK-12 Partnerships (Corp. for National Service/Midwest Consortium for Service Learning in Higher Education/University of Nebraska-Lincoln) -- \$13,579

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources
5. Secure public and private funding sources

Strategies: f. Keep Board of Trustees informed on the financial status of the colleges and system
g. Continually find ways to stretch limited resources as far as possible

Board policy 6024 states that grant applications and awards that have, as part of the Agreement, an obligation to accept fiscal responsibility in future years, or which require maintenance of effort on the part of the college, require Board approval. Grant applications and awards not requiring maintenance of effort or an obligation to accept fiscal responsibility in future years are attached for information only.

7.3.-2

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|--|--------------------------|---------------------------------|
| College: Chadron State College | | Date: March 2, 2009 |
| Notice of Intent | Application: | Accept Award: xxx (subcontract) |
| Name of Program: Detecting subtle tectonic structures in the northern Nebraska panhandle | | |
| Funding Source: NASA Nebraska Space Grant program | | |
| Amount Requested: | Amount Awarded: \$10,744 | Funding Period: 3-1-09-12-31-09 |
| Closing Date for Application Submission: Not specified | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? No | | Date Approved: |
| Does this grant include Indirect Cost Funds for the College's use? | | Yes: No: X |
| Will this grant require State Matching Funds ? | | Yes: XX No: |
| If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): "As proposed, faculty salary and benefits, travel, student research funds and supplies may be used as match in the amount of \$15,831." | | |
| Will this grant require In-Kind Funds ? | | Yes: No: X |
| If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): | | |
| Is State Maintenance of Effort or Future Fiscal Responsibility 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: |
| How many of these are new positions? | | New FTE: |
| Briefly describe the purpose(s) of this application/award: Faults and other geological structures are poorly known in Nebraska, where their effects are subtle. Nevertheless, the Nebraska Panhandle has experienced damaging earthquakes, and structures are known that could cause future earthquakes. Faults also serve as conduits for ground water, and their presence or absence is expected to play an important role both in the availability of ground water and in the movement of subsurface contaminants. This study will examine surface features that might indicate faults in the subsurface and improve our geological skill set for mapping them. | | |
| 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: XX |
| If yes, please state the reason: | | |
| Person responsible for the preparation of the application: Dr. Mike Leite | | |
| Administrator responsible for approving the application: Dr. Janie Park, PhD | | |

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|--|-----------------------|---|
| College: Chadron State College | | Date: March 20, 2009 |
| Notice of Intent | Application: | Accept Award: xxx |
| Name of Program: Introducing First-Year Student Psychosocial Profiles | | |
| Funding Source: Nebraska Collegiate Consortium to Reduce High-Risk Drinking | | |
| Amount Requested: | Amount Awarded: \$500 | Funding Period: 3-15-09 – 9-30-09 |
| Closing Date for Application Submission: Not specified | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? Yes | | Date Approved: |
| Does this grant include Indirect Cost Funds for the College's use? | | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |
| Will this grant require State Matching Funds ? | | Yes: <input type="checkbox"/> No: <input checked="" 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.): | | |
| Will this grant require In-Kind Funds ? | | Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/> |
| If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): | | |
| Is State Maintenance of Effort or Future Fiscal Responsibility 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: |
| How many of these are new positions? | | New FTE: |
| <p>Briefly describe the purpose(s) of this application/award: This project hosts a two-hour electronic conversation between representatives from Chadron State College's (CSC) faculty, student life professionals, and administrators with counselors, teachers, and administrators from regional high schools. The discussion among northwest Nebraska regional educators will explore what CSC should "know" about alcohol use and behavioral health of its in-coming freshmen. Hopefully, this information would permit CSC to better predict and assist new students coping with college life adjustment, including the use and abuse of alcohol.</p> <p>Expressed in more detail, our regional interactive voice/streaming video conversation targets . . .</p> <ol style="list-style-type: none"> What should CSC "know" about incoming students' high school [1] alcohol "history" and [2] behavioral health that would promote their academic and socio-emotional success at this College? Specifically, how may regional high schools and CSC collaborate so as incoming students cope more effectively with alcohol and its use when they enter CSC? If provided alcohol and behavioral psychosocial profiles, how could CSC adapt its curricular and co-curricular resources to psychosocial profiles of incoming students? If psychosocial data followed students into CSC, does this burden a student's ability to change? <p>Psychometrically, the best predictor of any student's future behavior with alcohol at CSC may be that same student's past behavior from high school. Unfortunately, at present, only a select sample of cognitive history follows matriculating college students from high school.</p> <p>How much of CSC's scarce resources, in fact, simply "re-discover" what was already known by high schools?</p> <p>How much positive and negative student history is lost to college teachers when student records and experiences do not migrate comprehensively from high school to Chadron State?</p> | | |
| 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: | | |
| 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: Dr. William E. Roweton | | |
| Administrator responsible for approving the application: Dr. Janie Park, PhD | | |

7.3.-4

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|---|---------------------------------|--|
| College: Chadron State College | | Date: 3.20.09 |
| Notice of Intent | Application: | Accept Award: xxx |
| Name of Program: Nature Explore Outdoor Learning Environment: CSC Child Development Center Gardening Project | | |
| Funding Source: The Home Depot | | |
| Amount Requested: | Amount Awarded: \$500 gift card | Funding Period: unspecified in documentation |
| Closing Date for Application Submission: Not specified | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? No | | Date Approved: |
| Does this grant include Indirect Cost Funds for the College's use? | | Yes: No: X |
| Will this grant require State Matching Funds ? | | 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 In-Kind Funds ? | | Yes: No: X |
| If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): | | |
| Is State Maintenance of Effort of Future Fiscal Responsibility 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: |
| How many of these are new positions? | | New FTE: |
| Briefly describe the purpose(s) of this application/award: Materials obtained through this gift card from Home Depot supports the Nature Explore Outdoor Learning Environment project of the CSC Child Development Center. This project, sponsored concurrently by several other organizations, coordinates the energy and good will of families and children, local professionals, community groups, and many volunteers in expanding the botanical education and resources provided children at the Child Development Center. | | |
| 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: XX |
| If yes, please state the reason: | | |
| Person responsible for the preparation of the application: Dr. Kim Madsen | | |
| Administrator responsible for approving the application: Dr. Janie Park, PhD | | |

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|---|-----------------|-----------------------------------|
| College: Wayne State College | | Date: April 17, 2007 |
| Notice of Intent | Application: X | Accept Award: |
| Name of Program: Shade Our Streets | | |
| Funding Source: Nebraska Department of Roads from federal transportation funds | | |
| Amount Requested: \$4,180 | Amount Awarded: | Funding Period: Spring 09-Fall 09 |
| Closing Date for Application Submission: March 6, 2009 | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? | | Date Approved: |
| Does this grant include Indirect Cost Funds for the College's use? | Yes: | No: X |
| Will this grant require State Matching Funds ? | 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 will come from the Campus Beautification Fund from Wayne State Foundation. | | |
| Will this grant require In-Kind Funds ? | 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 for planting, watering and lifetime maintenance of the trees. | | |
| Is State Maintenance of Effort or Future Fiscal Responsibility 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 proposal would provide funding for the purchase of 25 mature trees to be planted 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 | | |

7.3.-6

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|--|-----------------------|-----------------------------|
| College: Wayne State College | | Date: April 17, 2009 |
| Notice of Intent | Application: | Accept Award: X |
| Name of Program: Language Arts Festival 2009 | | |
| Funding Source: Nebraska Humanities Council | | |
| Amount Requested: 1,440 | Amount Awarded: 1,440 | Funding Period: 02/09-05/09 |
| Closing Date for Application Submission: January 1, 2009 | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? yes | | Date Approved: 01/13/09 |
| Does this grant include Indirect Cost Funds for the College's use? | | Yes: No: X |
| Will this grant require State Matching Funds ? | | 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 and travel expenses, and communication expenses. | | |
| Will this grant require In-Kind Funds ? | | 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, copying expenses and supplies. | | |
| Is State Maintenance of Effort or Future Fiscal Responsibility 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 an opportunity for Nebraska middle and secondary schools to gather together and celebrate the language arts. Funds are 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 17, 2009 |
| Notice of Intent | Application: | Accept Award: X |
| Name of Program: Project L.I.F.E.: Literacy Is For Everyone, Part 3 | | |
| Funding Source: Nebraska Coordinating Commission for Postsecondary Education Improving Teacher Quality: State Grants Program | | |
| Amount Requested: \$92,414 | Amount Awarded: \$83,664 | Funding Period: 02/20/09-07/31/10 |
| Closing Date for Application Submission: | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? Yes | | Date Approved: 02/27/09 |
| Does this grant include Indirect Cost Funds for the Colleges use? | Yes: | No: X |
| Will this grant require State Matching Funds ? | 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 In-Kind Funds ? | 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 State Maintenance of Effort or Future Fiscal Responsibility 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: 0.00 | |
| How many of these are new positions? | New FTE: 0.00 | |
| 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, provides funding for middle school teacher stipends, meals and training materials/resources as well as substitute teacher salaries/benefits and consultant fees. The goal of Project L.I.F.E. was 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. Project L.I.F.E. Part 2 was to expand that training to include vocabulary strategies. Part 3 will expand current training to include writing strategies. | | |
| 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 technically not a continuation of a previous grant, Project L.I.F.E., Part 3 builds upon previously awarded grants, Project L.I.F.E. and L.I.F.E., Part 2. | | |
| 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 | | |

7.3.-8

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

| | | |
|---|--------------------------|-----------------------------|
| College: Wayne State College | | Date: April 17, 2009 |
| Notice of Intent | Application: | Accept Award: X |
| Name of Program: Student Leadership, Scholarship and PK-12 Partnerships | | |
| Funding Source: Corp. for National Service/Midwest Consortium for Service Learning in Higher Education/University of Nebraska-Lincoln | | |
| Amount Requested: \$13,579 | Amount Awarded: \$13,579 | Funding Period: 01/09-08/09 |
| Closing Date for Application Submission: | | |
| When reporting Grant Award-- Has Grant Application been approved by the Board? Yes | | Date Approved: 11/14/08 |
| Does this grant include Indirect Cost Funds for the Colleges use? | Yes: | No: X |
| Will this grant require State Matching Funds ? | 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 In-Kind Funds ? | 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 State Maintenance of Effort or Future Fiscal Responsibility 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 workshop/resource materials, assessment forms, refreshments, supplies and travel expenses. The objectives of past proposals were to increase faculty and student involvement in service-learning, expand a co-curricular component to service-learning, participate in Consortium-sponsored activities, increase connections with community partners with emphasis on PK-12 schools and other agencies who serve rural youth and developing student leadership in service-learning. This award expands the student leadership component as well as reviews and assesses data collected to identify trends, outcomes and factors that affect outcomes, particularly in the area of retention. | | |
| 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, it continues an effort for maintaining and advancing the service-learning programs established through funding received in 2004, 2005, 2006 and 2007 of \$20,000 each and 2008 of \$15,000. | | |
| 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 Department | | |
| Administrator responsible for approving the application: Beth Kroger, Administration and Finance | | |

Fiscal and Facilities Committee

*Larry Teahon, Chair
Cap Peterson
Rich Kunckel*

April 16-17, 2009

Update on NeSIS and SAP Projects

Priority: Financial Strength of the System

Goal: 1. Ensure financial accountability

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

NeSIS

The SIS project continues to move forward with the implementation team having completed two of the five identified phases of the project. The five phases of the project include:

- Phase One: Planning and Discovery;
- Phase Two: Analyze and Design
- Phase Three: Configure and Develop
- Phase Four: Testing and Training
- Phase Five: Deployment

The completed phases include phase one – planning and discovery and phase two – analyze and design. The team is now moving to phase three, the configure and develop stage. Many of the activities of the analyze and design phase and the configure and develop phase overlap. Configure and develop involves developing technical specifications and configuration. This phase will be followed by testing and training and finally deployment.

According to our consulting team, CedarCrestone, the progress to date continues to be within the scope of the project.

Included with this report for your info is a copy of the Project Status Form submitted to the Nebraska Information Technology Commission (NITC) last month.

SAP

The SAP project continues to be scheduled to go-live on July 1 of this year. The teams on this project are very busy and currently involved in unit testing. This activity will be followed by integration testing, an activity designed to prove the capacity of the system to perform as intended.

It should be noted that the individuals involved in this process on both the SIS and SAP projects continue to make great personal sacrifices to bring these technological upgrades to our colleges. Our thanks go out to all of those involved.




Project Status Form
Nebraska State College System and University of Nebraska
Nebraska Student Information System - NeSIS
Project Status Report
To Nebraska Information Technology Commission

March 3, 2009

Project Status Form

| General Information | | | |
|--|--------------|--|---|
| Project Name | | | Date |
| NeSIS – Joint Student Information System Replacement Project | | | 03-03-09 |
| Sponsoring Agency | | | |
| University of Nebraska and Nebraska State College System | | | |
| Contact | Phone | Email | Employer |
| Dr. Linda Pratt – UN EVP and Provost | 402-472-7117 | lpatt@nebraska.edu | University of Nebraska |
| Project Manager | Phone | Email | Employer |
| Rory Weaver | 402-472-0131 | rweaver@nebraska.edu | University of Nebraska |
| Key Questions | | | Explanation (if Yes) |
| 1. Has the project scope of work changed? X Yes <input type="checkbox"/> No | | | It was discovered that an 'On-line Application' module was lacking in the original PeopleSoft (PS) product. Third Party products were considered. It was decided that NeSIS will partner with CedarCrestone as a beta site to help develop a product. |
| 2. Will upcoming target dates be missed? X Yes <input type="checkbox"/> No | | | The PS product includes a very weak student recruitment module (CRM v9.0). CRM v9.1 is slated for release 4 th Qtr, 2009. Version 9.1 has enough advanced features to warrant waiting. Consequently, the project will miss the original CRM installation schedule and re-schedule implementation after v9.1 is released. |
| 3. Does the project team have resource constraints? X Yes <input type="checkbox"/> No | | | Budget |
| 4. Are there problems or concerns that require stakeholder or top management attention? X Yes <input type="checkbox"/> No | | | Some campuses express intent to implement non-PS products to provide, (using their words) 'better' functionality than PS provides. Example: Academic Advising (Degree Audit). |

| Project Metrics | | |
|--|-----------------|--------------------------|
| Measure | Numbers | Percent Complete |
| Task Completed – Campus Community IDP's | 1 thru 10 | 100% |
| Tasks in Progress Student Financials IDP's Admission IDP's Student Records Financial Aid | 1 thru 10 of 18 | 55% 75% 80% 40% |
| Tasks not Started - | | |
| Time spent - | 120 of 512 days | 23% |
| Time remaining | 392 of 512 days | 77% |
| [Project Specific Measure] | | |

| Summary Project Status | | | | | | |
|--|---------------------------------------|--|---|---------------------------------------|--|---|
| Based on the color legend below, indicate green, yellow, or red for the reporting periods of each item. Any item classified as red or yellow requires an explanation in the comment boxes that follow this section. Additional priority items can be added to the list for status reporting. | | | | | | |
| Select one color in each of the Reporting Period columns to indicate your best assessment of: | Last Reporting Period [01/13/2009] | | | This Reporting Period [03/03/2009] | | |
| 1. Overall Project Status | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green |
| 2. Schedule | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green |
| 3. Budget (capital, overall project hours) | <input type="checkbox"/> Red | <input checked="" type="checkbox"/> Yellow | <input type="checkbox"/> Green | <input type="checkbox"/> Red | <input checked="" type="checkbox"/> Yellow | <input type="checkbox"/> Green |
| 4. Scope | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green |
| 5. Quality | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input checked="" type="checkbox"/> Green |
| | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input type="checkbox"/> Green | <input type="checkbox"/> Red | <input type="checkbox"/> Yellow | <input type="checkbox"/> Green |
| Color Legend | | | | | | |
|  | Red | Project has significant risk to baseline cost, schedule, or project deliverables. Current status requires immediate escalation and management involvement. "Probable that item will NOT meet dates with acceptable quality without changes to schedule, resources, and/or scope". | | | | |
|  | Yellow | Project has a current or potential risk to baseline cost, schedule, or project deliverables. Project Manager will manage risks based on risk mitigation planning. "Good probability item will meet dates and acceptable quality. Schedule, resource, or scope changes may be needed". | | | | |
|  | Green | Project has no significant risk to baseline cost, schedule, or project deliverables. "Strong probability project will meet dates and acceptable quality". | | | | |

7.4.-4

| Product and/or Service Performance | | | | |
|---|-------|---------|-------|--|
| Performance Standard | Meets | Exceeds | Below | Explanation |
| CedarCrestone Consulting IDP's (Interactive Design and Prototyping) | X | | | Working relationships are strengthening. |
| Oracle/PeopleSoft Campus Solution | X | | | Project Team still learning the product features and limitations. (Anxiety & frustration beginning to appear). |
| Oracle/PeopleSoft Campus Solution On-line Application | | | X | Lack of product function. See 'Key Questions' Item #1 |
| PS CRM v9.0 Module | | | X | Very weak functionality – will implement v9.1 in 2010. |
| | | | | |

| Milestones Planned and Accomplished | | | |
|---|-------------------|--------------|-------------|
| Milestone | Original Date | Revised Date | Actual Date |
| Academic Structure IDP's complete | 12/01/08-01/09/09 | | 01/09/09 |
| NeSIS Communications Center | | | 01/09/09 |
| nesis.nebraska.edu – Public Project website | | | 02/13/09 |
| NeSIS Communications Plan | 01/30/09 | 02/20/09 | 02/20/09 |
| CRM v9.0 or v9.1 Decision | | 02/16/09 | 02/16/09 |
| | | | |

| Milestones Planned and Not Accomplished | | | |
|--|---------------|--------------|--|
| For each item listed, provide a corresponding explanation of the effect of this missed item on other target dates and provide the plan to recover from this missed item. | | | |
| Milestone | Original Date | Revised Date | Effect on Other Dates/Plan |
| Project Charter Document (awaiting final executive signatures) | 01/30/09 | 03/06/09 | Inhibits communication of objectives. |
| Master Project Plan (detailed) | 12/01/08 | 03/03/09 | Actively being addressed. Inhibits communication of objectives. Lack of plan, generates confusion. |
| | | | |

| Milestones Planned for Next Period | | |
|---|---------------|--------------|
| Milestone | Original Date | Revised Date |
| Project Charter | 01/30/09 | 03/06/09 |
| Master Project Plan (detailed) | 01/30/09 | 03/03/09 |

| | | |
|---------------------------|-----------------|--|
| Student Admitted | 10/10/09 | |
| Student Registered | 04/01/10 | |

| Decision Points | | | |
|---|--------------------------|---|--|
| For each item listed, provide a corresponding explanation of the effect of this item on other target dates, scope or cost and provide the responsible parties name. The responsible party will ensure the decision is made and carried out. | | | |
| Decision Point | Decision Due Date | Deciders Name or Names | Decisions Effect on Project |
| 'Student On-line Admissions Forms' beta partnership with CedarCrestone. | 03/03/09 | Executive Sponsor/Steering Committee/ Project Management Team | Delayed resolution may increase existing risk to scope and budget. |
| | | | |
| | | | |
| | | | |
| | | | |

| Project Issues | | | | |
|---|------------------------------------|----------------------------------|-------------------------------------|----------------------|
| Description | Impact on Project - (H,M,L) | Date Resolution is Needed | Issue Resolution Assigned to | Date Resolved |
| 'Student On-line Admissions Forms' product and vendor | Medium | 03/03/10 | Project Management Office | |
| Network Nebraska | Medium | 7/1/09 (NSCS AP implementation) | Project Management Office | |
| | | | | |
| | | | | |

Footnote: **High, Medium, Low Impact.**

High- "project killer" major impact on project time, scope, cost. Issue must be resolved! - **Medium-** impact will moderately effect project time, scope, cost. - **Low-** Issue will not impact project delivery

7.4.-6

Risk is primarily associated with the overall complexity of the project. The number of different and unique processes and procedures that are involved, user requirements and demands, providing for all the needed campus services, quantity of data converted, operational areas impacted will all play a part in the area of project risk.

| Risk Rank | Risk Statement | Probability | Impact | Mitigating Actions |
|---------------------|---|-------------|--------|---|
| SectionTitle | | | | |
| 1 | Lack of funding to complete and support NeSIS | High | High | <ul style="list-style-type: none"> ▪ Support from legislature ▪ Reallocation of resources |
| 2 | Adequate campus staffing to support the project and the ongoing legacy system | High | High | <ul style="list-style-type: none"> • Appropriate campus staffing • Appropriate campus backfill |
| 3 | Inadequate central technical staff to support the project and post implementation | High | High | <ul style="list-style-type: none"> ▪ Appropriate allocation and funding of resources ▪ Timely identification of post implementation requirements ▪ Appropriate post implementation governance planning |
| 4 | Significant scope creep | High | High | <ul style="list-style-type: none"> ▪ Adherence to governance procedures as documented in the NeSIS project charter |
| 5 | Departure from two instance implementation strategy | Low | High | <ul style="list-style-type: none"> ▪ Adherence to governance procedures as documented in the NeSIS project charter |
| 6 | Resistance to change | Medium | High | <ul style="list-style-type: none"> ▪ Project education and communication ▪ Executive advocacy of user ownership |

| Risk Rank | Risk Statement | Probability | Impact | Mitigating Actions |
|-----------|--|-------------|--------|--|
| 7 | Decisions not made in a timely manner. | Medium | High | <ul style="list-style-type: none"> ▪ Follow the issue and decision making matrix as outlined in the charter. ▪ Provide strong central leadership by management. ▪ Empower team members to make decision within their scope of responsibility. |
| 8 | System, component or connectivity failure | Medium | High | <ul style="list-style-type: none"> ▪ Create contingency plan ▪ Pursue high availability strategy in order to preserve business continuity ▪ Effective network redundancy |
| 9 | Nebraska and CCI Staff turnover | Medium | High | <ul style="list-style-type: none"> ▪ Cross training ▪ Depth chart analysis ▪ Identify replacement ▪ Reward & Recognition |
| 10 | Lack of executive support at individual campus | Low | High | <ul style="list-style-type: none"> ▪ Ongoing communication with campus executives. State and system governance bodies encourage support of the project. ▪ Engage campus executives |
| 11 | PS not performing core functions as designed &/or described. | Medium | High | <ul style="list-style-type: none"> ▪ Appropriate system and unit testing ▪ User participation and contribution to product knowledge communities |
| 12 | Inadequate end user support | Low | High | <ul style="list-style-type: none"> ▪ Adequate training and knowledge transfer ▪ Appropriate restructuring of help desk |

7.4.-8

| Risk Rank | Risk Statement | Probability | Impact | Mitigating Actions |
|-----------|--|-------------|--------|--|
| 13 | Potential and temporary reduction of service levels | High | Medium | <ul style="list-style-type: none"> ▪ Management of expectations ▪ Timely and effective interfaces to existing services ▪ Appropriate go live planning |
| 14 | Lack of Appropriate and accurate project documentation | Low | Medium | <ul style="list-style-type: none"> ▪ Adherence to project documentation standards |

Key:

| | | | |
|--------------------|--|---|---|
| Probability | Low minimal chance that the identified risk will occur | Medium Low likelihood that the identified risk will occur | High significant chance that the identified risk will occur |
| Impact | minimal affect on the project execution and success | moderate affect on the project execution and success | significant affect on the project execution and success |

- Chancellor's Report –
April 2009

1. CIR Dates

The following are the dates for the CIR (faculty wage) case:

- April 15 – List of exhibits and witnesses exchanged
- May 6 – Prehearing conference
- May 13 – Written prehearing briefs are due
- May 20 – Hearing in Lincoln at the Nebraska State Office Building

I will keep you updated as we progress through the process.

2. The inaugural NSCS Scholarship Luncheon was held at Hillcrest Country Club, Friday, March 27 and was a tremendous success. The 143 guests included 40 Board of Trustees Scholarship and Governor's Opportunity Award recipients, 80 family members, Governor Dave Heineman and State Senators Bill Avery and Robert Giese.

I served as emcee and welcomed the students and their families. Governor Heineman delivered an address about the value of higher education and the benefits of attending an NSCS institution. He also talked about how our colleges strengthen their communities and help maintain the vitality of rural Nebraska. He stated that the best and brightest students need to remain in Nebraska and our scholarships assist with keeping those scholars here.

Three former Board of Trustees' Scholarship recipients spoke about their personal experiences attending Chadron, Peru & Wayne State. Each recounted how receiving the Board of Trustees' Scholarship allowed them to focus on their education and explore volunteer leadership activities without having to work. The graduates – Connie (Jurgens) Lans '05 CSC, a physician's assistant from Omaha; Chris Lindner '05 PSC, an auditor from Lincoln and Ali Brunkow-Schwanke '03 WSC, a marketing manager from Lincoln – each provided different perspectives due to their education goals and their diverse extracurricular activities from science club to intercollegiate basketball to student senate.

After the program, students were presented scholarship certificates by the NSCS staff. The Governor also stayed following the ceremony to meet the recipients and their families. Ameritas Corporation partnered with us for this event, providing a portion of the funding.

The scholarship luncheon was designed not only to honor our Board of Trustees' Scholarship and Governor's Opportunity Award recipients and their families, but also to help solidify their choice of Chadron, Peru or Wayne State. The event also served to build camaraderie among the recipients and NSCS personnel.

8.1.-2

As you may recall, Nebraska high school seniors applying for the Governor's Opportunity Award must score between a 21 and 24 on the ACT or a 1500 and 1650 on the SAT college entrance exam and write an essay about how they are committed to remaining in Nebraska after graduation. To apply for the Board of Trustees' Scholarship, Nebraska high school seniors must score at least a 25 on the ACT or 1130 on the SAT college entrance exams and provide at least one written recommendation letter from a high school teacher or administrator.

This year we received 144 applications for the Governor's Opportunity Award. Keep in mind this was the first year we offered the scholarship and currently, just one scholarship is available at each college. However, the Governor and I discussed possibly expanding the number of scholarships in future years depending upon the success of the new program.

We also received 356 applications for the Board of Trustees' Scholarships in January. In the past five years, we had between 268 and 290 applications. More than 110 Board of Trustees' Scholarships are awarded across the system each year.

The large number of scholarship applications indicates that we are providing a very important benefit to Nebraska students and their families. As indicated earlier, the Governor agrees. I commend all involved with these successful scholarship programs.

Chancellor's Report

April 16-17, 2009

Proposed Board of Trustees' Meeting Schedule

I have attached proposed Board of Trustees' meeting schedules for five (5) or six (6) meetings per year. You will note that the schedules are for 2009-2010 through 2011-2012. Please review your schedules as the Board will adopt the schedule at the June 19 meeting.

8.1.1-2

2009-2010 Proposed Board Meeting Schedule
(Five Meetings Per Year)

| | | |
|------------------|---|---|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 10-11, 2009 Thursday - Friday |
| NOVEMBER | BOARD OF TRUSTEES MEETING--WAYNE | November 12-13, 2009 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING--LINCOLN | January 12, 2010 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--PERU | March 25-26, 2010 Thursday - Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 3, 2010 Thursday |
| JUNE | BOARD OF TRUSTEES MEETING--LINCOLN | June 4, 2010 Friday |

2009-2010 Proposed Board Meeting Schedule
(Six Meetings Per Year)

| | | |
|------------------|---|---|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 10-11, 2009 Thursday - Friday |
| NOVEMBER | BOARD OF TRUSTEES MEETING--WAYNE | November 12-13, 2009 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING—LINCOLN | January 12, 2010 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--LINCOLN | March 4, 2010 Thursday |
| APRIL | BOARD OF TRUSTEES MEETING--PERU | April 29-30, 2010 Thursday – Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 3, 2010 Thursday |
| JUNE | BOARD OF TRUSTEES MEETING--LINCOLN | June 4, 2010 Friday |

8.1.1-4

2010-2011 Proposed Board Meeting Schedule
(Five Meetings Per Year)

| | | |
|------------------|---|--|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 9-10, 2010 Thursday - Friday |
| NOVEMBER | BOARD OF TRUSTEES MEETING--WAYNE | November 11-12, 2010 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING--LINCOLN | January 11, 2011 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--PERU | March 24-25, 2011 Thursday - Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 2, 2011 Thursday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 3, 2011 Friday |

2010-2011 Proposed Board Meeting Schedule
(Six Meetings Per Year)

| | | |
|------------------|---|--|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 9-10, 2010 Thursday - Friday |
| NOVEMBER | BOARD OF TRUSTEES MEETING--WAYNE | November 11-12, 2010 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING—LINCOLN | January 11, 2011 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--LINCOLN | March 3, 2011 Thursday |
| APRIL | BOARD OF TRUSTEES MEETING--PERU | April 28-29, 2011 Thursday - Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 2, 2011 Thursday |
| JUNE | BOARD OF TRUSTEES MEETING--LINCOLN | June 3, 2011 Friday |

8.1.1-6

2011-2012 Proposed Board Meeting Schedule
(Five Meetings Per Year)

| | | |
|------------------|---|---|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 8-9, 2011 Thursday - Friday |
| OCTOBER | BOARD OF TRUSTEES MEETING--WAYNE | October 27-28, 2011 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING--LINCOLN | January 10, 2012 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--PERU | March 29-30, 2012 Thursday - Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 7, 2012 Thursday |
| JUNE | BOARD OF TRUSTEES MEETING--LINCOLN | June 8, 2012 Friday |

2011-2012 Proposed Board Meeting Schedule
(Six Meetings Per Year)

| | | |
|------------------|---|---|
| SEPTEMBER | BOARD OF TRUSTEES MEETING--CHADRON | September 8-9, 2011 Thursday - Friday |
| OCTOBER | BOARD OF TRUSTEES MEETING--WAYNE | October 27-28, 2011 Thursday - Friday |
| JANUARY | BOARD OF TRUSTEES MEETING—LINCOLN | January 12, 2012 Tuesday |
| MARCH | BOARD OF TRUSTEES MEETING--LINCOLN | March 29, 2012 Thursday |
| APRIL | BOARD OF TRUSTEES MEETING--PERU | April 26-27, 2012 Thursday - Friday |
| JUNE | BOARD OF TRUSTEES RETREAT--LINCOLN | June 7, 2012 Thursday |
| JUNE | BOARD OF TRUSTEES MEETING--LINCOLN | June 8, 2012 Friday |

**Chadron State College
President's Report
April 2009**

Online Learning Platform Transition at Chadron State College

After discussions at the Board of Trustees meeting in September, the College decided to explore its options regarding the CSC online platform. Two years before, CSC had transitioned from Blackboard to eCollege in order to provide full-time technical services to online students and faculty, as well as enhancements for online courses. During this time online graduate programs have doubled in size and CSC offers campus based and online degrees in Business Administration, Special Education, Psychology, Mathematics, and Information

Resources/Library Media for distance learners. Many academic departments offer online courses to augment the general studies core curriculum, as well as stand-alone courses to fit the busy schedules of residential students. CSC offers hundreds of online courses each year and have over two thousand archived online courses. Considering the size of the program, any change in the online learning platform would necessitate major support from the faculty members and academic departments.

Initially, in October, the Faculty Senate was asked to conduct a survey of all faculty members who were teaching online courses using the current eCollege platform to inform us of the satisfaction level of faculty with regards to the platform. Additionally, faculty were asked whether they would consider transitioning to a different software platform system. The Senate organized an online survey and approximately two-thirds of the faculty members responded. Unfortunately, the results were distinctly bimodal with an equal number of people who were in favor, or not, of a transition to another platform. Although nearly all respondents were troubled with eCollege, the thought of a transition was daunting for half of them. With these results, the issue of adopting a new online learning platform was shelved.

In late November and early December, as the NSCS budget situation began to be clarified for the upcoming biennium, the Vice Presidents and the President began conversations about the budget with all facets of the college community. These conversations continue to the present time, as the campus has come together to explore budget reduction options. Naturally, as we explored our operations budgets, the issue of eCollege expenses were revisited, but in a different light. In November the instructional design coordinator and the president of our campus SCEA, who is also a leader in online learning in the CSC Business Academy, went to a regional conference for **Sakai**. They brought back a very positive impression of Sakai to our campus and subsequently shared this information with faculty colleagues. Faculty began to talk seriously about the possibility of shifting to the Sakai platform thereby, not only saving operations costs, but also having a more responsive platform for online learning. Vice President for Academic Affairs, Lois Veath, created a Sakai exploratory group to determine if there was sufficient faculty support to warrant a campus Sakai workshop, which would be held in February. The group discussed this option with Faculty Senate and based on its support, arranged for the workshop. At the workshop, faculty members filled out a questionnaire regarding their impression of Sakai and their willingness to transition from eCollege to Sakai, and to participate in a Sakai pilot. More than two-thirds of the faculty members attended the Sakai workshop and filled out the questionnaire. The results were overwhelmingly in favor of the Sakai platform and the enthusiasm for a Sakai summer pilot program was impressive. Additionally the survey results indicated that the faculty community would support a complete transition to Sakai during the fall 2009.

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Based on this result, CSC will implement a pilot of the Sakai platform this summer. CSC will contract with rSmart for a special version of Sakai that is more user friendly than the standard Sakai. Additionally, rSmart will provide 24/7 technical support for faculty and students, as well as unlimited server space for hundreds of our online courses at substantial savings to the College. Transitioning of courses to the Sakai platform will be completed by December. Because the faculty members at CSC are willing to step up to the challenge of transitioning on an accelerated schedule to another online learning platform, we will be able to significantly reduce ongoing expenditures for online courses and programs.

**Peru State College
President's Report
April 2009**

The Honors Program at Peru State College (PSC) has undergone a Renaissance after a period in which it was essentially defunct because students found the courses to be less relevant and engaging than they had hoped. Part of the failure was due to misperception. Some students who qualified to take the courses did not because they thought them to be unnecessarily difficult, while others, not in the Honors Program were taking the classes because they thought they were easier – an interesting dichotomy to say the least.

The administration began to reinvigorate the program by facilitating faculty meetings to define the parameters thereof. Once these were enhanced and confirmed by the PSC faculty as a whole, individual professors led the effort to generate more unique, engaging classes that would create a “buzz” among students. The goals were to create new courses that were as interdisciplinary as possible and that focused on the development of advanced critical thinking skills. Toward the latter goal, each course features at least one simulation along with other extracurricular activities. Additionally, the tradition of requiring Board of Trustees Scholars to enroll in the Honors Program was revived, which has boosted its prestige and eventual program and student marketability.

A special college orientation course was developed to better prepare participating students for the rigors of Honors study.. Program participants complete an additional 12 hours beyond their degree major requirements, which includes a two-course sequence of study on a specific topic. This promotes in-depth analysis and understanding. Students can graduate with “distinction” from the Honors Program, if they complete a mentored Honors project.

One of the most unique and popular themes to emerge from this effort is called *Analysis of Evil*. While the theme of the course may be shocking to some, it has certainly succeeded in generating student interest. The two-course sequence was created in its entirety by Associate Professor of Human Services Dr. James Nevitt. In addition to promoting depth of study, course sequences are designed to help students understand that learning about a topic does not end with the semester. The simulation in the first semester of *Analysis of Evil* explores serial crime and the topic of profiling. The second semester's simulation involves cult-related crime and ritualized violence. Many other perspectives on the nature of evil are considered in detail.

Dr. Nevitt has spent hundreds of hours creating a new graphic novel each year to accompany the course as a way to stimulate the imagination of students and to enhance dialogue and critical thinking. The manuscript combines lessons in philosophy, theology, psychology, sociology, criminology, etc., and allows the class to alternate between the actual world of forensic science and the fictional world of the graphic novel, which involves a simulated town, news articles, crime scene evidence and other detailed materials. To a large extent, students don't even realize that they are really taking an interdisciplinary course of study of involving literature, history, science, technology and a variety of other disciplines.

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The purpose of the simulation is to have students use what they learn in the classroom to solve a fictional homicide based on basic profiling concepts and aspects of infamous cases involving killers such as Ted Bundy, Jeffrey Dahmer and Jack the Ripper. Students are also asked to develop a playlist of music or soundtrack that reminds them of the course content. Some of the art from the novel "The Autumn King Murders" as well as the most recent playlist can be found at www.playlist.com/autumnkingmurders. Discussion is even held on the qualities of good graphic novels and the software used to develop them. Dr. Nevitt also added a creative marketing aspect to the course, giving the first class a free t-shirt that said "I Survived Analysis of Evil".

Analysis of Evil isn't the only unique Honors Program offering at Peru State. The Faculty Senate recently approved *Microscopic Monarchs: Disease in History*, a course designed by Honors Program Director and Associate Professor of Biology Dr. Mike Barger. The course examines disease from an interdisciplinary perspective, such as the effects of disease on social norms, agriculture, economics, medicine, public policy, police power, etc., as well as examining the effects of these kinds of things on disease itself, such as environmental degradation, building dams, building cities, etc. Dr Barger created the course utilizing his experience as a parasitologist and his training with disease and disease epidemiology.

Future honors courses being considered involve interesting takes on questions of human ecology, i.e. humankind's response to the environment's response to humanity; the nature of "nation building" where social and political reality meet practicality; and a proposed series on "the great unread books" of classical cultures and taking a "connections" (a public TV series) approach to the study of innovation.

**Wayne State College
President's Report
April 2009**

Student Blogs at Wayne State College

According to many historians of the internet, blogging began with a few hundred sites in 1998. Fast forward 11 years and there are now more than 112 million blogs. Blogs, the shortened name for web logs, generally provide commentary on news and events, focus on a particular hobby or pursuit, or serve as a personal diary. Students began blogging for Wayne State in 2006 to provide student testimonials for the college's admissions Web site. For the past year, students have blogged for the college as part of their study abroad experiences in Costa Rica, Taiwan and Greece.

Blogs provide a method of authentic communication to help the college reach current and prospective students. Today's generation of students is highly attuned to inauthentic means of communication and marketing. They are constantly bombarded with messages about products to buy, and even colleges to attend. Students also are quite tech-savvy, and are accustomed to getting real-world opinions from various Web platforms, including blogs.

Student blogging meshes authentic communication and high-tech delivery. Wayne State's student blogs provide direct communication from our students, while creating a positive image about the college. Blogs are not overtly censored (although guidelines and instructions are communicated clearly prior to student blogging), letting students use the kinds of communication strategies they use every day with their peers through e-mail, Facebook, MySpace, text messaging and online chatting. This kind of informal communication reaches readers within their own social context, and is therefore more effective.

Statistics on page views and visits of Wayne State blogs:

Costa Rica (Devin Bethune's personal blog) - 698 visits with 1,566 pageviews

Costa Rica (Class blog) - 1,696 pageviews

Taiwan - 125 visits with 296 pageviews and 76 unique visitors

Greece (just launched) - 41 visits with 78 pageviews and 29 unique visitors

Tricia Akerlund, the college's marketing coordinator, launched student travel blogs in the summer of 2008 with a group of students studying in Costa Rica for about two months. There were two blogs for this study abroad experience; a class blog and a personal blog by Devin Bethune. Currently active blogs include blogs from Taiwan, where three students are studying until June 20. Also there is an active blog from Greece, where a group of 20 students will blog until May 29. In all, we've had 43 students blog during their study abroad experiences.

The first set of blogs from Costa Rica generated 16 comments from visitors. We have gotten visitors to the blogs from all over the country, as well as many foreign countries. Some visitors come from other colleges and universities in our region. It's hard to tell what visitors from other institutions are doing on the site, whether they are there to "scope out the competition" or getting ideas for their own study abroad blogs, but it is interesting to note that kinds of traffic that comes through.

Starting with study abroad blogs was a good foray into student blogging at Wayne State. Students can talk about their experiences while living and studying in a foreign country, and can post their pictures of the time spent there. These types of experiential posts are easy for the student to write, and are interesting for the reader. Additionally, the professors with the students

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have been very helpful to work with, and have integrated blogging into the requirements for participation.

Having these kinds of experiential blogs was a good primer to launch other blogging projects on campus. By having a blog with a definite start and end date, it is easier to manage any technical difficulties, as well as learn about good design techniques and pointers for future bloggers.

Measuring the success of these blogs has proved easier with analytic tools. By tracking visitors, page views and traffic patterns, we can easily see who is coming to the site. Of course, part of having a blog -- and really anything online -- is being able to drive traffic to the site. So, it is important to promote the blogs. This has been done through communication on campus, via the college's weekly Campus at a Glance, as well as online, through the main Wayne State Web site and Facebook. The next step for Wayne State's blogging project will be communication with students in our recruiting pool and the general regional population.