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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 March 24-25, 2011.

Executive Session	March 24 -	9:00 a.m.
Committee Meetings	March 24 -	1:30 p.m.
Informal Discussion Session	March 24 -	12:00 p.m.
Executive Session (Tentative)	March 25	7:00 a.m.
Business Meeting	March 25 -	8:00 a.m.

An Executive Session may be held in conjunction with this Board of Trustees meeting.

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**

**MARCH 24-25, 2011  
PERU STATE COLLEGE  
PERU, NEBRASKA**

### **WEDNESDAY, MARCH 23 – Lied Lodge**

**5:00 – 8:00 Council of Academic and Student Affairs Officers Terrace A**  
**5:00 – 8:00 Council of Business Officers Terrace B**

### **THURSDAY, MARCH 24 – Meetings will be held in the Center for Achievement and Transition Services (CATS) unless otherwise indicated**

**9:00 – 11:00 Council of Admissions and College Relations Officers Library Special Collections Room**

**9:00 – 11:00 BOARD OF TRUSTEES EXECUTIVE SESSION WITH CHANCELLOR Personnel Issues & Litigation CATS Conference Room**

**11:00 – 12:00 WSC Willow Bowl Presentation CATS Room 209**  
Dan Worth, BVH  
**PSC Oak Bowl Presentation**  
Ken West, DLR Group

**12:00 – 1:30 Chadron State College Reorganization Discussion through Lunch CATS Conference Room**  
**Board Members, Chancellor, Presidents, System Office Staff, Vice Presidents for Academic Affairs**

**12:00 – 1:30 Lunch – All Except Board Members, Chancellor, Presidents, System Office Staff & Vice Presidents for Academic Affairs Sherwood Gallery/ Bur Oak Room**

**1:30 – 3:00 BOARD COMMITTEE MEETINGS**  
**Fiscal, Facilities & Audit Committee CATS Room 209**  
**Enrollment & Marketing Committee Library Special Collections Room**

**1:30 – 1:45 Academic, Personnel & Student Affairs Board Members Teaching Excellence Award Discussion CATS Room 201**

**1:45 – 3:00 Academic, Personnel & Student Affairs Committee CATS Room 201**

**3:00 – 3:30 Board of Trustees College Constituent Reception Library**

**3:30 Check in Lied Lodge, Nebraska City**

**6:00 Reception President's Home**

**7:00 Dinner Student Center, Live Oak Room**  
**Teaching Excellence Award Banquet**

**FRIDAY, MARCH 25**

<b>7:00 – 8:00</b>	<b>Board of Trustees &amp; Chancellor Executive Session (if necessary) &amp; Breakfast</b>	<b>Sherwood Gallery/Bur Oak Room</b>
<b>7:00 – 8:00</b>	<b>Breakfast for All Others</b>	<b>Sherwood Gallery/Student Center Dining Room</b>
<b>8:00</b>	<b>BOARD OF TRUSTEES BUSINESS MEETING</b>	<b>CATS Conference Room</b>

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

**MARCH 24, 2011  
1:45 – 3:00 P.M.  
CATS Room 201**

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

**Consent agenda items:**

- 1.1 Accept Promotion and Tenure Report

**Items for discussion and action:**

- 2.1 Approve Program Review Recommendations
- 2.2 Approve Preliminary Notification of New Academic Programs
- 2.3 Approve Teaching Excellence Award Nomination
- 2.4 Approve Salary Policy for 2011-2012
- 2.5 Authorize Chancellor to Sign Employee Assistance Program (EAP) Professional Services Contract
- 2.6 Authorize Chancellor to Sign Employee Background Reporting Professional Services Contract
- 2.7 First and Final Round Approval of Revisions to Board Policy 3000; Admissions Requirements; Undergraduate; General
- 2.8 First and Final Round Approval of Revisions to Board Policy 3010; Admissions Requirements; Graduate
- 2.9 First and Final Round Approval of Revisions to Board Policy 3050; Residency
- 2.10 First and Final Round Approval of Revisions to Board Policy 3100; Conduct and Discipline; Students
- 2.11 First and Final Round Approval of Revisions to Board Policy 3200; Due Process – Students
- 2.12 First and Final Round Approval of Revisions to Board Policy 3210; Grievances Procedures -- Students
- 2.13 First and Final Round Approval of Revisions to Board Policy 3250; Student Rights and Responsibilities
- 2.14 First and Final Round Approval of Revisions to Board Policy 3300; Student Government
- 2.15 First and Final Round Approval of Deletion of Board Policy 3350; Student Organizations
- 2.16 First and Final Round Approval of Revisions to Board Policy 3400; Tuition Remission
- 2.17 First and Final Round Approval of Deletion of Board Policy 3402; Non-Residents Working Full-Time in Nebraska
- 2.18 First and Final Round Approval of Revisions to Board Policy 3600; Graduation
- 2.19 First and Final Round Approval of Revisions to Board Policy 3601; Posthumous Degrees
- 2.20 First and Final Round Approval of Revisions to Board Policy 3675; College Diversity
- 2.21 First and Final Round Approval of Revisions to Board Policy 3710; Athletics; Program Guidelines

- 2.22 First and Final Round Approval of Revisions to Board Policy 3720; Athletics; Student Athletic Injury Insurance
- 2.23 First and Final Round Approval of Revisions to Board Policy 5009; Guidelines for Reasonable Cause Drug and Alcohol Testing
- 2.24 First and Final Round Approval of Board Policy 5019; Consensual Relationships
- 2.25 First and Final Round Approval of Revisions to Board Policy 5102; Faculty Employees Excluded from the SCEA Bargaining Unit
- 2.26 First and Final Round Approval of Revisions to Board Policy 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit
- 2.27 First and Final Round Approval of Revisions to Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit
- 2.28 Authorize Chancellor to Approve and Sign the PHEAST Agreement with the University of Nebraska Medical Center

**Items for information and discussion:**

- 5.1 Final Fall 2010 NSCS Advantage Report
- 5.2 PSC One Rate Any State Program Report (2 of 3)
- 5.3 Non-Resident Scholars Program Report
- 5.4 Five-Year Academic Calendar
- 5.5 Title IX Intercollegiate Athletic Reports (2009-2010)
- 5.6 Fall Enrollment Reports
- 5.7 Fall Graduation Summaries
- 5.8 Fall Instructional Load Reports
- 5.9 Accept Report on Personnel Action

**MARCH 24, 2011  
1:30 – 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 Television – Radio Commercials Contract Report
- 6.2 Scholarship Luncheon Update
- 6.3 Board of Trustees' Scholarship Report
- 6.4 Governor's Opportunity Awards Report
- 6.5 Davis Chambers Freshman Scholarship Report
- 6.6 Davis Chambers Transfer Student Scholarship Report
- 6.7 Student Trustees' Update
- 6.8 Senators' Reception Dates
- 6.9 Non-Resident Scholars Program Report (09-10)
- 6.10 PSC Fall 2010 One Rate Any State Program Report (2 of 3)
- 6.11 Fall Enrollment Reports
- 6.12 Fall Graduation Reports
- 6.13 Final Fall 2010 NSCS Advantage Report
- 6.14 Plans for 2011-2012

**MARCH 24, 2011  
1:30 – 3:00 P.M.  
CATS Room 209**

**FISCAL, FACILITIES & AUDIT COMMITTEE MEETING**

**Consent agenda items:**

- 1.2 Approve LB 309 Allocations and Retrievals

**Items for discussion and action:**

- 4.1 Authorize Chancellor to Renew Insurance Coverages
- 4.2 Approve Contingency Maintenance Requests
- 4.3 Selection of Firm to Conduct Revenue Bond & Facilities Corporation Audits
- 4.4 Approval of Food Service Contracts
- 4.5 Approval of Bookstore Contracts
- 4.6 Authorize Chancellor to Sign Peru State College Bookstore Contract
- 4.7 First and Final Round Approval of Revisions to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.8 First and Final Round Approval of Revisions to Board Policy 7014; Inventories and Disposal of Surplus Personal Property (sale of library books)
- 4.9 Accept and Approve Program Statement for Oak Bowl Renovations – PSC
- 4.10 Accept and Approve Program Statement and Authorize Chancellor to Sign Construction Contract for Willow Bowl Renovations – WSC
- 4.11 Authorize Chancellor to Sign Construction Contracts – CSC
- 4.12 Accept Recommendation to Name Learning Center in Student Center – WSC

**Items for information and discussion:**

- 7.1 Bond Update
- 7.2 Capital Construction Quarterly Reports (as of December 31, 2010)
- 7.3 Contingency Maintenance Progress Reports (as of December 31, 2010)
- 7.4 Financial Reports (Jul-Dec, 2010)
- 7.5 Operating Expenditure Reports (Jul-Dec, 2010)
- 7.6 LB 309 Project Status Reports (Jul-Dec, 2010)
- 7.7 Revenue Bond Expenditure Reports (Jul-Dec, 2010)
- 7.8 Fall Occupancy and Income Reports
- 7.9 Potential Occupancy and Income Reports
- 7.10 Physical Plant Status Reports (Oct-Dec, 2010)

- 7.11 Grant Applications and Awards
- 7.12 Contracts and Change Orders
- 7.13 PSC Fall 2010 One Rate Any State Program Report (2 of 3)
- 7.14 Final Fall 2010 NSCS Advantage Report



**MARCH 24-25, 2011**  
**BOARD OF TRUSTEES MEETING**

**CALL TO ORDER**

**1. APPROVAL OF MEETING AGENDA**

**APPROVAL OF MINUTES** from the January 19, 2011 and February 17, 2011 meetings

**PUBLIC COMMENT**

**ITEMS FOR CONSENT AGENDA**

- 1.1 Accept Promotion and Tenure Report
- 1.2 LB 309 Allocations and Retrievals

**ITEMS FOR DISCUSSION AND ACTION**

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

- 2.1 Approve Program Review Recommendations
- 2.2 Approve Preliminary Notification of New Academic Programs
- 2.3 Approve Teaching Excellence Award Nomination
- 2.4 Approve Salary Policy for 2011-2012
- 2.5 Authorize Chancellor to Sign Employee Assistance Program (EAP) Professional Services Contract
- 2.6 Authorize Chancellor to Sign Employee Background Reporting Professional Services Contract
- 2.7 First and Final Round Approval of Revisions to Board Policy 3000; Admissions Requirements; Undergraduate; General
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- 2.21 First and Final Round Approval of Revisions to Board Policy 3710; Athletics; Program Guidelines
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- 2.25 First and Final Round Approval of Revisions to Board Policy 5102; Faculty Employees Excluded from the SCEA Bargaining Unit
- 2.26 First and Final Round Approval of Revisions to Board Policy 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit
- 2.27 First and Final Round Approval of Revisions to Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit
- 2.28 Authorize Chancellor to Approve and Sign the PHEAST Agreement with the University of Nebraska Medical Center

### **3. ENROLLMENT AND MARKETING**

No action items

### **4. FISCAL, FACILITIES AND AUDIT**

- 4.1 Authorize Chancellor to Renew Insurance Coverages
- 4.2 Approve Contingency Maintenance Requests
- 4.3 Selection of Firm to Conduct Revenue Bond & Facilities Corporation Audits
- 4.4 Approval of Food Service Contracts
- 4.5 Approval of Bookstore Contracts
- 4.6 Authorize Chancellor to Sign Peru State College Bookstore Contract
- 4.7 First and Final Round Approval of Revisions to Board Policy 7002; Capitalization; Definitions and Classifications
- 4.8 First and Final Round Approval of Revisions to Board Policy 7014; Inventories and Disposal of Surplus Personal Property (sale of library books)
- 4.9 Accept and Approve Program Statement for Oak Bowl Renovations – PSC
- 4.10 Accept and Approve Program Statement and Authorize Chancellor to Sign Construction Contract for Willow Bowl Renovations – WSC
- 4.11 Authorize Chancellor to Sign Construction Contracts – CSC

4.12 Accept Recommendation to Name Learning Center in Student Center – WSC

## **ITEMS FOR INFORMATION AND DISCUSSION**

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

- 5.1 Final Fall 2010 NSCS Advantage Report
- 5.2 PSC One Rate Any State Program Report (2 of 3)
- 5.3 Non-Resident Scholars Program Report
- 5.4 Five-Year Academic Calendar
- 5.5 Title IX Intercollegiate Athletic Reports (2009-2010)
- 5.6 Fall Enrollment Reports
- 5.7 Fall Graduation Summaries
- 5.8 Fall Instructional Load Reports
- 5.9 Accept Report on Personnel Action

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

- 6.1 Television – Radio Commercials Contract Report
- 6.2 Scholarship Luncheon Update
- 6.3 Board of Trustees' Scholarship Report
- 6.4 Governor's Opportunity Awards Report
- 6.5 Davis Chambers Freshman Scholarship Report
- 6.6 Davis Chambers Transfer Student Scholarship Report
- 6.7 Student Trustees' Update
- 6.8 Senators' Reception Dates
- 6.9 Non-Resident Scholars Program Report (09-10)
- 6.10 PSC Fall 2010 One Rate Any State Program Report (2 of 3)
- 6.11 Fall Enrollment Reports
- 6.12 Fall Graduation Reports
- 6.13 Final Fall 2010 NSCS Advantage Report
- 6.14 Plans for 2011-2012

### **7. FISCAL, FACILITIES AND AUDIT**

- 7.1 Bond Update
- 7.2 Capital Construction Quarterly Reports (as of December 31, 2010)
- 7.3 Contingency Maintenance Progress Reports (as of December 31, 2010)

- 7.4 Financial Reports (Jul-Dec, 2010)
- 7.5 Operating Expenditure Reports (Jul-Dec, 2010)
- 7.6 LB 309 Project Status Reports (Jul-Dec, 2010)
- 7.7 Revenue Bond Expenditure Reports (Jul-Dec, 2010)
- 7.8 Fall Occupancy and Income Reports
- 7.9 Potential Occupancy and Income Reports
- 7.10 Physical Plant Status Reports (Oct-Dec, 2010)
- 7.11 Grant Applications and Awards
- 7.12 Contracts and Change Orders
- 7.13 PSC Fall 2010 One Rate Any State Program Report (2 of 3)
- 7.14 Final Fall 2010 NSCS Advantage Report

## **8. MISCELLANEOUS ACTION & INFORMATION ITEMS**

- 8.1 Chancellor's Report
  - 8.1.1 Board of Trustees Meeting Schedules  
(5 year proposed dates w/5 annual meeting dates per year)
  - 8.1.2 Appoint Board Nominating Committee
  - 8.1.3 Recognize Outgoing and Incoming Student Trustees
  - 8.1.4 Remind Board Members Attending Spring 2011 Commencements (May 7)  
Gary Bieganski – Chadron  
Bill Roskens – Peru  
Cap Peterson – Wayne
- 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 3, 2011 at Lincoln.

**NEBRASKA STATE COLLEGE SYSTEM  
BOARD OF TRUSTEES  
MINUTES OF JANUARY 19, 2011 MEETING**

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A meeting of the Board of Trustees of the Nebraska State College System was held at the Hillcrest Country Club, Lincoln, Nebraska on Wednesday, January 19, 2011.

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:

Cap Peterson, Wayne  
Gary Bieganski, Chadron  
Roger Breed, Lincoln  
Bill Roskens, Omaha  
Michelle Suarez, Lincoln

Student Board Members present:

Trevor Dietrich, Chadron State  
Caroline Keenan, Peru State  
Isaac French, Wayne State

System Office Staff present:

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

CSC Staff Present:

Janie Park, President  
Lois Veath, Vice President for Academic Affairs  
Dale Grant, Vice President for Administration & Finance  
Randy Rhine, Vice President for Enrollment Management & Student Services

PSC Staff present:

Dan Hanson, President  
Todd Drew, Vice President for Academic and Student Affairs  
Bruce Batterson, Vice President for Administration and Finance  
Regan Anson, Director of Marketing and Public Affairs  
Todd Simpson, Executive Director of the Peru State College Foundation

WSC Staff present:

Curt Frye, Interim President  
Bob McCue, Vice President for Academic Affairs  
Jean Dale, Interim Vice President for Administration and Finance  
Jeff Carstens, Vice President and Dean of Students  
Jay Collier, Director of College Relations  
Tricia Akerlund, Marketing Coordinator  
Kevin Halle, Director of Admissions  
Phyllis Conner, Vice President of Development & Executive Director of the Foundation

Others Present

Don Dunlap, Assistant Deputy Auditor  
Amy Hock, Auditor of Public Accounts Office

**CALL TO ORDER**

**EXECUTIVE SESSION**

Vice Chair Peterson called the meeting to order at 11:05 a.m.

Motion was made by Trustee Breed and seconded by Trustee Roskens to move into executive session to discuss litigation, bargaining and personnel issues. No action was taken. Motion was made by Trustee Breed and seconded by Trustee Bieganski to move out of executive session at 12:45 p.m.

The Academic, Personnel and Student Affairs Committee, Enrollment and Marketing Committee and Fiscal, Facilities and Audit Committee met starting at 12:45 p.m. to discuss agenda items. No action was taken. The committee meetings adjourned at 2:00 p.m.

**CALL TO ORDER—BUSINESS MEETING**

Board Vice Chair Peterson called the business meeting to order at 2:00 p.m.

**APPROVAL OF MEETING AGENDA**

The meeting agenda for January 19, 2011 was approved.

**APPROVAL OF MINUTES**

Minutes of the November 11-12, 2010 meeting were unanimously approved.

**CONSENT AGENDA ITEMS**

A motion was made by Trustee Roskens and seconded by Trustee Bieganski to approve the following consent agenda items. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. Motion was unanimously approved.

Approve LB 309 Allocations and Retrievals

Copy is attached to the official minutes.

**ITEMS FOR DISCUSSION AND ACTION**

**Academic, Personnel & Student Affairs Committee**

First & Final Round Approval of Revisions to Board Policy 3400; Tuition Remission

A motion to approve the revisions to Board Policy 3400; Tuition Remission was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

First & Final Round Approval of Revisions to Board Policy 4220; Assessment; Policy and Procedures

A motion to approve the revisions to Board Policy 4220; Assessment; Policy and Procedures was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

Approve NSCS-SCEA 2011-2013 Agreement and Memorandum of Understanding

A motion to approve the 2011-2013 Agreement and Memorandum of Understanding between the Board of Trustees of the Nebraska State College System and the State College Education Association (SCEA) was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens, and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy of Memorandum of Understanding attached to official minutes.)

Approve Memorandum of Understanding Between Board and NSCPA

A motion to approve the Memorandum of Understanding between the Board of Trustees of the Nebraska State College System and the Nebraska State College Professional Association (NSCPA) bargaining unit was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens, and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

First & Final Round Approval of Changes to Board Policy 4140; Academic Terms Glossary

A motion to table this item until the March 24-25, 2011 meeting was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens, and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan.

Approve Program Options – CSC

A motion to approve the following program options for Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

- Accounting Option: Certified Public Accountant Path (with MBA)
- Gallery/Museum Option
- Health and Human Services Option
- Rangeland Fire Management Option
- Rangeland Wildlife Management Option
- Wildlife Biology Option

Approve Amended NSCS/NECC Interlocal Agreement

A motion to approve the amended Nebraska State College System (NSCS)/Northeast Community College (NECC) Interlocal Agreement for the South Sioux City College Center was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

**Enrollment and Marketing Committee**

Authorize Chancellor to Sign Television/Radio Commercial Contract for the Nebraska State College System

A motion to authorize the Chancellor to sign the negotiated television and radio commercial contract for the Nebraska State College System was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan.

**Fiscal, Facilities & Audit Committee**

Accept the Nebraska State College System Audit Report for the Year Ended June 30, 2010

A motion to accept the 2009-2010 Nebraska State College System Audit Report by the Auditor of Public Accounts for the State of Nebraska was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan.

Vice Chancellor for Finance and Administration, Carolyn Murphy noted there were no reportable findings in the audit. Vice Chancellor Murphy reviewed some of the information contained in the audit along with the twelve comments contained in the management letter with the Board.

Assistant Deputy Auditor of Public Accounts, Don Dunlap addressed the Board and thanked everyone for their cooperation and access to data during the audit process. He noted there were no issues with the audit and all requirements had been met.

Appoint Professional Services Selection Committee for Campus Master Plans and Authorize Chancellor to Sign Professional Services Contract

A motion to appoint the following professional services selection committee for campus master plans and authorize the Chancellor to sign the professional services contract was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan.

**Committee Members**

- Cap Peterson, Vice Chair, Board of Trustees and Chair, Fiscal, Facilities and Audit Committee
- Michelle Suarez, Chair, Enrollment and Marketing Committee, Board of Trustees
- Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology, NSCS
- Carolyn Murphy, Vice Chancellor for Finance & Administration, NSCS
- Dale Grant, Vice President for Administration and Finance, CSC
- Bruce Batterson, Vice President for Administration and Finance, PSC
- Jean Dale, Vice President for Administration and Finance, WSC
- Academic Representative
- Facilities Representative
- Support Staff Representative

Authorize Chancellor to Sign an Addendum to Construction Manager at Risk Contract with Guaranteed Maximum Price not to Exceed Constraints of Bond Financing for Morgan Hall Renovation – PSC

A motion to authorize the Chancellor to sign an addendum to the construction manager at risk contract with Lund-Ross Constructors with a guaranteed maximum price not to exceed the constraints of the bond financing package for the Morgan Hall renovation project at Peru State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens, and Teahon. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan.



Approve Use of LB 1100 Set Aside Funds

A motion to approve the use of LB 1100 set aside funds for 2011-2012 for the following projects was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

Chadron State - \$77,681 for window replacement in the Math and Science Building  
Peru State - \$82,902 for HVAC upgrades in T. J. Majors  
Wayne State - \$104,449 for augmenting HVAC/code upgrades in Hahn Administration Building

First and Final Round Approval of Revisions to Board Policy 6009; Withholding Registration, Transcripts and Diplomas from Students Owing Debts

A motion for first and final round approval of revisions to Board Policy 6009; Withholding Registration, Transcripts and Diplomas from Students Owing Debts was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

Approve Change Order

A motion to approve the following change order for Wayne State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Dietrich, French and Keenan. (Copy attached to official minutes.)

- College Center in South Sioux City – install operable panel partitions in classrooms 126A, B, C) - \$24,895 (WSC pays ½ or \$12,447.50)

**ITEMS FOR INFORMATION AND DISCUSSION**

**Academic, Personnel & Student Affairs**

Personnel Actions Reports

The personnel actions reports from each college were provided to the Board for information only. (Copies attached to official minutes.)

**Enrollment and Marketing**

2011 Board of Trustees' Scholarship Report

Sheri Irwin-Gish, Associate Vice Chancellor for Communications, Marketing & System Relations, reported that as of January 18, 2011 the System Office had received 318 Board of Trustees' scholarship applications. In the past the colleges have awarded Board of Trustees' scholarships as follows:

Chadron – 45  
Peru – 20  
Wayne – 60

### Governor's Opportunity Award Report

This award reflects a partnership between the NSCS and Governor Dave Heinemann. One incoming freshman at each college will receive a scholarship for 2011-2012. The System Office received 125 applications. Of that number, 19 were for Chadron, 14 for Peru and 92 for Wayne. Associate Vice Chancellor for Communications, Marketing and System Relations, Sheri Irwin-Gish, reported the winners of the 2011-2012 awards were as follows:

Justy Renee Bullington, Mullen for Chadron State  
Brad Hartzell, Plattsmouth for Peru State  
Jonathon DeRocha, LaVista for Wayne State

### 2011-12 Davis-Chambers Freshman Scholarship

This is the second year the NSCS is offering the Davis-Chambers Freshman Scholarship. This scholarship, like the Davis-Chambers Transfer Student Scholarship, was created to recognize academically promising students who often find that financial requirements of postsecondary education are a major obstacle. The scholarship provides up to \$2,000 financial assistance. The deadline for applications is February 1. Sheri Irwin-Gish, Associate Vice Chancellor for Communications, Marketing and System Relations, reported that the freshmen who received the scholarship last year were excelling and doing great at their respective schools.

### 2011-12 Davis-Chambers Transfer Student Scholarship

The Davis-Chambers Transfer Student Scholarship was first offered by the NSCS in 2004. This renewable scholarship is provided through the Nebraska State College System for transfer students from Nebraska Community Colleges. The scholarship provides up to \$2,000 financial assistance annually. The deadline for applications is March 15. Currently there is one transfer student at Wayne State.

### 2011 Scholarship Luncheon

Board of Trustee scholars, Governor's Award recipients and Davis-Chambers scholars have been invited to the NSCS Scholarship Luncheon. The luncheon is scheduled to be held at Hillcrest Country Club Friday, March 25 from 12:00 p.m. – 1:30 p.m. NSCS representatives have also been invited.

### Student Trustees' Selection

Randy Rhine, CSC; Michaela Willis, PSC and Jeff Carstens, WSC will coordinate the 2011-12 Student Trustees' nomination process at their respective colleges. The nominations are due to the NSCS Office by March 1. Governor Heineman will choose the new student trustees this spring.

## **Fiscal, Facilities & Audit**

### Grant Applications and Awards

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

#### Wayne Application

- Nebraska Business Development Center (U.S. Small Business Administration through the University of Nebraska at Omaha) -- \$60,000

#### Wayne Award

- Language Arts Festival 2011 (Nebraska Humanities Council) -- \$1,500

### Contracts and Change Orders

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

#### Peru State Contract

- Campuswide – (computer software and hardware) - \$26,493.48

#### Wayne State Contracts

- Willow Bowl – (renovation program statement) - \$9,000
- Rec Center – (racquetball court renovation) - \$59,606
- Bowen Hall – (remove and replace damaged ceiling tile and grid on 4<sup>th</sup> floor) - \$385
- Rec Center – (resurface floor in training/physical therapy room) - \$999
- College Center at South Sioux City – (wetland and channel mitigation monitoring) - \$40,796.25 total cost – WSC portion \$5,439.47
- Student Center – (labor and material to install 2" floor drain for ice machine) - \$918
- Pile Hall – (asbestos abatement design, oversight and air monitoring) - \$4,415
- Softball Field – (installation of scoreboard) - \$4,292
- Alumni House – (renovation of suite flooring) - \$1,370
- Humanities – (furnish and install carpet in room 118) - \$1,330
- Campuswide – (fire alarm system semi-annual inspection) - \$940
- Neihardt Hall, Student Center – (duct and range hood cleaning) - \$1,175
- Brandenburg Education – (duct cleaning in auditorium, offices & classrooms) - \$3,290
- Campuswide – (fire alarm system inspection – 3 quarterly and 1 annual) - \$12,200
- Bowen Hall – (furnish and install windows and replace glazing as needed) - \$2,796
- Neihardt, Terrace, Student Center – (fire suppression system inspections) - \$985
- Pile Hall – (asbestos abatement) - \$26,400
- Student Center – (furnish and install insulation for generator exhaust system) - \$2,312.50

#### Chadron State Change Orders

- Central Heating Plant – (#1 deduct for NPPD charge for electrical service vs. allowance) – (\$843.30 deduct)

#### Wayne State Change Orders

- Carhart Science Building – (#17 contingency change - construction) - \$19,089 (\$0 impact because it is within the GMP)
- Wildcat Stadium – (remove owner's allowance) – (\$15,000 deduct)
- Pile Hall – (asbestos removal – 28 chase openings in closets) - \$9,800
- Pile Hall – (asbestos removal – VCT in rooms 121, 231, 360) - \$2,541

## **MISCELLANEOUS ACTION AND INFORMATION ITEMS**

### Chancellor's Report

Chancellor Carpenter commended Peru State President Dan Hanson and his staff for the excellent job of dealing with the disappearance of PSC student, Tyler Thomas. All concerned, including the family, law enforcement, students and the System Office were kept apprised of how the investigation was proceeding. It was a difficult time for everyone. Chancellor Carpenter also thanked Kristin Petersen, General Counsel and Vice Chancellor for Employee Relations for her expertise and advice in assisting with this difficult situation at PSC.

Chancellor Carpenter noted the March 31-April 1, 2011 Board of Trustees' meeting had been rescheduled to March 24-25, 2011 at Peru.

The WSC presidential search process was on schedule to name the new president at the March 24-25, 2011 meeting. The airport interviews are scheduled for February 5-6, 2011 in Omaha and the board interviews are scheduled for February 17, 2011 in Lincoln. Chancellor Carpenter and Vice Chancellor Peterson would visit the school of the finalist March 3-4, 2011.

Chancellor Carpenter indicated all were pleased with the Governor's budget recommendation for level funding. Now we all wait to see the final outcome.

The following will provide greetings from the Board of Trustees at the May 7, 2011 commencement ceremonies for each of the NSCS institutions:

Gary Bieganski – Chadron  
Bill Roskens - Peru  
Cap Peterson – Wayne

#### Presidents' Reports

CSC President Park noted her report included various cultural enrichment activities conducted at the college which allowed for cultural diversity to be included in the curriculum.

PSC President Hanson reported that several multi-cultural activities were held at the College. One of the activities included student focus groups meeting with diversity consultant Quay Hanna. Another was hosting Minnijean Brown-Trickey, a Civil Rights Leader and Little Rock Nine Member. President Hanson also noted the PSC Black Student Union had won the Governor's Points of Light Award.

WSC Interim President Frye reported the Multicultural Center continues to provide support for multicultural activities, and implement a broad range of initiatives to enhance diversity and provide essential individual and group support to students from diverse backgrounds to assist in their transition and retention at Wayne State. The President's Council on Diversity is responsible for developing campus diversity goals. The Study Abroad program hopes to expand to Turkey and possibly Costa Rica as well as maintaining the current program in Greece.

#### Student Trustees' Reports

WSC Student Trustee French reported Wayne had once again been listed in *U.S. News and World Report*. He further reported the Majestic Theatre in Wayne had been re-opened. The Student Senate had discussed increasing the student activities fee from \$2.75 to \$5.00 for the next academic year.

CSC Student Trustee Dietrich reported the college had 15 additional students this semester. The students are from 17 states and 5 nations. He further reported the 1<sup>st</sup> National Bank of North Platte had donated \$100,000 to the Vision 2011 campaign.

PSC Student Trustee Keenan reported the college and community could not have received more support as it dealt with the Tyler Thomas disappearance. The college and southeast Nebraska all came together to support one another. She further reported the program with Minnijean Brown-Trickey was especially moving when a Falls City woman apologized to Ms. Brown-Trickey for the part she played in the Little Rock incident.

#### Next Meeting

The next regularly scheduled meeting of the NSCS Board of Trustees will be held at Peru State College March 24-25, 2011.

**ADJOURNMENT** -- The meeting was adjourned at 3:02 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.

**NEBRASKA STATE COLLEGE SYSTEM  
BOARD OF TRUSTEES**

**MINUTES OF FEBRUARY 17, 2011 SPECIAL MEETING**

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A special meeting of the Board of Trustees of the Nebraska State College System was held at the Nebraska State College System Office, Lincoln, Nebraska on Thursday, February 17, 2011.

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  
Roger Breed, Lincoln  
Michelle Suarez, Lincoln  
Larry Teahon, Chadron

NSC Staff, present:

Stan Carpenter, Chancellor  
Kristin Petersen, General Counsel & Vice Chancellor for Employee Relations  
Lynne Olson, Administrative Assistant to the Chancellor

**CALL TO ORDER—BUSINESS MEETING**

Board Chair Teahon called the business meeting to order at 10:45 a.m.

A motion was made by Trustee Bieganski and seconded by Trustee Breed to move into executive session to discuss personnel issues. No decisions were made.

A motion was made by Trustee Suarez and seconded by Trustee Bieganski to move out of executive session at 11:45 a.m. No action was taken.

Next Meeting

The next regularly scheduled meeting of the NSCS Board of Trustees will be held at Peru, Nebraska on March 24-25, 2011.

**ADJOURNMENT** -- The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Stan Carpenter  
Chancellor

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

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

**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	3	4%	23	27%	29	35%	29	35%	
Promoted into Rank	N/A		+0		+1		+4		
Promoted to next Rank	-0		-1		-4		N/A		
IMPACT	3	4%	22	26%	26	31%	33	39%	84
Peru	9	19%	15	31%	7	15%	17	35%	
Promoted into Rank	N/A		+1		+3		+0		
Promoted to next Rank	-1		-3		-0		N/A		
IMPACT	8	17%	13	27%	10	21%	17	35%	48
Wayne	15	12%	29	23%	20	16%	61	49%	
Promoted into Rank	N/A		+0		+4		+5		
Promoted to next Rank	-0		-4		-5		N/A		
IMPACT	15	12%	25	20%	19	15%	66	53%	125
System Total	27	10%	67	26%	56	22%	107	42%	
Promoted into Rank	N/A		+1		+8		+9		
Promoted to next Rank	-1		-8		-9		N/A		
IMPACT	26	10%	60	23%	55	22%	116	45%	257

1.1.-2

Tenure & Rank Promotion Applications and Approvals 2011			
	Chadron	Peru	Wayne
Number of Faculty Applied for Tenure	11	2	3
Number of Faculty Approved for Tenure	11	2	3
Number of Faculty Applied for Rank Promotion	6	4	9
Number of Faculty Approved for Rank Promotion	5	4	9

**RANK PROMOTION**  
Chadron State College  
2011

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.						
Bogner, Michael	Justice Studies	Associate Professor to Professor	J.D.	0	16	16
Evertson, Mathew	English & Humanities	Associate Professor to Professor	Ph.D.	2	8	10
Nobiling, Tracy	Justice Studies	Associate Professor to Professor	Ph.D.	0	20	20
Petersen, Ann	Education	Associate Professor to Professor	Ph.D.	0	11	11
Taylor, Una	Music	Assistant Professor to Associate Professor	D.M.A.	0	6	6



1.1.-4

**RANK PROMOTION**  
Peru State College  
2011

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>						
Bittner, Gina	Education	Instructor to Assistant Professor	M.A.Ed.	0	5	5
Goebel-Lundholm, Mary	Professional Studies	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Preisman, Kristi	Education	Assistant Professor to Associate Professor	Ph.D.	0	6	6
Zost, Greg	Education	Assistant Professor to Associate Professor	Ph.D.	0	6	6

**RANK PROMOTION**  
Wayne State College  
2011

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>						
Bohnert, David	Arts & Humanities	Associate Professor to Professor	D.M. A.	2	14	16
Cacheiro, Adolfo	Arts & Humanities	Associate Professor to Professor	Ph.D.	2	10	12
Christensen, Linda	Arts & Humanities	Associate Professor to Professor	Ph.D.	1	10	11
Cupp, Rodner	Arts & Humanities	Assistant Professor to Associate Professor	Ph.D.	2	5	7
Dendinger, Laura	Business & Technology	Associate Professor to Professor	J.D.	0	11	11
Geisert, Cameron	Natural & Social Sciences	Assistant Professor to Associate Professor	Ed.D.	0	9	9
Langdon, Jennifer	Natural & Social Sciences	Assistant Professor to Associate Professor	Ph.D.	2	3	5
Langlie-Willers, Pamela	Business & Technology	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Ossian, James	Education & Counseling	Associate Professor to Professor	Ph.D.	0	6	6

1.1.-6

**Impact of Tenure**

	Total Full-time Faculty*	Tenured Faculty	Tenure Awarded 2011	Result of 2011 Tenure Awarded	% of Faculty with Tenure
Chadron					
Men	50	24 (48%)	9	33 (66%)	
Women	37	19 (51%)	2	21 (57%)	62%
Peru					
Men	30	20 (67%)	1	21 (70%)	
Women	18	6 (33%)	1	7 (39%)	58%
Wayne					
Men	67	48 (72%)	2	50 (75%)	
Women	58	33 (57%)	1	34 (59%)	67%
System Total					
Men	147	92 (63%)	12	104 (71%)	
Women	113	58 (51%)	4	62 (55%)	64%

\*CSC & WSC include Lecturer

**TENURE**  
Chadron State College  
2011

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.					
Bentz, Laura	Visual Arts	Associate Professor	M.F.A.	0	6
Bruehlman, August	Business	Associate Professor	Ph.D.	0	6
Donahue, Timothy	Business	Professor	Ed.D.	0	6
Enos, Karen	Education	Associate Professor	Ed.D.	0	6
Haugland, Jerry	Business	Professor	Ph.D.	0	6
Kendrick, Roger	Physical & Life Sciences	Assistant Professor	Ph.D.	0	6
Koehn, James	Business	Associate Professor	J.D.	0	6
Lambert, Adam	Music	Associate Professor	D.M.A.	0	6
Miller, B. Lee	English & Humanities	Associate Professor	Ph.D.	0	6
Waldo, Jamie	Business	Associate Professor	J.D.	0	6
Wilburn, Brad	English & Humanities	Associate Professor	Ph.D.	0	6

## 1.1.-8

**TENURE**  
Peru State College  
2011

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.					
Preisman, Kristi	Education	Assistant Professor	Ph.D.	0	6
Zost, Greg	Education	Assistant Professor	Ph.D.	0	6

**TENURE**  
Wayne State College  
2011

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.					
Geisert, Cameron	Natural & Social Sciences	Assistant Professor	Ed.D.	0	9
Hayford, Barbara	Natural & Social Sciences	Associate Professor	Ph.D.	3	8
Ossian, James	Education & Counseling	Associate Professor	Ph.D.	0	6

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**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

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

**Peru**

1.	Acceptance of \$45,000 for a campus energy audit		
	Allocation Date/Amount	2/9/11	\$45,000.00
	College Contributed Amount		<u>00.00</u>
	Estimated Project Cost		\$45,000.00

**Wayne**

1.	Retrieval of \$2,528.85 for design improvements in Memorial Stadium		
	Allocation Date/Amount	2/4/10	\$16,500.00
	Retrieval Date/Amount	1/10/11	<u>2,528.85</u>
	Estimated Project Cost		\$13,971.15
2.	Acceptance of \$1,700,000 for HVAC and building upgrade for Hahn Administration Building		
	Allocation Date/Amount	1/11/11	\$1,700,000.00
	College Contributed Amount		<u>00.00</u>
	Estimated Project Cost		\$1,700,000.00

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: Approve Program Review Recommendations Relating to Each Degree Program and Forward to the Nebraska Coordinating Commission for Postsecondary Education as Follows:**

**Chadron State College:**

**Art** – continue the program  
**Language Arts and Literature** – continue program  
**Music** – continue the program  
**Theatre** – continue the program

**Peru State College:**

**Art** – continue the program  
**English** – continue the program  
**Mathematics** – continue the program  
**Music** – continue the program

**Wayne State College:**

**Art** – continue the program  
**English** – continue the program  
**Music** – continue the program  
**Spanish** – continue the program

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

**PROGRAM REVIEW PROCESS**

Each academic major is analyzed using criteria and productivity thresholds established by the Nebraska Coordinating Commission for Postsecondary Education (NCCPE). Each review includes a recommendation to either 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 the number of graduates and the number of credit hours generated per faculty FTE meet the thresholds outlined above.

## **2.1.-2**

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 2010.



**ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 4200****Program Review; Procedure****Page 1 of 2**

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**BOARD POLICY**

Existing programs shall be reviewed on a regular basis by each 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 representative of sound academic practices. The review process provides for evaluation of each academic program once every seven (7) years and is primarily a self-study conducted at the department, school and college levels. Although designed to assist in program improvement to enhance program quality and promote attainment of educational goals, the review is also useful in planning and assuring efficient use of resources.

**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 (CCPE):

1. Curriculum
  - a. List of minors, options, and endorsements offered within the major
  - b. Definition and number of hours required for program completion according to Board Policy 4140
  - c. Description of course capstone experienced
  - d. Program assessment findings
  - e. Distance learning opportunities
2. Centrality to the role and mission of the College;
3. Consistency with the Nebraska State-wide Comprehensive Plan;
4. Consistency with the Nebraska State College System Strategic Plan;
5. Objective evidence of need and demand;
6. Adequacy of available and anticipated resources to support the program, such as:
  - a. Faculty and faculty-related resources;
  - b. Library resources;
  - c. Physical facilities and instructional equipment; and
  - d. Fiscal resources and costs.
7. Program quality and student success, including:
  - a. Number of graduates (5 years);
  - b. Headcount (5 years);
  - c. Student credit hour production (5 years);
  - d. Student credit hour per FTE (5 years); and
  - e. Estimated program capacity.
8. Specific actions and strategies to improve recruitment and retention; student financial aid; and transfer of credit;
9. Accreditation;

2.1.-4

**ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 4200 Program Review; Procedure**

**Page 2 of 2**

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10. Career follow-up information, including employment statistics and students pursuing advanced study;
11. Service to non-majors; and
12. 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 submit the results to the Board for its review along with supporting documentation and a recommendation for each program reviewed as to whether or not the program meets or does not meet the following criteria:

- a. Consistency with the College's role and mission;
- b. Consistency with the State-wide Comprehensive Plan;
- c. Consistency with the Nebraska State College System Strategic Plan;
- d. Has sufficient institutional resources to support the program;
- e. Meets or exceeds the threshold requirements established by the CCPE; and
- f. Is of sufficient quality.

In the event a program does not meet all of the above mentioned criteria, the College shall provide the Board with recommendations for terminating the program or a plan for taking corrective action which will improve and justify continuance of the program.

Legal Reference: RRS 85-1414

Programs; capital construction projects; review; commission, public institution, and governing boards; duties

Policy Adopted: 3/6/85  
Policy Revised: 6/5/93  
Policy Revised: 1/12/10

**Program Review Summary  
March 2011**

<b>PROGRAM</b>	<b>Degree(s)</b>	<b>GRADUATES IN MAJOR (MEAN)</b> 7.0 Bachelor 5.0 Masters 4.0 Specialist	<b>SCH/FTE IN DEPARTMENT (MEAN)</b> 300	<b>COLLEGE RECOMMENDATION</b>	<b>SYSTEM OFFICE RECOMMENDATION</b>
<b>CHADRON STATE COLLEGE</b>					
Art	(BA) (BSE)	8.6 1.6	384.21	Continue NA	Continue NA
Language Arts and Literature	(BA) (BSE)	2.8 4.0	489.95	Continue NA	Continue NA
Music	(BA) (BSE)	4.6 2.8	297.35	Continue NA	Continue NA
Theatre	(BA) (BSE)	4.6 0.6	397.5	Continue NA	Continue NA
<b>PERU STATE COLLEGE</b>					
Art	(BA, BS)	6.0	481	Continue	Continue
English	(BA, BS)	5.0	1049	Continue	Continue
Mathematics	(BA, BS)	2.0	476	Continue	Continue
Music	(BA, BS)	4.0	481	Continue	Continue
<b>WAYNE STATE COLLEGE</b>					
Art	(BA) (BS)	0.2 14.2	423	Continue Continue	Continue Continue
English	(BA) (BS)	2.2 14.8	482	Continue Continue	Continue Continue
Music	(BA) (BS)	0.8 5.0	309	Continue Continue	Continue Continue
Spanish	(BA) (BS)	6.4 0.2	505	Continue Continue	Continue Continue

## 2.1-6

Program Review 2009-2010  
Nebraska State College System

Comments  
March 2010

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**

Art (BA, BSE) – Continue the program. The program meets both of the CCPE threshold requirements: the number of graduates (10.2) and SCH/FTE (384.21).

Language Arts and Literature (BA, BSE) – Continue the program. The program nearly meets the CCPE threshold requirement for the number of graduates (6.8) and meets the CCPE threshold requirement for SCH/FTE (489.95).

Music (BA, BSE) – Continue the program. The program meets the CCPE threshold requirement for the number of graduates (7.4) and nearly meets the CCPE threshold requirement for SCH/FTE (297.35).

Theatre (BA, BSE) - Continue the program. The programs nearly meets the CCPE threshold requirement for the number of graduates (5.2) and meets the CCPE threshold requirement for SCH/FTE (397.75).

### **Peru State College**

Art (BA, BS) – Continue the program. The program nearly meets the CCPE threshold requirement for the number of graduates (6) and meets the CCPE threshold requirement for SCH/FTE (481).

English (BA, BS) – Continue the program. The program nearly meets the CCPE threshold requirement for the number of graduates (5) and meets the CCPE threshold requirement for SCH/FTE (1049).

Mathematics (BA, BS) – Continue the program. The program does not meet the CCPE threshold requirement for the number of graduates (2) and meets the CCPE threshold requirement for SCH/FTE (476).

Music (BA, BS) – Continue the program. The program does not meet the CCPE threshold requirement for the number of graduates (4) and meets the CCPE threshold requirement for SCH/FTE (481).

**Wayne State College**

Art (BA, BS) – Continue the program. The program meets both of the CCPE threshold requirements: number of graduates (14.4) and SCH/FTE (423).

English (BA, BS) – Continue the program. The program meets both of the CCPE threshold requirements: number of graduates (17.0) and SCH/FTE (482).

Music (BA, BS) – Continue the program. The program nearly meets the CCPE threshold requirement for the number of graduates (5.8) and meets the CCPE threshold requirement for SCH/FTE (309).

Spanish (BA) – Continue the program. The program nearly meets the CCPE threshold requirement for the number of graduates (6.6) and meets the CCPE threshold requirement for SCH/FTE (505).

**Academic, Personnel & Student Affairs Committee***Gary Bieganski, Chair**Roger Breed**Caroline Keenan*

March 25, 2011

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**ACTION: Approve the Following Preliminary New Program Notification List to be Submitted to the Coordinating Commission for Postsecondary Education**

Priority: Educational Excellence Throughout the System

Goal: 4. Strengthen academic programs

Strategy: j. Establish an environment conducive to creating new programs

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Chapter 4, Section 004.01 of the Rules and Regulations of the Coordinating Commission for Postsecondary Education requires each public institution to submit to the Commission a list of instructional programs that are under consideration by the institution and that are in an early stage of planning. The purpose of early notification is to provide an opportunity for the Commission to offer comments to the institution regarding potential state level issues for consideration during the planning of the proposed program.

The list is to include the title and a brief description of each new instructional program. NSCS institutions are required to submit the list to the Commission in September and March of each year.

There are no new programs currently under consideration at the State Colleges. However, the following endorsements, options and minors are under consideration by Peru and Wayne State and may be submitted to the Board of Trustees for approval as required by NSCS Policy 4100. Options and endorsements within majors, and minors where a major does not exist require Board approval, but do not require approval by the Commission. Academic program termination and subsequent reinstatement of a program also require Board approval.

**Peru State**                      Exercise Science minor (undergraduate)

**Wayne State**                      Business Administration minor in Leadership (undergraduate)  
Business Administration option in Logistics (undergraduate)  
Business Administration option in Banking (undergraduate)  
Higher Education Instruction (MSE degree)

**Academic, Personnel & Student Affairs Committee***Gary Bieganski, Chair**Roger Breed**Caroline Keenan*

March 25, 2010

**ACTION: Approve the Recommendation of the Academic, Personnel & Student Affairs Committee for the 2011 Teaching Excellence Award Recipient**

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 FirsTier Bank in memory of George Rebensdorf, a long time member of the Nebraska State College's Board of Trustees and a FirsTier officer. 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 one candidate to the full Board. The name of the recipient is announced by the Board. 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.

**2011 Teaching Excellence Award Nominees**

Chadron State College	Dr. Jay Sutcliffe, Associate Professor of Family & Consumer Science
Peru State College	Dr. Cristy Hutchison, Associate Professor of Business
Wayne State College	Dr. W. Andrew Alexander, Professor of British Literature & Philosophy

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: Approve the 2011-2012 Salary Policy as Follows:**

**Non-Unionized Professional Staff.** On July 1, 2011, each College and the System Office is authorized to provide a 1.0% salary increase to each non-union professional staff employee with satisfactory performance.

**Non-Unionized Support Staff.** On July 1, 2011, each College and the System Office is authorized to provide a 1.0% salary increase to each non-union support staff employee with satisfactory performance. No service date salary adjustments will be provided.

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**Background Information:**

**NAPE/AFSCME Support Staff Employees.** The NSCS-NAPE/AFSCME Bargaining Agreement was ratified by the NAPE/AFSCME membership in November of 2010. The Board approved the terms of the Agreement on November 12, 2010. The Agreement provides for incremental salary adjustments based on five, ten, fifteen, and twenty years of service.

**NSCPA Professional Staff Employees.** All terms of the NSCS-NSCPA Bargaining Agreement were ratified by the NSCPA membership in November of 2010. The Board approved the terms of the Agreement on November 12, 2010. The Agreement provides for a 1% salary increase for 2011-2012.

**SCEA Faculty Employees.** All terms of the NSCS-SCEA Bargaining Agreement were ratified by the SCEA membership in December of 2010. The Board approved the terms of the Agreement on January 19, 2011. The Agreement provides for a 1% salary increase for 2011-2012.



**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Carolyn Keenan*

March 25, 2011

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**ACTION: Authorize Chancellor to Sign Employee Assistance Program (EAP)  
Professional Services Contract**

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

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The Employee Assistance Program (EAP) has been in effect since July 1, 2007, when a vendor was selected through a bidding process. In order to explore what additional or improved EAP services and prices are available, an RFP was issued in February. Proposals are due April 4th. Proposals will be evaluated by System Office and the Colleges. Plans now call for the award to be made on May 5, 2011 for a July 1, 2011 effective date.

We request the Board's approval to authorize the Chancellor to sign a contract after negotiations with the successful vendor have been completed.

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Carolyn Keenan*

March 25, 2011

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**ACTION: Authorize Chancellor to Sign Background Reporting Professional Services Contract**

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

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The NSCS obtains approximately 500 background reports for new employees and students each year. Requests for background reports vary in scope but may encompass criminal history, credit history, litigation records, employment/education verification, and motor vehicle records. An RFP was issued in February to identify a Vendor that can provide such background reporting services to the NSCS at a beneficial package rate or volume discounted rate. Proposals are due April 4th. Proposals will be evaluated by the System Office and the Colleges and an award will be made on May 5, 2011 for a July 1, 2011 effective date.

We request the Board's approval to authorize the Chancellor to sign a contract after negotiations with the successful vendor have been completed.

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3000;  
Admissions Requirements; Undergraduate; General**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The policy revisions include updating current immunization and health testing requirements for undergraduate students. The System Office recommends approval of the revisions to this policy. 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, 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 ~~C~~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 carrying a "C" letter grade or better earned by students attending ~~another 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~~ College and persons thereon.
3. Except as provided in Procedures a and b below, all entering students ~~entering any institution of the Nebraska State College System~~ must show a physician-validated immunization record for measles, mumps, rubella (MMR) and diphtheria. Applicants from foreign countries are required to present a record of a TB skin or IGRA blood test (Quantiferon Gold) ~~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. If either of the tests is positive, a chest X-ray is required. If a student lives in a country which does not offer the TB tests, the student must undergo testing upon arrival at the College.

It is recommended that first year students living in College housing receive a meningococcal vaccination, but it is not required.

- 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 at the~~ College or surrounding community, 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 at the~~ College or surrounding community, the person may be subject to exclusion from the campus and college related activities during the outbreak period.
- c. A person qualifies for an 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 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 during the first semester the student is enrolled on-campus.

## 2.7.-4

### STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3000 Admission Requirements; Undergraduate; General**

**Page 3 of 3**

- d. ~~A person seeking an exemption for a reason not identified above, must submit the appropriate exemption application to the appropriate college entity.~~ 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- College~~ to be used for academic planning and counseling purposes.
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 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 (1) 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, (2) a minimum score of 79 for the internet based test; or, (3) 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, e.g. the International English Testing System (IELTS), may be determined on a case by case basis by the appropriate college administrator.

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  
Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3010;  
Admissions Requirements; Graduate**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The policy revisions include updating current immunization and health testing requirements for graduate students. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3010.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3010 Admission Requirements;  
Graduate**

**Page 1 of 2**

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**BOARD POLICY**

1. It is the policy of the Board and of the Colleges to prohibit illegal discrimination. No one shall be denied admission to, or continuance in, any College on the basis of race, 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 Colleges as may seem to be best for the interest of the Colleges and not inconsistent with the purpose for which they have been established.
3. The Colleges shall admit, as students, those persons who have a baccalaureate degree from an accredited institution. 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 College policies, rules and laws applicable to student conduct.
  - a. A student with a baccalaureate degree from an institution which is not accredited by one of the six regional associations of colleges and schools recognized by the Colleges (Middle States Association, New England Association, North Central Association, North West Association, Southern Association, and Western Association) may be accepted conditionally, subject to an evaluation after the completion of requirements for formal admission to a graduate degree program.
4. Students wishing to gain admission to graduate teacher education programs should have a baccalaureate degree with teaching credentials.
  - a. Conditional admission may be granted subject to the student's completion of requirements for teacher certification.
5. The 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.
6. Except as provided below, all entering students- must show a physician-validated immunization record for measles, mumps, rubella (MMR) and diphtheria. Applicants from foreign countries are required to present a record of a TB skin testing or IGRA blood test (Quantiferon Gold) test 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. If either of the tests is positive, a chest K-ray is required. If a student lives in a country which does not offer the TB tests, the student must undergo testing upon arrival at the College.
  - 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 probably 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 at the College or surrounding community on campus, the person may be subject to exclusion from the campus and College related activities during the outbreak period.



## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3010 Admission Requirements;  
Graduate

Page 2 of 2

- 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 at the College or surrounding community 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 an temporary exemption from the requirement to show proof of immunization when an exemption form, provided by the College, is filed indicating intent to enroll in off-campus courses or courses offered off-campus by distance learning technology. This exemption will be 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 during the first semester the student is taking courses 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.~~ 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.

## PROCEDURE

- Each 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.
- Pursuant to Board Policies 3001, 3100, and 3200, any College may deny or condition admission, readmission or continuing admission of any applicant who, in the judgment of the College, presents an unreasonable risk to the safety and welfare of the campus and persons thereon.
- The Graduate Record Examination (GRE), or an equivalent examination appropriate to a professional field, is recommended. The cost of any exams shall be borne by the applicant.
- At least three (3) months prior to the application deadline for the desired semester or session of enrollment, the State Colleges shall require applicants 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 (1) 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 (2), a minimum score of 79 for the internet based test; or (3), 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 e.g. the International English Testing System (IELTS), may be determined by the appropriate College administrator on a case by case basis or through partnership agreements with non-English institutions.

Legal Reference: RRS 85-310 State Colleges; students; admission  
 RRS 85-502 State educational institutions, domicile; defined; requirements; attendance of students; effect

Policy Adopted: 6/5/93

Policy Revised: 6/3/10

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3050;  
Residency**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The primary policy revision is to include language that reflects current practice to allow the 180 days a student lives in a residence hall to meet the residency requirement. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3050.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3050**

**Residency**

**Page 1 of 5**

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**BOARD POLICY**

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

**PROCEDURES**

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

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

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

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

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

2. Definitions

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

- a. Resident ~~T~~uition shall mean the resident tuition rate set by the Board of Trustees.
- b. Non-~~R~~esident Tuition shall mean the non-resident tuition rate set by the Board of Trustees.
- c. Legal ~~a~~Age shall be the age of majority set by Nebraska statute.
- d. Emancipated ~~m~~inor shall mean an individual who, by virtue of marriage, financial status, or other reasons, has become independent of his or her parents or guardians.
- e. "Established a home" shall mean that the individual continuously maintains a primary place of residence in Nebraska where the individual is habitually present.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

Page 2 of 5

f. For the purpose of determining tuition rates, students living in on-campus housing for 180 consecutive days have “established a home.”

fg. Legal residence shall mean the place of domicile or permanent abode as distinguished from temporary residence.

gh. Dependent refers to a person who is claimed as a dependent or an exemption for federal income tax purposes by a parent, guardian, or spouse.

## 3. Resident Tuition Categories

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

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

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

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

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3050**

**Residency**

**Page 4 of 5**

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

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

2.9.-6

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

Page 5 of 5

5. Non-Residents Working Full-Time in Nebraska

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

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

Legal Reference:	RRS 85-501	State educational institutions; non-resident fee
	RRS 85-502	State educational institutions; <del>domicile; defined; requirements; Attendance of students; effect</del> <u>residence requirements</u>
	<del>RRS 85-502.01</del>	<del>Residence; affidavit of intent; requirements</del>
	<del>RRS 85-503</del>	<del>State educational institutions; tuition</del>
	<del>RRS 85-504</del>	<del>State educational institutions; fees; waiver</del>

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

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3100;  
Conduct and Discipline; Students**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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Several modifications are recommended to this policy following several discussions with College representatives. Revisions include clarifying language in the misconduct section, adding EEO language, and eliminating the section regarding the storage of weapons on College property. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3100.



## 2.10.-2

# STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3100**

**Conduct & Discipline; Students**

**Page 1 of 4**

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### BOARD POLICY

The Board grants authority to the Presidents ~~of the State Colleges~~ to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures in regard to allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or academic performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in this policy are to be governed by terms of this policy and the due process requirements set forth in Policy #3200. Acceptance of this policy by the student is implied as a condition of his or her enrollment.

### PROCEDURE

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Board and of the Colleges; and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College.

A student shall not ignore a summons from the ~~p~~President or other officer of administration of the College, or from a member of the faculty.

Student misconduct as identified under this policy or a violation of ~~C~~college regulations or policy, whether occurring on or off ~~the campus~~ College property, may result in disciplinary action being taken against the student.

Students may be ordered to leave the College ~~campus~~ under a temporary suspension pending disciplinary action due process per Board Policy 3200 in the event the student's continued presence is believed to threaten the safety or health of another person or for other reasons at the discretion of the Vice-President responsible for Student Affairs. Such order shall be given in writing by the Vice-President responsible for Student Affairs.

Students suspended or expelled from one of the State Colleges may be admitted to another Nebraska State College only under the same conditions that they would be readmitted to the College from which they were suspended.

#### Misconduct

The following acts shall be considered to constitute misconduct ~~in the State College System~~ for which an offending student or student organization may be subject to disciplinary sanctions.

1. Participation in a demonstration on ~~the campus~~ College property which materially and substantially disrupts or obstructs the normal operations, activities or functions of the College, including unauthorized occupation of College premises;
2. Failure to evacuate ~~campus~~ College facilities or willfully ignoring any emergency or alarm signal or request to evacuate by appropriate emergency personnel;
3. Falsification or willful suppression of any information for or on an application for admission, or falsification or misuse of College identification and other documents;

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct &amp; Discipline; Students

Page 2 of 4

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4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
  5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of ~~the~~ College campus property including outdoor areas and parking lots;
  6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
  7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
  8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or ~~threatens~~ threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
  9. Any act occurring on ~~the~~ College campus property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
  10. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature;
  11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
  12. Theft or attempted theft of any property or receipt of stolen property;
  13. Damaging or attempting to damage property of the College or of another individual;
  14. Using or possessing bombs, explosives, incendiary devices, or fireworks;
  15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
  16. Failing to report a fire or any other extremely dangerous condition when known or recognized on ~~the campus~~ College property or on the premises of any student housing unit;
  17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property ~~the campus~~ or on the premises of any student housing unit;
- ~~Weapons used for hunting and other legitimate sport may be stored in an area designated by the College. The checking in and out of weapons from the designated storage area must be accomplished in accordance with procedures established by each College and published in their Student Handbook. Colleges are not required to provide weapon storage areas but may do so at their discretion.~~

## 2.10.-4

### STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3100 Conduct & Discipline; Students**

**Page 3 of 4**

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18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on ~~the~~ College ~~campus~~ property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;
  19. Hazing any person; ~~e~~Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
  20. Committing any unlawful act of indecent exposure or public indecency;
  21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
  22. Unauthorized use of any College property, facilities, equipment or materials;
  23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
  24. Serious traffic violations on the campus, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
  25. Violation of any student housing unit policy, rule or regulation;
  26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
  27. Abuse of College disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding; ~~and~~
  28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;:
  29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;:
  30. Discriminating against any student, faculty or staff member on the basis of race, color, national origin, sex, disability, religion or age; and

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100

Conduct &amp; Discipline; Students

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~~3031~~. Any other activity or conduct prohibited by the College in published policies.

Disciplinary Sanctions

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, [fines](#), a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion.

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Vice President responsible for Student Affairs, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the student agrees that he or she shall not attend any College classes or College-sponsored events or activities or shall not enter or use College property without specific written authorization from the Vice President.

Legal Reference: ~~RRS 85-312~~ [State colleges; morals of the pupils; faculty; religious test forbidden](#)  
~~RRS 85-601~~ [Interference with operation; faculty, administrative staff, student; dismissal or expulsion](#)  
~~RRS 85-301~~ State college; official names; Board of Education; appointment; no compensation; travel expenses  
 RRS 53-186 Consumption of liquor on public property, public roads, streets, alleys; prohibition; exceptions

Policy Adopted: 1/28/77

Policy Revised: 4/3/81

Policy Revised: 6/5/93

Policy Revised: 3/11/94

Policy Revised: 8/29/97

Policy Revised: 3/28/08

[Policy Revised:](#)

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3200; Due Process -- Students**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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Two primary revisions are indicated for this policy. One revision extends the right to due process to students studying abroad and the other revision adds clarifying language to the process at the Colleges. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3200.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 3200****Due Process -- Students****Page 1 of 23****BOARD POLICY**

It is the policy of the Board to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance, achievement, probation and suspension each College will devise its own adjudication procedures. However, for allegations of misconduct identified in Policy 3100 that may result in disciplinary sanctions, the due process procedures outlined below shall be followed.

**PROCEDURE**

1. The student shall be notified in writing by an appropriate college official that he/she is accused of misconduct. The student shall be made aware of grounds which would justify such action by way of the student handbook or other published College regulation.
2. The student shall be notified that he/she may elect one of three courses of action.
  - a. The student may admit the alleged violation and request, in writing, that the administrative officer take whatever action seems appropriate.
  - b. The student may admit the alleged violation in writing, and request a hearing before the appropriate hearing panel designated by the College.
  - c. The student may deny the alleged violation, in which case, the administrative officer shall refer him/her to the appropriate hearing panel designated by the College.
3. Under option 2a noted above, the College may address the alleged misconduct without providing further due process. The student's decision can be binding, if freely and knowingly made, even though suspension, expulsion or the imposition of a stigmatizing sanction might result. Students should be advised in writing of all risks associated with any waiver of due process rights and provided a reasonable amount of time to consider their decision and to confer with a family member or advisor.
4. If the student selects either option 2b or 2c as noted above, a hearing shall be conducted in accordance with the following procedure within ten (10) working class days, unless the student requests an extension in writing, which shall not be unreasonably denied. Students studying abroad shall be under the direction of the accompanying College official until his/her return to campus, at which time, if needed, the due process procedures will commence.
  - a. Prior to the hearing, the student shall be entitled to the following:
    - Written notification of the time and place of the hearing with reasonable time allowed for grievant to prepare a presentation and defense.
    - A written statement of the allegations (incident or behavior) with sufficient particularity so that the student may prepare his/her defense.
    - The grounds which would justify disciplinary action cited in the student handbook or Board Policy and the possible sanctions that may be imposed.
    - Written notification of the names of the witnesses who are directly responsible for having reported the allegations, or, if there are no such witnesses, written notification of how the allegations came to the hearing panel's attention, and
    - A copy of all documentary evidence to go before the hearing panel.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

Page 2 of 23

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- b. The student shall be entitled to appear in person before the hearing panel, and may call witnesses in his/her behalf. If the student does not appear before the hearing panel, the hearing shall be held in his/her absence.
  - c. The student shall be entitled to be accompanied by a person of his or her own choosing from the college community to assist in the proceedings or by counsel at the student's expense. An attorney or advisor, if present at the request of the student, may be present to counsel the student, but may not directly participate in the hearing by making oral presentation or arguments, examine or cross-examine a witness, or object to testimony of a witness or to introduction of other evidence.
  - d. The student shall be entitled to ask questions of the hearing panel or any witnesses.
  - e. The student shall be entitled to an expeditious hearing of the case.
  - f. The student shall 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.
  - g. A record of the hearing will be kept by the hearing panel.
  - h. The student shall be entitled to an explanation in writing of the reasons for any decisions rendered against him/her and the discipline imposed, and shall be given access to the hearing panel's decision for his/her personal records.
5. The hearing panel designated by the College shall be composed of ~~campus administrators~~ College administrators, faculty, staff, and/or students. Such selection shall be at the approval of the ~~campus~~ President or designated Vice President. Individuals serving on this panel need not be disqualified because they have superficial knowledge of the background of the case, or because they may know the participants. The basic test shall be whether or not the panelist can judge the case fairly, without bias or prejudice, and solely on the evidence presented.
  6. The hearing panel shall be the decision-making body acting independent of the campus administrator of last appeal.
  7. Technical rules of evidence or procedure need not be employed in hearing proceedings. A student's misconduct shall 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 misconduct on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or expulsion.
  8. Members of the hearing panel shall have the opportunity to examine the case file beforehand, and to question the accused and witnesses at the hearing.

## 2.11.-4

### STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3200 Due Process -- Students**

**Page 23 of 23**

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9. The student shall be notified of his/her right to appeal the decisions of the hearing panel to the College President, who has final authority. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the College President. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural process has not been provided in accordance with Board Policy 3200.

Legal reference: RRS 85-312 State colleges; morals of the pupils; faculty; religious test forbidden  
RRS 85-602 Faculty, administrative staff, students; dismissal or expulsion; procedure  
RRS 85-603 Faculty, administrative staff, student; dismissal or expulsion; order; contents; service

Policy Adopted: 1/28/77  
Policy Revised: 6/5/93  
Policy Revised: 3/11/94  
Policy Revised: 4/11/03  
Policy Revised: 6/2/06  
Policy Revised: 3/28/08  
Policy Revised:



**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3210;  
Grievances Procedures -- Students**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The revisions to this policy are to ensure consistent language with other Board policies. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3200.

## 2.12.-2

### STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3210**

**Grievance Procedures -- Students**

**Page 1 of 2**

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#### BOARD POLICY

- Section 1. The grievance procedure set forth herein is designed to provide a method for a student to resolve a request or complaint with the College. Time lines should be adhered to unless modifications are agreed to by the parties to the grievance.
- Section 2. A grievance is defined to be a request or complaint by a student not covered under faculty or staff grievance procedures. Issues involving academic dishonesty; grade appeals; failure to pay a financial obligation; or, academic performance and achievement, probation or suspension for which the College has established appeal procedures are not eligible for grievance under this policy. Issues of student misconduct for which appeal procedures are available pursuant to Board Policy 3200 are not eligible for the grievance procedure under this policy.
- 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 grievant, 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. The grievant shall, at his/her expense, have the right to assistance by a person of his/her own choosing from the College community, or to legal counsel in any step of the grievance procedure.

#### PROCEDURE

- Step 1 The grievant shall first discuss the grievance with the appropriate College administrator, faculty or professional staff member or with the person at the first level in the chain of command within ten (10) working days of the occurrence giving rise to the grievance in an attempt to settle the grievance. The college administrator, faculty or professional staff member or the person at the first level in the chain of command shall then have ten (10) working days in which to respond and give a written answer to the grievant.
- Step 2 A grievance not settled in Step 1 may be filed in writing with the appropriate person in the next level higher in the chain of command in accordance with Section 3 above to discuss and attempt to settle the grievance. If the grievance is with the ~~division or~~ school dean or ~~head or~~ department chair, the grievant shall discuss the matter with the Vice President responsible for Academic Affairs.
- Step 3 A grievance which has not been settled in Steps 1 and 2 and which the grievant wishes to pursue shall be appealed to the Vice President responsible for Student Affairs, 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 the first two steps.

The Vice President responsible for Student Affairs may conduct a conference with the grievant.

Within ten (10) working days of receipt of the grievance the Vice President responsible for Student Affairs 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 the next step within ten (10) working days.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3210

Grievance Procedures -- Students

Page 2 of 2

- Step 4 Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the [campus](#) President, within ten (10) working days of the receipt of the response in Step 3, by filing the grievance and all prior responses with the [campus](#)-President.
- Step 5 Should all prior steps fail to resolve the grievance, and the grievant wishes to pursue the grievance, the grievant may appeal to the Chancellor, within thirty (30) working days of the receipt of the response in Step 4, by filing the grievance and all prior responses with the Chancellor. The Chancellor will only consider whether basic procedural fairness was offered. The Chancellor may request additional information from the grievant and the College in order to render a decision. The Chancellor will issue a written decision within twenty (20) working days after receipt of the appeal.
- Step 6 If the grievant is not satisfied with the decision made by the Chancellor, the grievant may seek relief under applicable State and Federal laws.

Legal Reference: [RRS 85-304](#) ~~Board of Trustees; powers enumerated (Formulation of Policies)~~  
[RRS 85-306](#) ~~State colleges; president; duties~~  
[RRS 85-604](#) ~~Governing body; rules and regulations; adopt~~

Policy Adopted: 9/18/87  
 Policy Revised: 6/5/93  
 Policy Revised: 6/2/06  
 Policy Revised: 3/28/08  
[Policy Revised:](#)

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3250;  
Student Rights and Responsibilities**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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A number of revisions reflect the current language used in working in the area of student rights and responsibilities. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3250.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGES SYSTEM**

**POLICY: 3250**

**Student Rights and Responsibilities**

**Page 1 of 2**

**BOARD POLICY**

1. General Rights and Responsibilities in the Academic Community

All members of the academic community have the responsibility to create and support an educational environment which will achieve the basic purposes of an institution of higher learning. Each member of the community should be treated with respect and dignity. Each has the right to learn which imposes a duty not to infringe upon the rights of others.

~~Views and beliefs expressed by a member of the academic community should be kept within the community unless released by the individual who expressed them.~~ The academic community environment ~~should~~ is designed to encourage a variety of ~~modes in~~ thoughts, behaviors, and values within the ~~guidelines educational goals~~ of the community. An important aspect of the community is the recognition of differences between individuals. In all instances, including informal ~~campus~~ College activities and associations, each individual should be ~~assured that~~ treated in a fair and unbiased manner. ~~judgements about an individual are made on relevant criteria, and that~~ Each member of the ~~academic~~ community shall actively encourage practices that insure that all persons, ~~irrespective of any irrelevant characteristics,~~ are welcome ~~on at~~ the ~~campus~~ Colleges and are extended all the privileges of the academic community to which they are entitled.

The Colleges do not need prior written consent from a student to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or as otherwise addressed in the Family Education Rights and Privacy Act (FERPA).

2. Rights and Responsibilities in the Classroom

a. Freedom of Expression

Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process.

b. Instructional and Grading Procedures

The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system.

Each student has the right to a course grade based upon a sound academic evaluation and upon a specified grading procedure. A student has the right to receive upon request a clarification of the grade received. The faculty of each department, school, ~~division,~~ or ~~equivalent unit program,~~ shall provide a committee to consider the appeal of those cases in which a student feels the performance evaluation ~~was unfair exhibited prejudice or bias and was based on factors other than student performance.~~ Colleges shall provide standing committees to consider cases in which the student or faculty member chooses to appeal the initial decision. Any of these committees shall have the authority to recommend, to the ~~Academic Vice President~~ Vice President responsible for Academic Affairs, changes in the grade based upon its findings.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGES SYSTEM****POLICY: 3250****Student Rights and Responsibilities; Students****Page 2 of 2**

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c. ~~Instructor~~ Faculty-Student Consultation

~~Instructors~~ should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.

## d. Student Evaluation of Instruction

Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluation of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about ~~the character quality~~ and relevancy of the instruction to the department or college involved. Each college, ~~school, or division~~ should establish a standing procedure through which student evaluations can be expressed.

## 3. Rights and Responsibilities in Other Instructional Settings

## a. Freedom of Expression

The acquisition, understanding, and interpreting of knowledge can be facilitated by the study and evaluation of controversial issues and positions. Free expression in the academic community shall not be abridged by special restrictions or censorship on publications, speakers or broadcasting. Any student group shall be allowed to invite and hear any person of its own choosing. Those procedures required by the institution before a guest speaker appears on campus should insure orderly scheduling of facilities and adequate preparation for the event. The event should be conducted in a manner appropriate to an academic community. The institutional control of ~~campus~~ College facilities should not be used as a device of censorship.

It should be made clear to the academic and larger communities that sponsorship of events and speakers does not necessarily imply approval or endorsement of the views or actions by either the sponsoring group or the College. Participation in the exchange of ideas through these media is a normal expectation of the academic community.

## b. Student Government

Students should be free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student population. The students should have clearly defined means to participate equitably in the formulation of institutional policies and procedures which affect student life. Student government is the principal agency for student participation in the decision-making process of the College.

2.13.-4

STUDENT AFFAIRS, NEBRASKA STATE COLLEGES SYSTEM

POLICY: 3250

~~Student~~ Rights and Responsibilities; Students

Page 2 of 2

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c. Student Organizations

Students bring to the ~~campus~~ College a variety of interests and can be expected to develop new interests as members of the academic community. They should be free to organize and join associations to promote their common interests, provided those associations are not likely to materially and substantially disrupt the operation of the College. Students should be able to participate in those organizations provided they meet the membership requirements set up by the organization; in no instance will these criteria for membership violate the College's non-discrimination policy.

Legal Reference: [The Nebraska Constitution, Article I, section 5](#)  
[The Family Educational Rights and Privacy Act \(FERPA\) \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#)

Policy Adopted: 6/5/93

Policy Revised: 3/11/94

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3300;  
Student Government**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The revisions include a title change from “Student Government” to “Student Organizations” and the addition of the content of Board Policy 3350 “Student Organizations”. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3300.



2.14.-2

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGES SYSTEM**

**POLICY: 3300**

**Student Government Organizations**

**Page 1 of 1**

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**BOARD POLICY**

Each of the ~~Nebraska State~~ Colleges ~~will shall~~ have ~~an organized~~ structured student organizations, including an organized student government which shall be recognized as ~~Student government~~ is the principal entity for student participation in the decision-making process of the College.

Students shall be encouraged to participate in the student organizations. All organizations shall have a faculty/staff advisor and a constitution which must be approved by the appropriate College entity.

All applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of all student organizations. At no time will membership requirements or an organization's activities violate the College's non-discrimination policy.

Student organizations wishing to enter into agreements or contracts with persons, corporations or organizations external to the College community must have approval by the College chief business officer, or his or her designee, prior to entering into such an agreement or contract in order to reduce the risk of legal liability for the College and the Board of Trustees.

**PROCEDURE**

- ~~1. The student government organization shall have a constitution which must be approved by the President.~~
- ~~2. Applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of the student government organization.~~

Policy Adopted: 6/5/93  
Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Deletion of Board Policy 3350;  
Student Organizations**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The recommendation is to delete this policy and add the content to Board Policy 3300. The System Office recommends approval of the deletion of this policy. Attached is a copy of Board Policy 3350.

2.15.-2

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGES**

**POLICY: 3350 Student Organizations Page 1 of 1**

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**BOARD POLICY**

~~Student organizations will be structured following guidelines developed by the campuses and supported by a faculty/staff advisor.~~

~~Students should be able to participate in those organizations provided they meet the membership requirements set up by the organization; in no instance will these criteria for membership violate the Colleges' non-discrimination policy.~~

**PROCEDURE**

- ~~1. The student organization shall have a constitution which must be approved by the President.~~
- ~~2. Applicable state and federal laws and regulations, Board policies and College rules shall be followed in the operation of the student organization.~~
- ~~3. Student organizations wishing to enter into cooperative agreements with persons, corporations or organizations external to the campus community must have approval by the chief College business officer, or his or her designee, prior to entering into such an agreement in order to reduce the risk of legal liability for the College and the Board of Trustees.~~

Policy Adopted: 6/5/93  
Policy Revised: 8/29/97  
Policy Deleted:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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This policy revision includes a new tuition remission program for the public health early admission students, a program similar to RHOP. The Public Health Early Admission Students (PHEAST) is a collaborative agreement between the State Colleges and the University of Nebraska Medical Center (UNMC) College of Public Health. Upon meeting requirements and approval through the selection process, up to 3 students per College are granted provisional admission to the Master of Public Health Program at UNMC. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3400.

## 2.16.-2

### STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3400**

**Tuition Remission**

**Page 1 of 5**

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#### **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. 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, except in the case of Athletic Remissions. Any tuition waivers outside the enumerated categories or beyond the limits specified in this policy require the written approval of the Chancellor. Tuition remissions awarded for online courses will not exceed the comparable amount provided for an on-campus course for a resident student. By November 30 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.

#### **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 College may, with the Chancellor's 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.

#### **Board of Trustee Scholarships**

The Board of Trustees' Scholarships are awarded by each 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 College for each academic year is based on the full-time equivalent (FTE) enrollment at that College 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 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.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 3400 Tuition Remission****Page 2 of 5**

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- \* Each College President, 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 President 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.

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 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.

**Discretionary Waivers**

Each College 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.

**Employee Tuition Waivers**

The employee waivers were established in 1977 to provide tuition waivers for one course for each term to eligible employees. See Policies 5102, 5103 and 5104 and Collective Bargaining Agreements for details.

2.16.-4

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3400 Tuition Remission**

**Page 3 of 5**

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### **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.

### **Immediate Family Tuition Remission**

Established in 1984 and amended later to provide 67% reduction in tuition for immediate family (spouse and children who are twenty-four (24) years of age or younger) of eligible employees. See Policies 5102, 5103 and 5104 and Collective Bargaining Agreements for details.

### **In the Line of Duty Dependent Education Benefit (tuition and fees waiver)**

The In the Line of Duty Dependent Education Benefit is established for children of law enforcement officers and firefighters killed in the line of duty. In order for a child to be eligible for the benefit, the law enforcement officer or firefighter must have incurred the fatal injury on or after April 23, 2009. The benefit shall be for full-time undergraduate students who are pursuing a baccalaureate degree. The colleges shall waive tuition and fees remaining after the application of federal financial aid grants and state scholarships and grants awarded to the eligible dependent. To remain eligible, the dependent must comply with all requirements of the institution for continued attendance and award of a baccalaureate degree. Verification of dependent eligibility shall be made by obtaining a certificate of eligibility. Dependent eligibility also includes children of members of emergency medical services ambulance squads that are not associated with a paid or volunteer fire department.

### **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. Each College 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.

### **Public Health Early Admission Student Track (PHEAST) Waivers**

The PHEAST waivers were established as a cooperative program between the University of Nebraska Medical Center's College of Public Health (UNMC CoPH) and the Colleges to provide full tuition waivers for selected students accepted to PHEAST. Selection of participants, participation requirements and waiver provisions are governed by the Program Agreement with the UNMC CoPH.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 3400 Tuition Remission****Page 4 of 5**

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**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 State College. These scholarships are renewable each academic year, provided the recipient maintains a 3.25 GPA at the College and standards are met. The scholarships are the waiver of basic tuition to a maximum of 64 credit hours toward the baccalaureate degree.

**Rural Health Opportunities Program (RHOP) Waivers**

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

**Special Activity Awards**

These awards were established in 1971 by the Board and approved by the Legislature. The awards are used to attract 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.

**State Tuition Waiver**

Each 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.

**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.

*History: Established in 1967 by LB 938.*



2.16.-6

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3400 Tuition Remission**

**Page 5 of 5**

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### **Survivors of Deceased Employees**

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

### **War Orphans**

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

### **Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)**

The Nebraska State College System is to provide tuition and fees assistance to eligible military veterans through the Yellow Ribbon Program. The colleges will provide up to \$2500 tuition and fees assistance in conjunction with education benefits provided by the federal government as a provision of the Post 9/11 Veterans Educational Act of 2008.

Legal Reference:	RRS 85-504	State education institutions; fees; waiver
	RRS 85-501	State educational institutions; nonresident fees
	RRS 85-2304	In the Line of Duty Dependent Education Benefit; established; eligibility; waiver of tuition and fees; application; notice; determination; effect

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: 1/13/09  
Policy Revised: 4/17/09  
Policy Revised: 9/11/09  
Policy Revised: 1/12/10  
Policy Effective: 7/1/11

Approved: 1/19/11

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Deletion of Board Policy 3402; Non-Residents Working Full-Time in Nebraska**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The recommendation is to delete this policy as it is a component of Board Policy 3050; Residency. The System Office recommends approval of the deletion of this policy. Attached is a copy of Board Policy 3402.

2.17.-2

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3402 Non-residents Working Full-time in Nebraska Page 1 of 1**

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**BOARD POLICY**

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

**PROCEDURE**

~~Individuals requesting resident tuition status under this policy shall provide the institution with evidence of current full time employment in the State of Nebraska and evidence of filing of Nebraska income tax forms for the most recent tax year. A spouse and/or eligible dependents shall provide proof of their spouse's or parent's full time employment in the State of Nebraska and evidence of their spouse or parents' having filed a Nebraska income tax form proving dependency for the most recent tax year. Eligibility for resident tuition under this policy is subject to review each term and will continue only as long as the required criteria are satisfied.~~

~~Students receiving resident tuition rates under this policy shall be considered non resident for enrollment reporting purposes.~~

(Became part of 3050)

~~Legal Reference: RRS 85-504 State education institutions; fees; waiver  
Public Law 85-501 Non Resident Fees~~

~~Policy Adopted: 11/11/95~~

~~Policy Revised: 4/9/02~~

~~Policy Revised: 6/2/06~~

~~Policy Deleted:~~

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3600;  
Graduation**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The Chancellor has made minor revisions to this policy in accordance with Article XIV of the By-Laws. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3600.

2.18.-2

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3600

Graduation

Page 1 of 1

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### BOARD POLICY

The President of each College is delegated the authority to confer the approved degrees to all students qualifying for graduation.

### PROCEDURE

No more than two (2) commencement exercises are authorized each year. ~~Campuses-Colleges~~ will use these ceremonies to award diplomas, distinguished service awards, and honorary degrees, ~~as approved by the faculty and the Board of Trustees.~~

The Chancellor shall provide a summary report to the Board following each commencement which provides information on the number of graduates per degree and discipline in the System.

### Early Certification

Students who have completed all requirements for graduation may receive a documentary "statement of completion" from the College, to be used until they receive their diploma. This will serve for purposes of certification, salary increments and professional promotion.

Legal reference: [RRS 85-306. State Colleges; president; duties](#)  
[RRS 85-308.01 State Colleges; degree of bachelor of arts or bachelor of science; confer](#)

Policy Adopted: 1/28/77  
Policy Revised: 6/5/93  
Policy Revised: 11/12/94  
Policy Revised: 11/11/95  
Policy Revised: 6/2/06

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3601;  
Posthumous Degrees**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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The language has been changed in this policy to clarify the process for awarding posthumous degrees. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3601.

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGES**

**POLICY: 3601 Posthumous Degrees**

**Page 1 of 1**

**BOARD POLICY**

A State College may, at the request of the immediate family of a deceased student and at the discretion of the college's administration upon the recommendation of the faculty of the college, award a posthumous degree if the following conditions are met.

**PROCEDURE**

At the time of his/her death, or at the time of withdrawal from the College due to medical necessity relating to a terminal illness, the student was:

1. enrolled and in good standing at the college; and
2. enrolled in his/her final term such and attending classes that, upon the successful completion thereof, would have fulfilled ~~the~~ degree requirements ~~for the student's academic program~~ and ~~resulted in the granting of the earned a~~ degree at the close of the present ~~semester term~~.

The posthumously awarded degree shall be granted upon the request of immediate family for the term in which the degree would have been earned had the student been able to complete the courses for which he/she was registered. The Rrequest for conferral of a posthumous degree must be presented to the College of the student's attendance within two years of the death of the student. Prior to Tthe granting of ~~such a posthumous~~ degree, the President shall notify the Chancellor of plans to ~~shall be~~ note, and the degree in the commencement program for the first term after approval of the posthumous award. The degree posting ~~and~~ becomes a permanent entry on the student's transcript.

Legal reference: [RRS 85-306. State Colleges; president; duties](#)  
[RRS 85-308.01 State Colleges; degree of bachelor of arts or bachelor of science; confer](#)

Policy Adopted: 4/1/99  
Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3675;  
College Diversity**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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Revisions to this policy are aimed at clarifying language while continuing to recognize the benefits in all types of diversity, including cultural, social, and economic. The revisions also include a change in the title to "College Diversity and Multiculturalism". The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3675.



2.20.-2

**STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 3675 College Diversity and Multiculturalism**

**Page 1 of 1**

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**BOARD POLICY**

The Board ~~recognizes~~ recognizes and encourages the desirability for the Colleges to ~~promote~~ advance ~~diversity~~ multiculturalism and an awareness and appreciation of a pluralistic society to their students. ~~and for the participation and achievement of a diverse body of students. On an annual basis each College shall submit an institutional diversity report.~~

**PROCEDURE**

Annually, the diversity Colleges shall provide to the Board ~~reports should include~~ a summary of ~~College~~ activities that promote awareness and appreciation of a diverse cultural, intellectual and social environment at the College.

Policy Adopted: 6/5/93  
Policy Revised: 4/17/09  
Policy Revised: 1/12/10  
Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3710;  
Athletics; Program Guidelines**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategies: g. Continually find ways to stretch limited resources as far as possible  
k. Promote innovative funding programs  
o. Award additional scholarships

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Revisions include clarifying language reflecting current practice. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3710.

2.21.-2

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3710 Athletics; Program Guidelines

Page 1 of 1

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### BOARD POLICY

All athletic association and conference affiliations require Board approval. Any subsequent realignment also requires Board approval. Any sports added to the athletic program, which are not now existing, require Board approval. Athletic program termination and subsequent reinstatement of a program or sport within a program requires the approval of the Board.

To assure the absence of any discrimination between men's and women's athletic programs on the basis of sex, the Colleges are authorized to make available for women's intercollegiate athletics such fee waivers, scholarships, and other forms of support as are appropriately commensurate with those authorized for men's intercollegiate athletics. No athlete shall be given an academic scholarship or an academic grant-in-aid except when qualified for such an award on the basis of academic performance the same as any other student.

Each College will comply with National Collegiate Athletic Association, National Association of Intercollegiate Athletics regulation, or association for Intercollegiate Athletics for Women, whichever is applicable, in accordance with College membership and with the rules established by the athletic conferences to which each College now belongs or may join.

The Chancellor or President, as appropriate, is directed upon ascertaining that any violation of the rules and regulations of any conference or athletic association to which a State College may belong or be affiliated with, are directly or indirectly violated by an employee, officer, agent or any other person under the control of a State College, to take appropriate disciplinary action against such individual and report such action to the Board; ~~and that the System Office and legal counsel for~~ The Chancellor, on behalf of the Board, is directed upon ascertaining that any person or entity who is not an officer, employee, agent or under control of the Board ~~of Trustees of the Nebraska State College System~~, has caused a violation of the rules and regulations of any athletic conference or association or to any student of the Nebraska State College System or to any activity of the State Colleges, ~~to forthwith may~~ commence ~~such~~ legal action as deemed appropriate, ~~which~~ legal action may include, but not be limited to, request for damages and/or injunction and/or other relief.

The use of any intercollegiate athletic facility by outside agencies or parties must be authorized in writing by the ~~campus~~ President or his/her designee.

Policy Adopted: 6/5/93

Policy Revised: 6/2/06

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 3720;  
Athletics; Student Athletic Injury Insurance**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

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

k. Promote innovative funding programs

o. Award additional scholarships

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Revisions clarify language and expectations for the Colleges related to athletic injury insurance. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 3720.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3720

Athletics; Student Athletic Injury Insurance

Page 1 of 1

## BOARD POLICY

~~It is the policy of the~~ Board ~~provides that an insurance program which provides~~ insurance coverage to student athletes for personal injuries or accidental death while participating in ~~state~~ College-organized play or practice in an intercollegiate athletic event, ~~be provided for the State Colleges.~~

The insurance program shall cover student-athletes, cheerleaders, student managers and student trainers for bodily injury sustained while participating in scheduled games, supervised practice sessions, and authorized group or team travel to and from such events both at home campus and when away from home campus during institution-sponsored events. Such insurance program shall include, but not be limited to, the following coverages:

1. Basic athletic injury coverage is to be written on an excess basis which requires that any family or employer group insurance or plan must contribute its maximum first before any State College coverage has any liability; this excess coverage is to be supplemental coverage designed to pick up balances left by the family or employer group insurance or plan and, if no other coverage is available, to honor those medical expenses incurred up to the limits of the policy provisions.
2. Basic excess coverage is to be coordinated with a catastrophic coverage plan. The basic excess plan shall provide medical and dental benefits to student-athletes who are injured while participating in intercollegiate athletics up to a maximum amount required as a deductible by the catastrophic insurance underwriter (NCAA or NAIA, as appropriate), for covered expenses incurred.
3. A catastrophic plan is to be made available to students who suffer catastrophic injuries while participating in intercollegiate athletics. The plan shall be designed to provide lifetime benefits for the permanently disabled student and shall be supplemental to the basic medical coverages. The catastrophic plan is to extend the maximum dollar limit and benefit period of the basic plan coverage and is to effectually alleviate the long-term financial concerns and responsibilities of the student-athlete, the student's family and the State College System.

## PROCEDURE

1. Each State College, in coordination with the System Office, shall select a suitable deductible for the basic excess coverage on a per sport basis;
2. An accidental death and dismemberment benefit shall be provided;
3. Catastrophic coverage is to be included;
4. Other benefits may be added at the discretion of ~~each campus~~ the Chancellor;
5. Physical examinations and insurance information on each athlete shall be mandatory and a pre-requisite to participation;
6. All athletic related injuries are to be reported to ~~the campus health center or to the athletic trainer~~ the designated College official and the System Office within ~~a reasonable time frame~~ twenty-four hours;
7. A written pre-authorization for all medical care associated with a sports injury is required to be filed with the College in order to be eligible for insurance benefits;
8. Each College will establish a deadline for claims to be filed each academic year, ~~so that a premium and loss history will be finalized in time for bids.~~

Policy Adopted: 3/11/94

Policy Revised: 3/31/06

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 5009;  
Guidelines for Reasonable Cause Drug and Alcohol Testing**

Core Value: Provide a safe, stimulating, caring, and enriching learning experience

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We are requesting the Board's approval for revisions to Board Policy 5009, "Guidelines for Reasonable Cause Drug and Alcohol Testing". This policy was initially implemented in 2007. The policy as revised does not conflict with NSCS collective bargaining Agreements or other Board policies. Definitions have been added and amended to be more closely aligned to statutes contained in the Nebraska Drug Testing Act. Other changes make the policy easier to understand and operationalize.

2.23.-2

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5009

### Guidelines For Reasonable Cause Drug And Alcohol Testing

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#### BOARD POLICY

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

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

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

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

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

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

#### Procedure

##### Scope:

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

##### Definitions:

1. Alcohol means any product of distillation of any fermented liquid, ~~whether rectified or diluted, whatever may be the origin thereof, or any beverage that contains~~ synthetic ethyl alcohol (~~ethanol~~), including but not limited to beer, wine ~~and distilled~~ or spirits, and alcohol used in the manufacture of denatured alcohol, flavoring extracts, syrups, or medicinal, mechanical, scientific or culinary ~~and toilet~~ preparations.

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2. College property, premises or facilities means all property of the College including, but not limited to, the offices, facilities, structures, work areas and surrounding campus areas on College-owned or leased property, including parking lots, and storage areas. The term also includes College owned or leased property or equipment including vehicles owned, operated, leased, or under the control of the College wherever located.
- ~~3.~~ Drug means any substance, chemical, or compound as described, defined, or delineated in Neb. Rev. Stat. §28-405 and 28-419 or any metabolite or conjugated form thereof.
- ~~3-4.~~ Drug testing means the scientific analysis of urine, blood, saliva, or breath.
- ~~4-5.~~ Illegal drug means any drug which is not legally obtainable; or any legal drug being used at a dosage or for a purpose other than recommended by the manufacturer or other than intended by the manufacturer, unless prescribed by a physician for use.
- ~~5-6.~~ Legal drug means any prescribed drug or over-the-counter drug that has been legally authorized and is being used for the purpose for which prescribed or manufactured.
- ~~6-7.~~ Reasonable, proper, sufficient or just cause means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job due to alcohol or drug impairment. Such inability may include, but not be limited to, decreased quality or quantity of the employee's productivity, judgment, reasoning, concentration and/or psychomotor control, and marked changes in behavior. Accidents, deviations from safe work practices, and erratic conduct indicative of impairment are examples of "reasonable cause".
- ~~7-8.~~ Under the influence means a condition in which a person is affected by a drug or alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech and difficulty in maintaining balance, or an obvious odor of alcohol. A determination of being under the influence can only be as the result of a scientifically valid test, such as urinalysis or blood analysis.
- ~~8-9.~~ Possession means to have on one's person, in one's personal effects, in one's vehicle or otherwise under one's care, custody, or control.
- ~~9-10.~~ Refusal to test means that an employee fails to provide adequate breath for alcohol testing without a valid medical explanation, or the employee fails to provide an adequate urine, blood, or saliva sample for controlled substances testing without a genuine inability to provide a specimen and as determined by a medical evaluation, or the employee engages in conduct that clearly obstructs the testing process.

ProcedureSupervisory TrainingSupervisors ~~and other management personnel~~ are to be trained ~~annually~~ in:

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



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

Employees are to be informed of:

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

Discipline:

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

Rehabilitation and Employee Assistance:

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

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

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

Requirements To Test:

1. Two (2) supervisors trained ~~in the detection of drugs pursuant to this policy,~~ must articulate and substantiate specific signs and behaviors indicating behavioral performance or physical indicators of probable drug or alcohol use in the form of a written statement.
- ~~2.~~ In a private setting, the employee will be asked to explain the suspected behavior and describe the events that took place. Supervisors must note what can be observed and objectively documented as it relates to physical signs and symptoms of probable drug or alcohol abuse.  
  
Supervisors must determine if there is a reasonable belief that drugs or alcohol are a factor in the incident
- ~~3.~~ All documentation related to the for-cause test, including justification, and key decision makers, must be submitted to the HR Director or assignee who will carefully consider and document all evidence supporting a request to perform drug and alcohol testing prior to the scheduling of any test.
4. If the HR Director or assignee grants the testing request, the employee shall be notified and consequences for failure to submit to a request for screening shall be explained to the employee.
- ~~35.~~ When reasonable cause exists for testing an employee, the examination for drug or alcohol use shall be scheduled immediately and conducted within one or two hours of the occurrence as soon as possible. ~~Alcohol testing should be immediately administered.~~
- ~~46.~~ Both Supervisors, or their designees, will are to transport the employee to the testing facility in a College vehicle. Time spent conducting the test will be considered work time and the employee will be paid for this time. After the specimen has been collected, the supervisors or designees will transport the employee home or permit a family member or friend to do so. Allowing an employee who is reasonably believed to be under the influence of drugs or alcohol to drive home may create unnecessary liability exposure for the College.
- ~~57.~~ Except for a confirmatory breath test as provided in Section 48-1903 of the Nebraska Revised Statutes, All confirmatory tests shall be performed by a clinic, hospital, or laboratory which is certified pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a.
8. The College will pay for the cost of alcohol and drug tests.

Determination for Testing:

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

1. Documented pattern of unsatisfactory work performance, with evidence of drug or alcohol related behavior.

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

Guide to Reasonable Cause Testing:

~~1. Focus on Safety:~~

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

~~Verify the reasonable cause decision:~~

~~a-NOTE:~~ Anonymous tips must be taken seriously, but should not be the sole reason to initiate a request for a specimen. Hearsay alone is not an acceptable basis for reasonable cause referral.

~~2. Isolate and inform the employee:~~

- ~~a. Remove the employee from the workplace or vehicle. It is important to interview the employee privately.~~

~~3. Inquire and Observe:~~

- ~~a. Ask the employee to explain the suspected behavior and describe the events that took place. Note what can be observed and objectively documented as it relates to physical signs and symptoms of probable drug abuse. Remember, a reasonable cause decision must be made by two (2) supervisors.~~

~~4. Document events:~~

- ~~a. Record the behavior signs and symptoms that support the determination to conduct a reasonable cause test. Provide all documentation related to the for cause test request, including justification and key decision makers, to the Human Resources Director who will review, consider, and document all evidence that supports the request to perform drug and alcohol testing.~~

~~5. If a reasonable belief that drugs or alcohol are a factor in the incident still exists after completion of the above steps, a request for testing should be made.~~

~~6. Explain that a request for testing is not an accusation; it is merely a request for additional objective data.~~

~~7. Explain the consequences for failure to submit to a request for drug screening.~~

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- ~~8. Both supervisors, or their designees, are to transport the employee in a college vehicle to the testing site. After the specimen has been collected, the supervisors will transport the employee home or permit a family member or friend to do so. Allowing an employee who is reasonably believed to be under the influence of drugs or alcohol to drive home may create unnecessary liability exposure for the College.~~

Procedure for Confirmation of Tests:

- a. If the employee's initial drug and/or alcohol test is positive, a confirmation test shall be immediately administered ~~from the same sample~~.
- b. If the employee's initial drug test is positive, the employee will be placed on paid leave of absence, pending a confirmation of the employee's specimen if there is a delay between the initial test and the confirmation test.
- c. If a positive drug and/or alcohol test is not confirmed, the employee's job status will be restored.

Grounds for ~~Immediate Dismissal~~ Disciplinary Action, Including But Not Limited to Discharge:

- a. Any second confirmed positive test for illegal drug or alcohol use ~~will result in dismissal~~.
- b. Refusal to be tested for alcohol or drug use.
- c. Employee ~~cannot failure to~~ provide a testing specimen.
- d. Tampering with test.
- e. Conviction of selling alcohol or illegal substances on College-owned or leased property.
- f. Conviction of a felony or misdemeanor involving off-site sale or distribution of illegal substances while employed in the State College System.
- g. Repeat DUI conviction.

Confidentiality:

- a. The employer will notify the employee if the results of the test are negative. If test results are positive, the testing facility will contact the employee to discuss the results, including the confirmation test.
- b. All alcohol and controlled substances testing will be performed by an independent contractor. Testing procedures will conform to both federal and Nebraska law and will be incorporated into and made part of this policy. The procedures are designed to protect the employee and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct employee.

2.23.-8

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- c. All records maintained by the College pursuant to this Policy are strictly confidential. Employee information contained in these records may not be released except as required by law or as expressly authorized by the employee.
- d. Records specific to the employee may be obtained by the employee upon the employee's written request.
- e. Records will be released to a subsequent employer when requested in writing by the employee. This disclosure is limited to the specific records authorized in the employee's written request.
- f. Records may be released in a lawsuit, grievance or administrative proceeding initiated by or on behalf of the employee, arising out of a test administered pursuant to this policy or a determination that the employee engaged in prohibited conduct. Such proceedings include, without limitation: workers' compensation, unemployment compensation or other benefit-related proceedings. The College may also disclose information that indicates that the employee refused to test in accordance with this Policy.
- g. Records may be released to any other person when authorized in writing by the employee. The information released is limited to the specific information in the employee's authorization.

Policy Adopted: 4/13/07

Policy Revised:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Board Policy 5019; Consensual Relationships**

Core Value: Provide a safe, stimulating, caring, and enriching learning experience

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We are requesting the Board's approval to add this new Policy 5019 entitled "Consensual Relationships." CSC has included similar policy language in their employee handbook for a number of years but these policy issues have not been addressed by the Board of Trustees.

Consensual relationship policies are fairly common. This policy sets forth a consistent professional conduct policy that will be applied at all three Colleges. The policy terms help to protect the integrity of our educational mission, and addresses disparate power relationships in a clear and concise manner.

2.24.-2

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 5019 Consensual Relationships (ALL NEW)**

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The Board does not prohibit consensual relationships between two employees or between an employee and a student; however, it does prohibit consensual relationships (romantic or sexual) where a power differential exists. Examples of power differentials include, but are not limited to: a supervisor and an employee, a faculty member and a student, and a coach and an athlete. A power differential exists when one party has influence or control over the other party's employment, grades, degrees, evaluations, promotions, tenure, scholarships, or awards, for example.

A power differential makes mutual consent inherently suspect and raises potential concerns regarding a conflict of interest. Even the mere appearance of such bias may seriously disrupt the academic or work environment at the College.

Employees should not initiate, accept, or enter into a relationship (romantic or sexual) where a power differential exists. If an employee is in such a relationship, the employee with the power differential (holding the power advantage), has a special burden of accountability and must take immediate remedial steps to:

- 1) Disclose the relationship to the Director of Human Resources; and,
- 2) Cooperate with College administration to effectively remove himself or herself from a position of influence or control over the other individual in the relationship.

Failure to adhere to this policy may result in corrective or disciplinary action up to and including termination of the employee holding the power differential, regardless of the consensual nature of the relationship.

Policy Adopted:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 5102;  
Faculty Employees Excluded from the SCEA Bargaining Unit**

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

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The System Office recommends the policy changes for 5102 be approved. In 2009 we consolidated terms and conditions of employment for non-union faculty into this policy. Many of the updates and revisions are being proposed in order to keep the terms and conditions for these employees comparable to their NSCS union peers. Attached is a copy of Board Policy 5102.



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **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.

### **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**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to ~~individuals~~ employees 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.

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**

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.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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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~~-complete 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 considered as a whole, as determined by a majority of the committee. The President shall review and consider the committee's recommendations 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**

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.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 5102 Faculty Employees Excluded from the SCEA Bargaining Unit

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**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~~ [Human Resource Director](#) 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.

The [Human Resource Director and](#) Academic Vice President ~~has~~[have](#) 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 recording 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.

If the Chancellor's decision under this Step fails to satisfy the grievant, the grievant wishing to continue may seek relief under one of the following three (3) options:

- 1) applicable State or Federal laws;
- 2) by mutual agreement of the parties, pursue mediation;

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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3) or; by mutual agreement of the parties to binding arbitration. Should the parties agree to arbitration and are unable to agree on an arbitrator within ten (10) working days, the dispute shall be referred to the American Arbitration Association for resolution by an arbitrator from its labor panel in accord with its voluntary rules of labor arbitration. The cost of arbitration shall be shared equally by the Board and the grievant. Such cost shall be limited to the arbitrator's fees and expenses and charges of the American Arbitration Association.

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.

### **LEAVE**

#### **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.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **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.

### **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).

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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.

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~~ begin ~~be prorated as of~~ 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**

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.

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.

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### **TUITION PROGRAMS**

Only full-time (.75 FTE) employees are eligible for the following programs. These programs are not available to the immediate family members of employees whose anticipated employment period is less than six (6) months, regardless of FTE employment status.

A sixty-seven percent (67%) tuition remission shall be available for the employee's immediate family (spouse and ~~dependent children who are twenty-four (24) years of age or younger~~) 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. The remission does not apply to fees. Although online courses have a single rate, a portion of the rate consists of fees. The remission provided for online courses will be sixty-seven percent (67%) of the equivalent resident tuition rate for an on-campus course. Remissions are subject to the following conditions:~~

- a. The immediate family member must be admitted as a student of the College and must have met all normal academic requirements for the courses taken.

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. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course beyond one dollar (\$1.00). Tuition waiver 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.

Policy Adopted: 3/19/82  
Policy Revised: 6/5/93  
Policy Effective: 7/1/09  
Policy Effective: 7/1/11

Approved: 4/17/09  
Approved:



**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 5103;  
Professional Staff Employees Excluded from the NSCPA Bargaining  
Unit**

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

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The System Office recommends the policy changes for 5103 be approved. In 2009 we consolidated terms and conditions of employment for non-union professional staff employees into this policy. Many of the updates and revisions are being proposed in order to keep the terms and conditions for these employees comparable to their NSCS union peers. Attached is a copy of Board Policy 5103.

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### **BOARD POLICY**

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.

### **ABANDONMENT**

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**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to individuals employees 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.

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.

Employees and their spouses will be allowed to use, free of charge during non-working hours, those facilities belonging to the College that are used to promote wellness. Dependents of employees will be permitted to use these facilities at a reduced rate. Such facilities will be available to employees, their spouses and dependents during the facilities' normal hours of operation and when not being used for classroom instruction or program activities.

### **CORRECTIVE AND DISCIPLINARY ACTION**

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 Chancellor is authorized to implement corrective and disciplinary action for System Office employees, pursuant to the procedures established in this policy.

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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 alleged misconduct, 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, at the discretion of the President or designee, be suspended with pay, and full benefits, at the discretion of the President or Chancellor until such time as it is possible to determine if disciplinary action should be taken. Such investigatory suspensions are not grievable. The Chancellor is authorized to implement corrective and disciplinary action for System Office employees, pursuant to the procedures established in this policy.

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.

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.~~

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- 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, ~~or~~ 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.
- 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.

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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~~ recorded. 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 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 The Committee~~ 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 complete recording~~ 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**

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 or 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.

Time Limits. Failure of the Employer in any step to render a decision to the unit member within the maximum time limits shall automatically allow the unit member to proceed to the next step. Failure of the unit member to proceed to the next step within the maximum time limit shall be considered as termination of the grievance.

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### **HOLIDAY SCHEDULE**

Twelve (12) paid holidays are provided each year. Additional holidays may be scheduled at the discretion of the President or Chancellor to match state and federal holiday observances. In order for an employee to be eligible for holiday pay the employee must work his or her scheduled work day before and after the holiday or be authorized to use paid or unpaid leave on the day before and after the holiday. Part-time employees shall receive paid holiday time on a pro-rated basis.

### **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.

### **LEAVE**

#### **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.

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### **Crisis Leave Sharing Program**

Employees may contribute accrued vacation or one (1) day of accrued sick leave per calendar year hours to benefit another employee at the same College who is suffering from a catastrophic illness. To be eligible to receive leave, employees must have exhausted their own leave options and have been absent for more than fifteen (15) consecutive days. To be eligible to donate sick leave, employees must maintain a minimum of one hundred sixty (160) hours of sick leave. Accrued ~~vacation or sick~~ leave may be donated in no less than one (1) day increments. Hours donated but not used will be maintained in a crisis shared 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 been employed for at least twelve (12) consecutive months and had an absences of at least thirty (30) fifteen (15) 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; and;
- 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



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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).
- 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.

### **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 who have completed six (6) or more years of consecutive service shall accrue sick leave according to the following schedule:

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

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. Employees with appointments less than twelve (12) months shall accrue sick leave at a proportional pro-rated amount.

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.

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.

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### **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. Employees with appointments less than twelve (12) months shall accrue vacation leave at a proportional pro-rated amount. Following the fifth (5th) year of continuous employment, the following accrual schedule shall be followed:

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

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 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.

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### PERFORMANCE EVALUATION

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

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.

### TUITION PROGRAMS

Only full-time (.75 FTE) employees are eligible for the following programs. These programs are not available to the immediate family members of employees whose anticipated employment period is less than six (6) months, regardless of FTE employment status.

Immediate Family Tuition Remission Program. A sixty-seven percent (67%) tuition remission shall be available for immediate family (~~spouse and dependent~~ children who are twenty-four (24) years of age or younger at the beginning of the semester or session and a spouse) of employees full-time (at least .75 FTE) who enroll at a Nebraska State College on a space available basis. The remission does not apply to fees. Although online courses have a single rate, a portion of the rate consists of fees. The remission provided for online courses will be sixty-seven percent (67%) of the equivalent resident tuition rate for an on-campus course. ~~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.~~ Remissions are subject to the following condition:

- a) The immediate family member must be admitted as a student of the College and must have met all normal academic requirements for the courses taken.

Employee Tuition Waiver Program. ~~Full-time e~~ Employees (at least .75 FTE) shall be eligible to enroll for credit in courses during non-work hours for one dollar (\$1.00) per course on a space available basis. ~~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 (1) Summer term. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program. 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. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course (beyond one dollar (\$1.00)). Such approval is Waivers are subject to the following regulations conditions:

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- 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.~~
  - eb) 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.

Policy Adopted: 6/5/93  
Policy Revised: 8/29/97  
Policy Revised: 6/2/06  
Policy Effective: 7/1/09                      Approved: 4/17/09  
Policy Effective: 7/1/11                      Approved:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 5104;  
Support Staff Employees Excluded from the NAPE/AFSCME  
Bargaining Unit**

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

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The System Office recommends the policy changes for 5104 be approved. In 2009 we consolidated terms and conditions of employment for non-union support staff employees into this policy. Many of the updates and revisions are being proposed in order to keep the terms and conditions for these employees comparable to their NSCS union peers. Attached is a copy of Board Policy 5104.

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### **BOARD POLICY**

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.

### **ABANDONMENT**

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**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to ~~individuals~~ employees 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.

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.

Employees and their spouses will be allowed to use, free of charge during non-working hours, those facilities belonging to the College that are used to promote wellness. Dependents of employees will be permitted to use these facilities at a reduced rate. Such facilities will be available to employees, their spouses and dependents during the facilities' normal hours of operation and when not being used for classroom instruction or program activities.

### **CORRECTIVE AND DISCIPLINARY ACTION**

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.



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The Chancellor is authorized to implement corrective and disciplinary action for System Office employees pursuant to the procedures established in this policy.

Investigatory Suspension. An employee who is under investigation for misconduct, or charged with; criminal activity or for other reasons at the discretion of the President or designee ~~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. ~~The Chancellor is authorized to implement corrective and disciplinary action for System Office employees pursuant to the procedures established in this policy.~~

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.

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 probation may be imposed by the Chancellor.~~

- i) Employees on disciplinary probation shall not be promoted or granted merit pay increases.

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- 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, ~~or~~ 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.

**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.~~

**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.~~

~~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.~~

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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 recorded. 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 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. The Committee may admit probative evidence as well as exclude incompetent or repetitive evidence.

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 complete recording 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 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.

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### GRIEVANCE PROCEDURE

All regularly employed full-time employees (at least .75 FTE) have grievance rights. Applicants, temporary employees, probationary, 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 or 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 designated 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.

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.

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**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.

Time Limits. Failure of the Employer in any step to render a decision to the employee with the maximum time limits shall automatically allow the employee to proceed to the next step. Failure of the employee to proceed to the next step within maximum time limit shall be considered as termination of the grievance.

### **HOLIDAY SCHEDULE**

Twelve (12) paid holidays are provided each year. Additional holidays may be scheduled at the discretion of the President or Chancellor to match state and federal holiday observances. In order for an employee to be eligible for holiday pay the employee must work his or her scheduled work day before and after the holiday or be authorized to use paid or unpaid leave on the day before and after the holiday. Part-time employees shall receive paid holiday time on a pro-rated basis.

### **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 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).

### **LEAVE**

#### **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.

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### **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.

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;

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- 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).
- 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.

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### **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.

### **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~~ day 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:

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

**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



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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.

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.

**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:

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/thereafter	20 days
Maximum Accumulation	35 days or 280 hours

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.

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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:

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

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### **PERFORMANCE EVALUATION**

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.

### **PROBATION PERIOD**

New employees shall be required to complete a probation period of six (6) months from the date of hire and shall be so notified. Employees who transfer from one College to another may be required, by the immediate supervisor, to complete a probation period. Employees who transfer to another position at the same College may be required, with sufficient written notice, to complete a new probation period.

Extensions. A probationary employee may have the probation period extended for up to an additional six (6) months for reasons of performance, transfer, promotion or leave of absence, at the discretion of the immediate supervisor. The notice of extension will be in writing and will include the specific period of extension. In case of extension for performance reasons the employee will be provided specific performance improvement requirements.

Discharge. Employees may be discharged at any time during the probation period with or without cause. The President or Chancellor will notify the employee in writing of the date the discharge is effective.

### **RESIGNATION**

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**

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, 2012~~0~~, 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

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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.

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 employees' 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**

~~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). Employees who have been employed five (5) or more consecutive years shall receive written notice at least four (4) weeks in advance.~~

### **TUITION PROGRAMS**

~~Only full-time (.75 FTE) employees are eligible for the following programs. These programs are not available to the immediate family members of employees whose anticipated employment period is less than six (6) months, regardless of FTE employment status.~~

~~Immediate Family Tuition Remission. A sixty-seven percent (67%) tuition remission will be available for immediate family members (spouse and dependent children who are twenty-four (24) years of age or younger) members of full-time employees (at least .75 FTE) who enroll at a Nebraska State College on a space available basis. Part-time~~

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~~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. The remission does not apply to fees. Although online courses have a single rate, a portion of the rate consists of fees. The remission provided for online courses will be sixty-seven percent (67%) of the equivalent resident tuition rate for an on-campus course. Remissions are subject to the following conditions:~~

- ~~a) The immediate family member must be admitted as a student of the College and must have met all normal academic requirements for the courses taken.~~

~~Employee Tuition Waiver Course Enrollment. Full-time eEmployees (at least .75 FTE) will be eligible to enroll for credit in course offerings during non-work hours for one dollar (\$1.00) per course on a space available basis. Part-time employees (less than .75 FTE) are not eligible for this program. Enrollment and tuition waivers 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 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. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program. Any mandatory or applicable fees which are charged with the course enrollment must be paid for by the employee. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course beyond one dollar (\$1.00). Waivers are subject to the following conditions: 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.~~
- ~~bd) 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.~~

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.

Policy Adopted: 1/28/77  
Policy Revised: 6/5/93  
Policy Revised: 6/2/06  
Policy Effective: 7/1/09 Approved: 4/17/09  
Policy Effective: 7/1/11 Approved:

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**ACTION: Authorize Chancellor to Approve and Sign Public Health Early Admissions Student Track (PHEAST) Agreement with the University of Nebraska Medical Center College of Public Health**

Priority: Educational Excellence Throughout the System

Goal: 1. Promote educational excellence through academic achievement

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategies: g. Continually find ways to stretch limited resources as far as possible  
k. Promote innovative funding programs  
o. Award additional scholarships

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The Program Agreement with the University of Nebraska Medical Center's College of Public Health (UNMC CoPH) represents a collaborative Agreement to provide NSCS students provisional admission into UNMC CoPH's Master of Public Health graduate program. During the past several months, representatives from each of the Colleges have been working with representatives from the UNMC CoPH to develop an opportunity for qualified NSCS students to have provisional admission into the Master of Public Health graduate degree program while completing their baccalaureate degrees at Chadron State, Peru State and Wayne State Colleges. Students who gain provisional acceptance in to the Master of Public Health program are then eligible to apply to PHEAST. Up to three (3) eligible students from each State College, for a total of nine (9), NSCS students will be accepted in to PHEAST per academic year. These students will be mentored by UNMC CoPH faculty and alumni, receive tuition remission from the State Colleges, visit the UNMC CoPH campus during their junior and senior years, and enroll in a UNMC CoPH graduate course during their senior year.

The System Office recommends authorizing the Chancellor to approve and sign the Agreement.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*

*Bill Roskens*

*Trevor Dietrich*

March 25, 2011

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**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 1<sup>st</sup> 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 major coverages to be renewed.

Comprehensive General Liability

Umbrella Liability

Property/Casualty – includes boiler and crime

Directors and Officers/Employers Liability

Athletic Injury/Catastrophic

Cheer Catastrophic (CSC & WSC)

Travel Accident

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**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

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Chadron 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.



**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**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

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Proposals have been received from KPMG to extend its contract for the fiscal year ending June 30, 2010. The proposals are \$27,810 for the Revenue Bond program, up from \$27,600 last year; and \$8,650 for the Facilities Corporation, up from \$8,400 last year. The proposal increases are in the 0.1% range. We recommend that the contracts be extended for another year.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

**ACTION: Approve the 2011-2012 Food Service Contract Extension Recommendations Submitted by the Colleges**

**Chadron CREATIVE DINING SERVICE**

**Peru CREATIVE DINING SERVICE**

**Wayne CHARTWELLS**

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 submitted recommendations on the food service contracts for 2011-2012. The System Office concurs with the recommendations.

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

Chadron recommends that the Board approve the continuance of the food service contract with Creative Dining Service for the period of June 1, 2011 through May 31, 2012. Creative Dining Service signed an Agreement with Chadron State effective June 1, 2005 through May 31, 2012 to provide management services for CSC dining services program with appropriate renewal and non-renewal provisions.

Chadron – rate per year \$85,590 plus additional operating costs  
 Up from \$78,750 for 2010-2011

Peru recommends approval of the contract addendum/extension with Creative Dining Service to provide dining service for 2011-2012. The Board approved this contract in June of 2005 for a period of seven years. The final year of the contract will begin on July 1, 2011. The contract amount is \$63,500 plus the cost of food and operating costs for 2011-2012.

Peru – rate per year \$63,500 plus actual food cost and additional operating costs  
 Up from \$61,500 for 2010-11

#### 4.4.-2

Wayne recommends approval of the continuance for the seventh year of a seven year contract for food service with Chartwells. The contract continuance would be for the period of June 1, 2011 through May 31, 2012 with no substantive changes. The rates reflect an increase of 2.5% above the 2010-2011 rates.

Wayne – rates for June 1, 2011 through May 31, 2012

(All Rates are Per Person Per Meal)

	<u>Per Meal Rate</u>	<u>Meals Per Semester</u>
19-meal plan + \$50 flex dollars	\$2.76	291
15-meal plan + \$85 flex dollars	\$3.39	237
10-meal plan + \$115 flex dollars	\$4.96	162
5-meal plan/5-Day (commuter only)	\$6.26	78
3-meal plan + \$175 flex dollars (commuter only)	\$6.26	48

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**ACTION: Approve the 2011-2012 Bookstore Contracts Submitted by the Colleges**

<b>Chadron</b>	<b>VALIDIS RESOURCES</b>
<b>Wayne</b>	<b>FOLLETT HIGHER EDUCATION GROUP, INC.</b>

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

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Chadron recommends continuation of the bookstore contract with Validis Resources, formerly known as Nebraska Book Company. The lease and operating agreement with Validis Resources effective July 1, 2009 through June 30, 2016 contains renewal and non-renewal provisions to operate a 2,900 square foot bookstore located in the Chadron State Student Center.

Wayne recommends continuation of the contract with Follett Higher Education Group, Inc. for the operation of the bookstore. The terms of the contract are for the period of July 1, 2009 through June 30, 2012, renewable through June 30, 2016 unless terminated by either party giving at least one hundred twenty (120) days written notice to the other party. This renewal would be for the third year of the contract. For the right to operate the bookstore, Follett Higher Education Group, Inc. will pay commission of 11.10% of all Gross Revenue up to \$2,000,000 plus 13.10% of any part of Gross Revenue over \$2,000,000 or \$160,000 (Guaranteed Annual Commission), if commission calculations are below the Guaranteed Annual Commission.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**ACTION: Authorize Chancellor to Approve and Sign Bookstore Contract for Peru State College**

Priority: Financial Strength of the System

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

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

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Peru State has an existing agreement with Validis for operation of its bookstore. The Agreement expires on June 30, 2011. PSC has issued an RFP and is currently in the process of receiving and evaluating proposals. Once complete, PSC respectfully requests the Board of Trustees to authorize the Chancellor to approve and sign an Agreement with the selected vendor, with details to be reported to the Board at its June 3, 2011 meeting.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources  
4. Improve efficiency of operations

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The proposed revision to Board Policy 7002 considers incorporating GASB 34 requirements allowing objects, specimens, artifact, and collections (including library materials) to be expensed providing the items meet the following three conditions:

1. Items are held for public exhibition, education, or research in furtherance of public service, rather than financial gain;
2. Items are protected, kept unencumbered, cared for, and preserved; and
3. The proceeds from sales of any collection items must be used to acquire other items for collections.

Items within these three categories will be capitalized only if they are an integral part of a building structure. The System Office recommends approval of the revisions to this policy. Attached is a copy of Board Policy 7002.

# BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 1 of 7**

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## 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. Specimens, Collections, etc.	--
g. Leases	--
h. 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 beginning with the month of purchase..

#### 1. Land

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

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 2 of 7**

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### 2. Buildings

#### a. Major Buildings and Structures

##### 1) Acquisition by Construction

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

##### 2) Acquisition by Purchase

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

##### 3) Building Additions

Additions are extensions, enlargements, or expansions made to an existing asset. Additions are capitalized because they are considered extraordinary or major alterations. If an addition project exceeds \$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.

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



## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 3 of 7**

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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 of any building whose value exceeds \$25,000 and is less than \$100,000 and may include 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**

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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 \$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, 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, 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 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**

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Miscellaneous Educational Materials Stored on Computer-related Equipment/Devices	life of 3 years
<del>Library Holdings</del>	<del>life of 5 years</del>
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 College.

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 College.

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

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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. Specimens, Collections, [Library Holdings](#), etc.

Art objects, specimens, and artifacts shall be capitalized only when they are installed as an integral part of a building structure and cannot be easily moved from the building. In that case, they are capitalized as part of the building project. All other art objects, specimens, ~~and artifacts~~, [and collections, including library materials](#), shall be expensed, ~~so long as the items meet the following three conditions:~~

- [1\) Items are held for public exhibition, education, or research in furtherance of public service, rather than financial gain](#)
- [2\) Items are protected, kept unencumbered, cared for, and preserved; and](#)
- [3\) The proceeds from sales of any collection items must be used to acquire other items for collections](#)

g. Leases

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

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

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

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7002**

**Capitalization; Definitions and Classifications**

**Page 7 of 7**

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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  
Policy Effective: 7/1/10  
[Policy Revised:](#)

Approved: 6/3/10

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**ACTION: First & Final Round Approval of Revisions to Board Policy 7014; Inventories and Disposal of Surplus Personal Property**

Priority: Financial Strength of the System

- Goals: 3. Strengthen fiscal, environmental, technological and physical resources  
4. Improve efficiency of operations

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The policy revision provides the opportunity for the sale of used library materials that are no longer in use and deemed surplus at a fixed price to the general public. The System Office recommends the Board approve the revisions to Board Policy 7014. Attached is a copy of Board Policy 7014.

## 4.8.-2

# BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

## **POLICY: 7014 Inventories and Disposal of Surplus Personal Property**

Page 1 of 3

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### **BOARD POLICY**

#### **Inventories**

An inventory of all non-expendable personal property shall be maintained throughout the System. Each College and the System Office shall be responsible for maintaining central inventory records for all moveable capital equipment, performing physical inventories, reconciling physical inventories to the related records and reconciling equipment additions and deductions on the inventory system to the general accounting system.

For the purpose of this policy, non-expendable personal property includes: Tangible personal property owned, leased, controlled or possessed by an institution. Such property must satisfy three criteria:

1. Is not consumed in the normal course of business;
2. Has a unit value of five thousand dollars (\$5,000) or more; and
3. Has an economic useful life that exceeds two years.

Moveable equipment that does not meet these personal property definitions is not reported for financial reporting purposes (capitalization) but each institution is responsible for developing a formal, written institutional policy with respect to inventories of non-capital equipment and defining an appropriate level of control for such equipment. A higher level of control should be exercised over non-capital items that are easily converted to personal use, such as computer components, certain chemicals or pharmaceuticals.

Procedures should be in place to ensure that newly acquired items are promptly added to the inventory records, that items removed from use are deleted from the inventory records, and that a physical inventory is conducted annually to compare assets on hand to those listed on the inventory records. Location of equipment should be updated as necessary to reflect the current status of the inventory; it is essential that persons taking the physical inventory be able to locate all items listed on the inventory promptly.

All personal property identified as state property shall be indelibly tagged, marked or stamped as belonging to the State of Nebraska. All property purchased with non-state funds shall also be tagged, marked or stamped with appropriate identification and a separate inventory maintained.

If any property identified in the inventories is lost, destroyed or unaccounted for due to negligence or carelessness, proper steps shall be taken to recover such property or the reasonable value thereof from the responsible party.

Each College shall file the inventory record of all property including furniture and equipment, as of June 30, with the DAS Materiel Administrator by August 31 of each year.

#### **Disposal of Personal Property**

This policy shall apply to the disposal of personal property, except for personal property being disposed of as a trade-in on the purchase of other like personal property.

Any item of capital equipment which has been determined to be surplus to the needs of the institution, or has ceased to function with respect to its regular operation, and which is unlikely to be used in its present form in the future, must be removed from the inventory. Each institution shall develop written procedures to ensure that items removed from use are identified and removed from inventory/cost records.

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM****POLICY: 7014 Inventories and Disposal of  
Surplus Personal Property****Page 2 of 3****Definitions**

*Property* includes all furniture, equipment, vehicles, and scientific or academic instruments purchased or otherwise acquired by a College or the System Office. Responsibility for the property belongs to the College or System Office where the purchase was made and not any individual department of the College.

*Surplus property* is defined as usable or unusable property, which has been declared excess or surplus to the needs of the College. Individuals or departments do not have the authority to dispose of any such property. The disposal of property for any College must be approved by the President, or his/her designee. The disposal of property for the System Office must be approved by the Chancellor, or his/her designee.

**Exceptions to Surplus Policy**

Title to federally purchased property may be retained by the federally sponsored agency or vested in the College depending on the regulations of the agency and the requirements of the research project. Any federal requirements must be followed regarding any federally purchased property that is declared excess or surplus.

Materials consumed in the day-to-day operation of the College are considered supplies and are not managed or accounted for as property or equipment and may not be designated as surplus property. However excess supplies may be disposed of in a like manner as described below.

**Process**

Property that is no longer needed by a department of the College shall first be made available to other departments at the College. Surplus items will be deemed to have no value when they are transferred between departments, therefore the selling of items between departments will be prohibited. If no other College department is interested in the surplus property, the items should be offered first to the other Colleges or System Office. If the other Colleges or System Office are not interested, then the items may be disposed of by publically advertised auction, sale by fixed price, sale by negotiated price, sale by sealed bids, or in the case of items that no longer are operable, by destruction in accordance with the procedures described below. All items will be sold "as is" with no return and/or refund. All approvals for sale or disposal shall be signed by the President or his/her designee on a form approved by the Chancellor.

1. Sale by publically advertised auction - Surplus items may be sold at auction if the auction is advertised in local/area newspapers and a minimum of fifteen (15) calendar days shall have elapsed between the time formal bids are advertised or called for and the time of their opening.
2. Sale by fixed price – Surplus items may be sold by fixed price to other state agencies, public school districts or nonprofit entities if the price can be reasonably estimated. Items sold by fixed price should have the method of determining the fixed price on file for review by interested parties. Fixed price items will be limited to Nebraska entities. [Library materials that are no longer in use and deemed surplus in accordance with this policy may be sold at a fixed price to the general public. All such sales shall adhere to the approved cash handling procedures at each College.](#)
3. Sale by negotiated price – Surplus items may be sold by negotiated price to other state agencies, public school districts or nonprofit entities if a fixed price cannot be reasonably determined. A record of the negotiation should be kept on file for review by interested parties. Negotiated price items will be limited to Nebraska entities.



**4.8.-4**

**BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 7014 Inventories and Disposal of  
Surplus Personal Property**

**Page 3 of 3**

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4. Sale by sealed bids – Surplus items may be sold by sealed bids if the bidding process is advertised in local/area newspapers and a minimum of fifteen (15) calendar days shall have elapsed between the time formal bids are advertised or called for and the time of their opening. Receipt of three sealed bids is preferred. If advertising protocol is followed and less than three bids are received, the College may accept less than three. At no time will a College employee be eligible to purchase surplus items by sealed bids. As an alternative to sealed bids, online auction houses may be used when deemed appropriate, with each College establishing procedures and adequate internal controls, which must be approved by the Chancellor in advance.
  5. Destruction – If a surplus item is not sellable or is unusable, the item may be destroyed by recycling the item or transferring item to the local waste disposal facility. The person delivering the surplus item to the waste disposal facility should make every effort to remain on site until the items delivered to the waste disposal facility have been destroyed. Whenever practical, the unusable item will be recycled. Recycling is appropriate for metal items and e-waste.
  6. Surplus Firearms – The Nebraska State Patrol will confiscate and dispose of any surplus firearms. Donated firearms may be returned to donor, if possible.

Revenues from the sale of surplus property, less standard commission/sales costs, will be deposited in the appropriate College funds, as directed by the President.

Hard drives shall be erased on all computers declared surplus. Hazardous waste shall be dealt with according to all applicable laws and regulations. All labeling that identifies the College or State of Nebraska must be removed.

Any items traded-in on new purchases are not surplus property, but need to be approved by the President or his/her designee prior to the trade-in.

Legal Reference: RRS 81-1118.02 All Officers, Department, and Agencies; State Property; Inventory

Policy Adopted: 3/11/94  
Policy Revised: 11/11/95  
Policy Revised: 5/21/01  
Policy Effective: 7/1/10  
Policy Revised:

Approved: 6/3/10

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**ACTION:       Accept and Approve Program Statement for Oak Bowl Renovations at Peru State College**

Priority: Financial Strength of the System

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

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

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The original Peru State Health and Fitness Complex Program Statement was completed in 2001 and included planning for the Oak Bowl in addition to planning for the Al Wheeler Activity Center (AWAC). Since that time the AWAC project has been completed. PSC has now created a new program document and is requesting the Board accept and approve this new program statement developed to address needs specific to the Oak Bowl complex. PSC does not intend to request state funds for this project.

The program document has been developed in a format that will allow potential donors to address a menu of four individual projects and related add options. The System Office and PSC request that the Board approve this document and allow fund raising activities to proceed.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**ACTION:       Accept and Approve Program Statement and Authorize Chancellor to Sign  
                  the Construction Contract for Willow Bowl Renovations at Wayne State  
                  College**

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

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On October 21, 2010, Wayne State College entered into a contract with Bahr Vermeer & Haecker, Architects to develop a program statement to repair and restore the Willow Bowl. The project will be financed in full by the Wayne State Foundation. The concept and estimated budget received approval from the Wayne State Foundation Board on January 27, 2010. The System Office and Wayne State recommend the Board of Trustees' approval of the final program statement, so that fund raising for the project may begin.

With timing for the renovation of the Willow Bowl dependent on the fund-raising campaign, it is uncertain when the college will be ready to contract for the construction. The goal would be to begin construction following a spring commencement and have the work finished in time for commencement the following spring. The System Office and WSC recommend that the Board authorize the Chancellor to sign the construction contract for this project once funding is available, so that work can begin as quickly as possible thereafter.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair  
Bill Roskens  
Trevor Dietrich*

March 25, 2011

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**ACTION: Authorize the Chancellor to Sign the Following Project Contracts for Chadron State**

**Math/Science Building Window Replacement - \$100,000 LB 1100, Cash  
West Court and Sparks Hall Reroof - \$125,000 Insurance  
High Rise Window Change Order - \$180,000 Contingency Maintenance  
High Rise Fire Alarm - \$300,000 Contingency Maintenance  
High Rise Reroof - \$200,000 Contingency Maintenance  
Kline Parking Lot - \$475,000 Capital Improvement Fee Funds, Cash  
Campus Energy Audit - \$100,000 LB 309  
Emergency Generator - \$60,000 LB 309**

Priority: Financial Strength of the System

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

5. Secure public and private funding sources

Strategies: j. Maintain facilities and improve physical environment

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CSC anticipates the above mentioned projects will go to bid prior to the June Board meeting. In order to expedite the projects, the System Office and Chadron recommend the Chancellor be given authorization to approve the above listed contracts after careful review.

All project amounts are estimates at this time, if bids exceed the estimates provided, CSC will request additional authorization.

**Fiscal, Facilities and Audit Committee***Cap Peterson, Chair**Bill Roskens**Trevor Dietrich*

March 25, 2011

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**ACTION: Accept Wayne State President's Recommendation to Name the Learning Center in Rooms 11 & 12 of the Student Center in Recognition of Individuals Who Have Provided Service to the Learning Center and Substantial Financial Gifts**

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

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Board Policy 8020 provides the naming of an NSCS facility. According to Section 8 of the policy, "If a State College wishes to name a section of a facility, such as a room the proposed name shall come to the Board as a recommendation of the College President." Pursuant to this Policy, Wayne State proposes to name the Learning Center the Holland Academic Success Center (HASC) in honor of Bill and Marge Holland.

The naming request is in recognition of the service of Marge Holland as director of the learning center at WSC from 1979-1989 and substantial financial gifts to the college. This naming request brings honor to not only Bill and Marge Holland but also Wayne State and the Nebraska State College System.

The System Office supports this request.

**Academic, Personnel and Student Affairs Committee**

*Gary Bieganski, Chair  
Roger Breed  
Caroline Keenan*

March 25, 2011

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Fall 2010 NSCS Advantage Report for Information Only

Priority: Financial Strength of the System  
Goal: 2. Increase enrollment and retention

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The Nebraska State College System Advantage program guarantees that first-time freshmen students who receive federal Pell grants will pay no tuition at Chadron, Peru and Wayne State Colleges for the 2009-10 academic year. The NSCS Advantage offers a new way for the Nebraska State College System to serve students, area communities and the state of Nebraska.

The NSCS Advantage is a pilot program for new freshmen students enrolling for the 2009-10 academic year at the three state colleges. Participants in this Program must be:

- A Nebraska Resident
- A federal Pell Grant recipient
- A new first-time freshman for the 2009-10 year
- Enrolled in at least 12 on-campus credit hours

The award is limited to a maximum of 16 credit hours per semester. Additional limitations are in place for the award of any remissions for online courses taken in addition to the 12 on-campus credit hours. The award is not available for transfer students.

Additional information will be provided to the Board at the meeting.

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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PSC Fall 2010 One Rate Any State Tuition Program Report (Report 2 of 3)  
For Information Only

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategies: g. Continually find ways to stretch limited resources as far as possible  
k. Promote innovative funding programs  
o. Award additional scholarships

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In April 2009, the Board of Trustees approved a pilot project that provided a special tuition rate for non-resident onsite freshmen students at Peru State College. The three-year pilot program allowed Peru State to charge a special tuition rate for all on-campus non-resident freshmen, which is \$1 more per credit hour than the resident rates. In June 2009, the project was amended to include all new and returning non-resident onsite undergraduate students. Since this is a three-year pilot program, it was agreed that the college would provide an annual report to the Board about the program. This is the second report.

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

2010-2011 Non-Resident Scholars Reports  
 (For Information Only)

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 students 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:

Freshmen:

- 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. Peru State adopted the One Rate, Any State Program for 2009-2010 as such it no longer participates in the Non-Resident Scholars Program.



## Academic, Personnel & Student Affairs Committee

Gary Bieganski, Chair  
Roger Breed  
Caroline Keena

March 25, 2011

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### 2011-2012 through 2015-2016 System-wide Academic Calendars

Priority: System Prominence

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Board Policy 4001 states that all units of the Nebraska State College System will utilize the same semester calendar and class starting times. Each semester shall contain 75 instructional days. Below is the academic calendar schedule to be observed by each college for the upcoming five-year period.

	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015
Faculty Orientation	8/19	8/17	8/16	8/15	8/21
Classes Begin	8/22	8/20	8/19	8/18	8/24
Labor Day Holiday	9/5	9/3	9/2	9/1	9/7
Fall Mid-Term Break	10/17-18	10/15-16	10/14-15	10/13-14	10/19-20
Fall Break	11/23-25	11/21-23	11/27-29	11/26-28	11/25-27
Last Day of Classes	12/12	12/10	12/9	12/8	12/14
Exam Week	12/13-16	12/11-14	12/10-13	12/9-12	12/15-18
Fall Commencement	12/16	12/14	12/13	12/12	12/18

	Spring 2012	Spring 2013	Spring 2014	Spring 2015	Spring 2016
Classes Begin	1/9	1/7	1/13	1/12	1/11
Spring Mid-Term Break	3/5-9	3/4-8	3/10-14	3/9-13	2/29-3/4 OR 3/7-3/11
Spring Break	4/9	4/1	4/14	4/6	3/28
Last Day of Classes	4/30	4/29	5/5	5/4	5/2
Exam Week	5/1-4	4/30-5/3	5/6-9	5/5-8	5/3-6
Spring Commencement	5/5	5/4	5/10	5/9	5/7

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**Title IX Intercollegiate Athletics Reports**

Priority: Educational Excellence

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Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. In order to comply with the athletic requirements of Title IX, educational institutions must meet requirements in areas outlined in the statute, including: participation, athletic financial assistance, and a variety other program areas, e.g., (treatment of athletes).

**1. Participation**

A three-part test for participation opportunities determines if institutions provide female and male students with equal athletic opportunities. In order to comply, institutions must meet one of these three tests:

- a. The number of participation opportunities for male and female students is substantially proportionate to their respective enrollment in the college;
- b. The college can demonstrate a historical and continuing practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender; or
- c. The interests and abilities of the members of the athletically under-represented gender have been and continue to be fully and effectively accommodated by the present program.

**2. Athletic Financial Assistance**

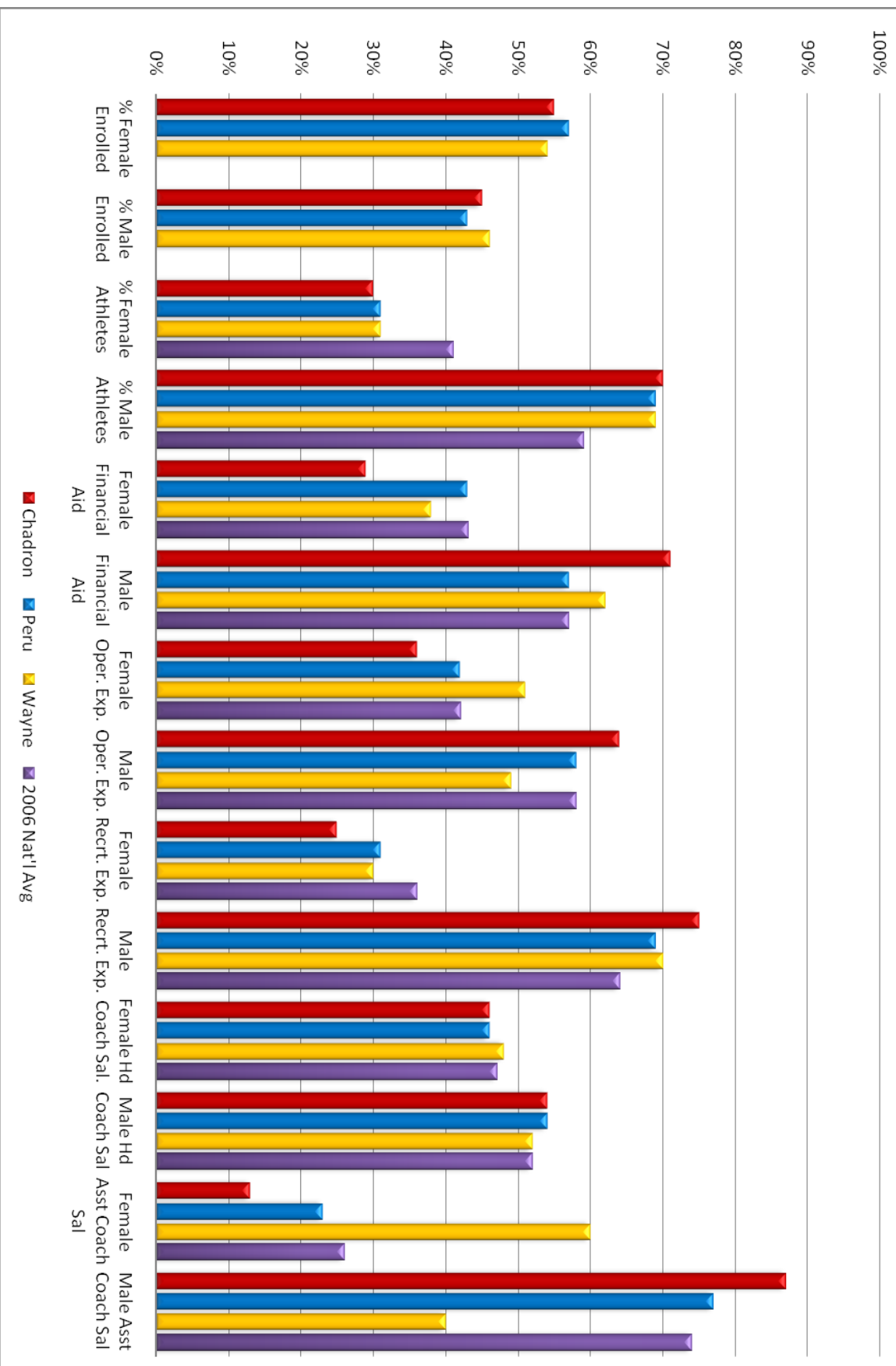
Scholarships must be allocated in proportion to the number of female and male students participating in intercollegiate athletics. Funding for women's and men's programs does not have to be equal, but colleges must avoid significant disparity of funds that affect other program areas.

**3. Other Program Areas**

Athletic benefits and opportunities (and other program areas not previously covered) is examined as a whole. A number of items are covered in this area: locker rooms, equipment and supplies, scheduling of games and practice times, publicity (including sports information personnel), coaches and coaching, travel and daily allowances, availability of academic tutoring, provision of medical training facilities and services, provision of housing and dining facilities, recruitment of student athletes, and support services.

Each of the Colleges provides a summary report demonstrating Title IX compliance. The Office of Civil Rights (OCR) of the U.S. Department of Education is responsible for enforcing Title IX.

## 2010 Title IX Intercollegiate Athletics Data



**CHADRON STATE COLLEGE**  
**Title IX Intercollegiate Athletics Report**  
**Plan for Compliance**

**Introduction:**

The Educational Amendment Act of 1972 prohibits discrimination on the basis of gender in education programs and activities by recipients of federal funds. Specific provisions governing athletics programs and the awarding of athletic scholarships are also delineated. The Title IX regulation specifies equal opportunities for members of both genders must exist if a college offers an athletic program.

The Office of Civil Rights (OCR) of the U.S. Department of Education is responsible for enforcing Title IX of this amendment. Evidence of providing nondiscriminatory participation opportunities for individuals of both genders is determined by meeting the three (3) criteria as provided by the Office of Civil Rights:

- Participation
- Financial Assistance
- Other Program Benefits

To meet criteria #1, "Participation," institutions can choose from one of the following methods:

- The number participation opportunities for male and female students is substantially proportionate to their respective enrollments in the College;
- The Institution can demonstrate a historical and continuing practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender; or
- The interests and abilities of the members of the athletically under-represented gender have been and continue to be fully and effectively accommodated by the present program.

The Office of Civil Rights evaluates not only the institution's programs and overall determination of compliance, but also the quality and support available to the athletic programs accommodating the two genders, in terms of coaching, equipment, practice and competitive facilities, recruitment, game scheduling, and publicity.

Chadron State College (CSC) continues to be compliant to the Title IX requirements. In terms of participation, CSC will continue to demonstrate a historical and continuing practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender. Chadron State College will also continue to remain open to the interests and abilities of the members of the athletically under-represented gender and attempt to fully and effectively accommodate them by its present programs.

#### 5.5.-4

### ANALYSIS OF CURRENT STATUS

#### 1. Participation

##### Number of Undergraduate Students (full-time, baccalaureate, degree seeking students)

Male Undergraduates	939	54.9%
Female Undergraduates	770	45.1%
<b>Total Undergraduates</b>	<b>1709</b>	<b>100%</b>

##### Number of Athletes

The total number of student athletes at Chadron State College in 2009-2010 was 303 based on the unduplicated count. There were 211 men and 92 women who participated in intercollegiate athletics. 69.64% of the participants were men and 30.36% were women. The breakdown by individual sports is as follows:

Men: Basketball	15	Women: Basketball	20
Football	138	Golf	8
Indoor Track	35	Softball	19
Outdoor Track	36	Indoor Track	29
Wrestling	27	Outdoor Track	29
		Volleyball	18

Additionally, 7 student-athletes participated in a second sport.

#### 2. Scholarships – Financial Assistance

##### Athletic Student Financial Aid

The total athletic student financial aid expenditures for athletics in 2009-2010 were \$543,184. The men's programs were awarded \$386,077 (71.08%) and the women's programs received \$157,107 (28.92%). A breakdown follows:

Men: Basketball	\$ 64,184	Women: Basketball	\$ 50,131
Football	\$249,832	Golf	\$ 7,813
Track, Combined	\$ 30,801	Softball	\$ 26,272
Wrestling	\$ 41,260	Track, Combined	\$ 27,876
		Volleyball	\$ 45,015

The average athletic student financial aid expenditure is broken down by sport as follows:

Men: Basketball	\$4,585	Women: Basketball	\$2,949
Football	\$2,422	Golf	\$1,953
Track, Combined	\$2,369	Softball	\$1,642
Wrestling	\$2,427	Track, Combined	\$1,640
		Volleyball	\$3,215

The number of students receiving athletically-related student aid is broken down by sport as follows:

Men: Basketball	14	Women: Basketball	17
Football	104	Golf	4
Track, Combined	13	Softball	16
Wrestling	17	Track, Combined	17
		Volleyball	14

Chadron State College athletic student financial aid for fiscal year 2009-2010 reported athletic scholarship assistance at a combined "state and other" funding level of \$543,184. Male athletes received \$386,077 (an average of \$2,609 per athlete) while female athletes received \$157,107 (an average of \$2,310 per athlete). These averages are calculated on the total number of males and females who received athletically-related student aid. (See figures immediately preceding this paragraph.)

### 3. Other Benefits

#### Operating Expenditures

The total operating expenditures for athletics in 2009-2010 were \$509,759. The men's programs spent \$327,970 and the women's programs spent \$181,789. 64.34% of operating expenditures were by men and 35.66% was spent on the women's program. A breakdown by individual sports is as follows:

Men: Basketball	\$49,950	Women: Basketball	\$40,952
Football	\$189,004	Golf	\$14,557
Track, Combined	\$46,075	Softball	\$50,897
Wrestling	\$42,941	Track, Combined	\$37,639
		Volleyball	\$37,744

#### Recruiting Expenditures

The total recruiting expenditures for athletics in 2009-2010 were \$12,821 with the men's programs spending \$9,563 and the women's program spending \$3,258. 74.59% of the recruiting dollars were for men and 25.41% for women. A breakdown by individual sports is as follows:

Men: Basketball	\$3,629	Women: Basketball	\$ 261
Football	\$4,149	Golf	\$ 0
Track, Combined	\$ 722	Softball	\$ 89
Wrestling	\$1,063	Track, Combined	\$ 722
		Volleyball	\$2,186

#### Coaches' individual recruiting philosophy

As in the past, each coach maintains his or her own recruiting philosophy. Funds for men's and women's programs are spent from individual Foundation accounts and from state budget sources. As is reflected in the individual sports Foundation accounts and state budget line, the men's programs typically have more dollars to spend on recruiting than the women's programs. Camp resources from the individual sport camps also are utilized in the recruiting process.

## 5.5.-6

### **Summary of Chadron State College Expenditures Data**

69.64% of the total athletes participating in intercollegiate athletics at Chadron State College were men, and 30.36% were women. Men received 64.34% of the operating budget, and women received 35.66%. In recruiting expenditures, men spent 74.59% and women spent 25.41%. Athletic student financial aid received by men was 71.08% and aid granted to women was 28.92%.

### **Resource/Facility Analysis**

Male and female athletes use the same facilities on campus. Men's basketball, women's basketball, and women's volleyball are all played at the Armstrong Gymnasium on the same court. These teams use the facility for practice as well as varsity competition. Football is played on Elliott Field and practice fields are located south of the Armstrong building. Wrestlers practice and compete at the Nelson Physical Activity Center (NPAC). The NPAC is also home for indoor men's and women's track and field practice and competition. Track and field moves out-of-doors in the spring onto a facility owned by the Chadron Public Schools. The women's golf team practices at Chadron's Ridgeview Country Club. The women's softball team utilizes the new facility located on the southeast corner of campus for outdoor practice and uses the NPAC for indoor practice.

### **PLAN TO ENSURE CONTINUED COMPLIANCE WITH ATHLETIC GENDER EQUITY**

Chadron State College continues to support the guidelines of Gender Equity. Athletic practice and game facilities are shared equally by both genders. The exceptions are the Women's Softball team and Women's Golf team. The CSC softball field and the Ridgeview Golf Course are facilities that are solely utilized by these two women's sports. The Chadron State College athletic department for 2009-2010 continued to investigate additional athletic opportunities with additional offerings for the female gender. The addition of the sport of Cross Country ranks high on the athletic departments list. Budget reductions have slowed the progress in this area but research is still continuing.

Staffing needs also continue to address Gender Equity with the position of female graduate assistants in the sports of Women's Basketball, Volleyball, and softball.

**PERU STATE COLLEGE**  
**Title IX Intercollegiate Athletics Report**

**COMPLIANCE WITH ATHLETIC GENDER EQUITY**

**1. Participation**

Sixty-nine percent of the total number of athletes participating in intercollegiate athletics at Peru State were men and 31% were women. Peru State College has elected to use the second mechanism, demonstration of a historical and continued practice of program expansion which demonstrates responsiveness to the developing interests and abilities of the athletically under-represented gender, for determining gender equity within our athletic program offerings under the participation requirement of Title IX. This is supported by the fact that the most recent sport additions were female sports. Women's cross country and Women's Golf were added in the 2003-2004 academic year. In addition a Women's Dance Club Team was formed in the fall of 2010. Dance is an emerging sport in the National Association of Intercollegiate Athletics (NAIA).

**2. Athletic Financial Assistance**

Men received 58% of the operating budget and women received 42%. Men's programs received 69% of recruiting expenditures and women 31%. Male athletes received 57% of athletic student financial aid awards, female athletes 43%. More notable is the comparison of expenditures per student athlete for men's and women's sports with expenditures for women exceeding those for men.

**3. Other Program Areas**

Athletic facilities were equal and balanced for men and women.

Women's volleyball, women's and men's basketball competed and prepared in the Al Wheeler Activity Center on the wooden court. All teams used the same court for practice and competition. Practice and game times were balanced in scheduling. Teams receive the same athletic training coverage. Each team had a full time coach and one part-time assistant. Each team, plus women's cross country had their own locker room in the AWAC.

Football practiced and competed at the Oak Bowl with practice facilities located north of the game field. The football team has their own locker room in the Field House which is located west of the game field. Football had two full-time coaches and three part-time assistants.

Baseball and softball each have their own fields at the campus complex. Neither team has locker room facilities. Each team had a full-time coach and one part-time assistant. All athletic teams have athletic training coverage, sports information support, academic tutoring services, utilize fundraising mechanisms and support groups, and use the Peru State College bus and charters for team travel.

Women's Golf contracts for practice and competition facilities with Table Creek Golf Course in Nebraska City and the Auburn Country Club and Golf Course. Women's Cross Country utilizes trails in the Peru area for practice. Each program has one part-time coach.

Additionally all teams follow the NAIA guidelines for practice and game scheduling.



5.5.-8

**ANALYSIS OF CURRENT STATUS**

**1. Participation**

Number of undergraduates (full-time, baccalaureate, degree seeking students).

Male Undergraduates	540	43.4%
Female Undergraduates	705	56.6%
<b>Total Undergraduates</b>	<b>1245</b>	<b>100%</b>

The total number of student athletes at Peru in 2009-2010 was 196. There were 136 men and 60 women who participated in intercollegiate athletics; 69% of the participants were men and 31% were women. The breakdown by individual sport is as follows:

<b>Men:</b>	Baseball	27	<b>Women:</b>	Basketball	12
	Basketball	18		Cross-Country	8
	Football	91		Golf	6
				Softball	21
				Volleyball	16
	<b>Total</b>	<b>136</b>		<b>Total</b>	<b>63</b>
				(Total less multiple sport – 60)	

**2. Athletic Student Financial Aid**

The total student financial aid allocations for athletics in 2009-2010 were \$329,995. The men's program was awarded \$187,029 and the women's program received \$142,966. Fifty seven percent of athletic student financial aid was granted to men and 43% to women. These totals also include money awarded from the individual sport fundraising accounts (BAA) for scholarships. Breakdown by sport and gender:

<b>Men:</b>	Baseball	\$32,604	<b>Women:</b>	Basketball	\$37,458
	Basketball	\$34,556		Cross Country	\$12,610
	Football	\$119,869		Golf	\$ 8,190
				Softball	\$45,430
				Volleyball	\$39,278
	<b>Totals:</b>	<b>\$187,029</b>		<b>Totals:</b>	<b>\$142,966</b>

The average athletic student financial aid expenditure broken down by number of participating athletes in each individual sport is as follows:

<b>Men:</b>	Baseball	\$1208	<b>Women:</b>	Basketball	\$3122
	Basketball	\$1920		Cross-Country	\$1576
	Football	\$1317		Golf	\$1365
				Softball	\$2163
				Volleyball	\$2455
	<b>Avg.</b>	<b>\$1,375</b>		<b>Avg.</b>	<b>\$2,383</b>

### 3. Other Benefits

#### Operating Expenditures

The total operating expenditures for athletics in 2009-2010 were \$181,488. Men's programs spent \$105,581 and women's programs \$75,907; a breakdown by gender shows that 58% of the total operating expenditures were allocated for men's sports, while 42% of expenditures went to women's athletics. These totals also include money spent from the individual sport fundraising accounts (BAA) for operating expenses.

<b>Men:</b>	Baseball	\$17,639	<b>Women:</b>	Basketball	\$27,489
	Basketball	\$23,711		Cross-Country	\$ 5,999
	Football	\$64,231		Golf	\$ 4,514
				Softball	\$22,308
				Volleyball	\$15,597

#### Recruiting Expenditures

The total recruiting expenditures for athletics in 2009-2010 were \$10,227 with men's programs spending \$7,102 and women's programs spending \$3,125. Thirty-one percent of the recruiting dollars were for women and 69% for men.

<b>Men:</b>	Baseball	\$2,290	<b>Women:</b>	Basketball	\$ 759
	Basketball	\$2,029		Cross-Country	\$ 204
	Football	\$2,783		Golf	\$ 285
				Softball	\$1,610
				Volleyball	\$ 267

#### Comparison of resources provided by gender

	Male	Female
Number of student-athletes:	136	60
Operating Expenditures:	\$105,581	\$ 75,907
Recruiting Expenditures:	\$ 7,102	\$ 3,125
Financial Aid:	\$187,029	\$142,966
Total:	\$299,712	\$221,998
Divided by number of S/A	136	60
<b>Expenditures per student athlete:</b>	<b>\$2,204</b>	<b>\$3,670</b>

#### Head Coaches' Salaries – Men's and Women's Teams

Average Annual Institution Salary per Head Coach

Men's Teams \$49,227 54%

Women's Teams \$41,724\* 46%

\*Two head coaches are part time stipend employees. Their stipend is figured into this amount, however, at .25.

#### Assistant Coaches' Salaries – Men's and Women's Teams

Average Annual Institution Salary per Assistant Coach

Men's Teams \$10,468\* 77%

Women's Teams \$6100 23%

\*One full-time assistant coach in football included.

**WAYNE STATE COLLEGE**  
**Title IX Intercollegiate Athletics Report**  
**Plan for Compliance**

**INTRODUCTION**

The Educational Amendment Act of 1972 prohibits discrimination on the basis of gender in educational programs and activities by recipients of federal funds.

Title IX prohibits sex-based discrimination in education programs, including athletics, and requires that each institution designate at least one Title IX coordinator to oversee compliance.

Title IX measures gender equity in athletics in three distinct areas:

- Participation – opportunities for male and female students is substantially proportionate to their respective enrollments in the College;
- Scholarships – equitable allocation of scholarship dollars;
- Other benefits – including the provision of equipment and supplies, scheduling, travel, tutoring, coaching, locker rooms, facilities, medical and training facilities and services, publicity, recruiting, and support services.

**1. Participation**

One of the fundamental requirements of Title IX is that equitable opportunities to participate in intercollegiate sports must be offered to members of each gender. This does not mean that schools must offer identical athletics teams for males and females, or identical numbers of athletics participation opportunities. Rather, Title IX provides three separate ways to meet this mandate.

- **Part One – Participation Opportunities Proportionate to Enrollment**  
A school can demonstrate compliance with the first part of the three-part test if it can show that the athletics participation rate of the under-represented sex is substantially proportionate to the school's full-time undergraduate enrollment.
- **Part Two – History and Continuing Practice of Program Expansion**  
The second prong asks whether an institution has a history and continuing practice of program expansion that is "demonstrably responsive" to the developing interests and abilities of the under-represented sex. Institutions seeking to comply with this test must document net program expansion for the under-represented sex.
- **Part Three – Effective Accommodation of Athletics Interests and Abilities**  
Under this prong, schools that cannot show substantial proportionality or a history and continuing practice of expansion may still be in compliance with the law if they can demonstrate that they are fully and effectively accommodating the interests and abilities of the under-represented sex.

The Wayne State College Athletic Department understands the three distinct areas considered when measuring gender equity in athletics. The Athletic Department has elected to use part two for determining gender equity within our athletic program offerings to meet the participation requirement.

## ANALYSIS OF CURRENT STATUS

**1. Participation****Student Need and Demand:****Number of Undergraduates (full-time, baccalaureate, degree-seeking students)**

Male Undergraduates	1,252	46.4%
Female Undergraduates	1,444	53.6%
<b>Total Undergraduates</b>	<b>2,696</b>	<b>100%</b>

**Number of Athletes**

The total of number of student athletes at Wayne State College in 2009-10 was 363. There were 249 men and 114 women who participated in intercollegiate athletics. 68.6% of the participants were men and 31.4% were women. The breakdown by individual sport is below:

Men:	Baseball	44	Women:	Basketball	12
	Basketball	13		Golf	7
	Football	106		Soccer	19
	Golf	10		Softball	16
	Cross Country	11		Cross Country	9
	Indoor Track	38		Indoor Track	19
	Outdoor Track	27		Outdoor Track	19
				Volleyball	13
	<b>Total</b>	<b>249</b>		<b>Total</b>	<b>114</b>

**History and Continuing Practice of Program Expansion**

The most recent significant program expansion occurred in 1999 with the establishment of the women's soccer program. Since 2000, the institution has undertaken efforts to expand participation opportunities for females by increasing the roster size for women's programs. Although moderate increases in participation opportunities for females were initially realized, more recent efforts have not yielded the program expansion anticipated. As a result, Wayne State College initiated a comprehensive review of athletic gender equity in spring 2009 and continues to actively explore additional and alternative strategies to achieve program expansion for females – see Future Plan section of this report.

## 5.5.-12

### 2. Scholarships

#### Athletic Student Aid

The total athletic student financial aid expenditures for athletics in 2009-10 were \$642,080. The men's program was awarded \$397,577 and the women's program received \$244,503. 61.9% of athletic student financial aid was granted to men and 38.1% was granted to women. A breakdown by individual sport is below:

Men:	Baseball	\$ 62,328	Women:	Basketball	\$ 98,999
	Basketball	\$ 83,310		Soccer	\$ 16,900
	Football	\$240,539		Softball	\$ 21,150
	Golf	\$ 2,000		Track/CC	\$ 21,100
	Track/CC	\$ 9,400		Volleyball	\$ 80,254
				Golf	\$ 6,100
<b>Total</b>		<b>\$397,577</b>	<b>Total</b>		<b>\$244,503</b>

### 3. Other Benefits

#### Operating Expenditures

The total operating expenditures for athletics in 2009-10 were \$549,366. The men's program spent \$271,135 and the women's program spent \$278,231. 49.4% of operating expenditures were spent by men and 50.6% spent on the women's program. A breakdown by individual sport is below:

Men:	Baseball	\$ 74,847	Women:	Basketball	\$ 50,361
	Basketball	\$ 48,485		Golf	\$ 12,002
	Football	\$ 81,529		Soccer	\$ 43,087
	Golf	\$ 29,812		Softball	\$ 66,441
	Track/CC	\$ 36,462		Track/CC	\$ 38,252
				Volleyball	\$ 68,088
<b>Total</b>		<b>\$271,135</b>	<b>Total</b>		<b>\$278,231</b>

#### Recruiting Expenses

The total recruiting expenditures for athletics in 2009-10 were \$65,206, with the men's program spending \$45,374 and the women's program spending \$19,832. 69.6% of the recruiting dollars were for men and 30.4% for women. A breakdown by individual sport is below:

Men:	Baseball	\$ 5,629	Women:	Basketball	\$ 7,980
	Basketball	\$16,697		Golf	\$ 52
	Football	\$21,806		Soccer	\$ 5,500
	Golf	\$ 50		Softball	\$ 2,276
	Track/CC	\$ 1,192		Track/CC	\$ 1,080
				Volleyball	\$ 2,944
<b>Total</b>		<b>\$45,374</b>	<b>Total</b>		<b>\$19,832</b>

**Head Coaches' Salaries – Men's and Women's Teams***Average Annual Institution Salary per Head Coach*

Men's Teams	\$51,670	52.0%
Women's Teams	\$47,759	48.0%

**Assistant Coaches' Salaries – Men's and Women's Teams***Average Annual Institution Salary per Assistant Coach*

Men's Teams	\$21,081	40.5%
Women's Teams	\$30,988	59.5%

**Summary of Wayne State College Operating Expenditures Data**

The total number of student athletes at Wayne State College in 2009-10 was 363. 68.6% of the total athletes participating in intercollegiate athletics were men and 31.4% were women.

In total operating expenditures, men received 49.4% and women received 50.6%.

In recruiting expenditures, men received 69.6% and women received 30.4%.

In athletic student financial aid, men were granted 61.9% and women were granted 38.1%.

**Resource/Facility Analysis**

Wayne State College Supplemental Budget Report on Financial Aid for fiscal year 2009-10 reported athletic scholarship assistance at a combined "state and other" funding level of \$642,080. Male athletes received \$397,577 (an average of \$1,596.70 each) while female athletes received \$244,503 (an average of \$2,144.76 each).

Game facilities, offices, and locker rooms for male and female athletes are nearly identical due to recently renovated office space for baseball, softball, and soccer. A locker room for the softball team was completed in spring of 2007. The recent Rice and Stadium Renovation Projects provided team locker rooms for women's basketball, volleyball and soccer. Additionally, women's basketball and volleyball received new offices that are identical to the men's basketball offices.

**FUTURE PLAN TO ENSURE CONTINUED COMPLIANCE WITH ATHLETIC GENDER EQUITY**

Recruitment of Females: Efforts continue toward increasing the number of female student-athletes. Two areas of emphasis continue to be golf and track.

Determining the Athletic Interests and Abilities of Students: In Fall 2009, the Wayne State College Athletic Advisory Board began development of an interest and abilities survey of the student population. Through the spring 2010 semester, a sample survey was drafted, administration and analyses procedures were developed and permission to administer the survey during the 2010-2011 academic year was obtained. The survey will be administered during the 2010-2011 academic year. Survey results, along with meetings with existing club sports programs and other student groups, will be reviewed during 2010-2011. The Athletic Advisory Board will develop a proposal(s)

#### 5.5.-14

to ensure continued compliance with athletic gender equity, based on the analyses of student interest and abilities along with the results of a comprehensive review of Wayne State College Athletics.

Scholarships: Currently, scholarship spending is favored toward the underrepresented gender - women. Title IX requirements state that scholarship spending should be within 1% of participation numbers. Our scholarship spending is off by 6.7%, in favor of women (women's participation is 31.4%, while scholarship spending for women is 38.1%).

Operational Expenses: Operating expenses favor women's sports, based on participation. In other words, while the participation for women's sports is 31.4%, the percentage of total operating funds spent on women's programs is 50.6%.

Staff/Hiring: Currently, two full time head coaches, one full time athletic trainer, one full time assistant coach, and graduate assistants are female. The Athletic Department will continue to seek to hire the best candidate for each open position, and will continue to actively recruit qualified female and minority applicants. We continue to have similar numbers for coaching staffs when comparing men's sports to women's sports (e.g. softball/baseball; men's basketball/women's basketball with soccer following the baseball/softball model [head coach plus one graduate assistant] and volleyball following the basketball model [head coach, assistant coach, and one graduate assistant]).

Overall: The WSC Athletic Advisory Board continues their internal review of the athletic department for Title IX compliance. Three subcommittees have conducted interviews with student athletes and staff - opportunities, finances, and facilities. The AAB now plans to make recommendations for the athletic department in regard to Title IX compliance. The WSC athletic department recently completed a strategic plan, which addresses Title IX compliance as one of its goals/objectives.

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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**Enrollment Reports for Fall 2010**  
**(For Information Only)**

Priority: Financial Strength of the System  
 Goal: 2. Increase enrollment and retention

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The enrollment reports that follow summarize end-of-semester enrollment at the Colleges for Fall 2010. System-wide enrollment decreased for the 2010 fall semester by 122 FTE or approximately 1.77% below the 2009 fall session. Listed below is a breakdown by college of the enrollment changes:

	<b>2009 FTE Enrollment</b>	<b>2010 FTE Enrollment</b>	<b>% Change</b>	<b>2009 Head Count</b>	<b>2010 Head Count</b>	<b>% Change</b>
Chadron	2,104	2,087	-0.80%	2,866	2,841	-0.87%
Peru	1,732	1,657	-4.34%	2,492	2,514	0.88%
Wayne	3,052	3,022	-0.98%	3,642	3,571	-1.95%
<b>System Total</b>	<b>6,888</b>	<b>6,766</b>	<b>-1.77%</b>	<b>9,000</b>	<b>8,926</b>	<b>-0.82%</b>

Listed below is an analysis of full-time students, undergraduate students, on-campus students, and resident students:

	<b>% of Full-Time Students (Headcount)</b>	<b>% of Undergraduate Students (Headcount)</b>	<b>% of On-Campus Students (Headcount)</b>	<b>% of Resident Students (Headcount)</b>
Chadron	62%	80%	60%	67%
Peru	53%	88%	38%	78%
Wayne	78%	80%	84%	85%
<b>2010 System Total</b>	<b>66%</b>	<b>82%</b>	<b>63%</b>	<b>77%</b>
<b>2009 System Total</b>	<b>65%</b>	<b>80%</b>	<b>65%</b>	<b>79%</b>

Each of the College reports can be found under Item 6.11 in the Enrollment & Marketing Section.



**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

**Graduation Summaries**  
**(For Information Only)**

Priority: Educational Excellence Throughout the System

Goal: 2. Create a college experience that enriches the lives of our students and prepares them for their chosen careers.

Board policy #3600 grants the President of each college the authority to confer the approved degrees to all students qualifying for graduation. No more than two (2) commencement exercises are authorized each year.

The Chancellor presents a summary report to the Board following each commencement that provides information on the number of graduates per degree and discipline in the System.

Attached is the summary of graduate information that has been provided by the colleges. Also included is notification of any Distinguished Service Awards or Honorary Degrees granted.

Listed below is a table providing comparative data from fall 2003 to fall 2010 for number of graduates (headcount) and number of degrees awarded. The data includes August and December graduates.

<b>Fall Graduation Summary</b>							
	<b>Chadron</b>		<b>Peru</b>		<b>Wayne</b>		<b>Total</b>
	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Degrees Awarded
2003	158	159	173	209	204	225	593
2004	151	151	103	127	224	240	518
2005	177	196	121	150	181	207	553
2006	158	176	162	196	219	245	617
2007	143	156	154	196	210	235	587
2008	108	119	168	197	214	247	563
2009	171	181	178	201	177	197	579
2010	139	159	196	212	314	338	709

**Chadron State College**  
 Summary of Graduates by Major and Degree  
 Fall, 2010

<b>Undergraduate Students</b>		
<b>Applied Sciences Department</b>		
Family & Consumer Science (comprehensive major)	BA	3
Family & Consumer Science Field Endorsement (7-12)	BSE	1
Industrial Management (comprehensive major)	BSN	0
Industrial Technology Field Endorsement (7-12)	BSE	1
Trade and Industrial Education Field Endorsement (7-12)	BSE	1
Range Management (comprehensive major)	BSN	8
<b>Business &amp; Economics Department</b>		
AgriBusiness	BA	0
Basic Business Education Subject Endorsement (7-12)	BSE	5
Business Administration (comprehensive major)	BA	28
Business Education Field Endorsement (7-12)	BSE	2
General Business	BA	2
<b>Communication Arts Department</b>		
Communication Arts	BA	2
Journalism	BA	0
Speech Communications	BA	0
<b>Counseling, Psychology, and Social Work Department</b>		
Psychology	BA	15
Social Work	BA	0
<b>Education Department</b>		
Early Childhood Education Subject Endorsement (Birth-Grade 3)	BSE	1
Elementary Education Field Endorsement (K-8)	BSE	14
Middle Grades Field Endorsement (4-9)	BSE	3
Unified Early Childhood (B-3 <sup>rd</sup> grade)	BSE	1
Mild & Moderate Disabilities Field Endorsement (7-12) or (K-12)	BSE	1
<b>English &amp; Humanities Department</b>		
English Subject Endorsement (7-12)	BSE	0
Language Arts Field (7-12)	BSE	0
Literature	BA	0
<b>Human Performance Department</b>		
Health & Physical Education Subject Endorsement (7-12)	BSE	1
Health Education Subject Endorsement (7-12)	BSE	0
Physical Education Subject Endorsement (7-12)	BSE	1
Physical Education Health Subject Endorsement (K-12)	BSE	0
Physical Education Subject Endorsement (K-8)	BSE	1
Recreation	BA	3
<b>Justice Studies Department</b>		
Justice Studies	BA	8
<b>Mathematical Sciences Department</b>		
Information Science and Technology	BSN	0
Mathematics	BSN	0
Mathematics Subject Endorsement (4-9)	BSE	0
Mathematics Field Endorsement (7-12)	BSE	1
Mathematics Subject Endorsement (7-12)	BSE	0
<b>Music Department</b>		
Music (comprehensive major)	BA	0
Vocal Music Subject Endorsement (K-8)	BSE	1
Music Field Endorsements (K-12)	BSE	1
<b>Physical and Life Sciences Department</b>		
Biology (comprehensive major)	BSN	6
Biology Subject Endorsement (7-12)	BSE	0
Clinical Laboratory Science	BSN	0
Chemistry	BSN	0
Health Sciences	BSN	0
Natural Science Field Endorsement (7-12)	BSE	0
Physical Science (Comprehensive Major)	BSN	1

<b>Undergraduate Students</b>		
<b>Social Science and Justice Studies Department</b>		
History	BA	3
History Subject Endorsement (7-12)	BSE	1
Social Science Subject Endorsement (4-9)	BSE	1
Social Science Field Endorsement (7-12)	BSE	2
<b>Visual and Performing Arts Department</b>		
Art	BA	3
Art Field Endorsement	BSE	1
Theatre	BA	1
Theatre Subject Endorsement (7-12)	BSE	2
<b>Applied History Department</b>		
Applied History/Art	BA	0
Museum Studies	BSE	0
<b>Interdepartmental Undergraduate Degree Programs</b>		
Electronic Information Management	BA	0
Library Media	BA	0
Interdisciplinary Studies (comprehensive major)	BA	3
Technical Occupations	BAS	3
Undergraduate Headcount		102
Undergraduate Degrees Awarded		122
<b>Graduate Students</b>		
Master of Business Administration	MBA	15
History	MA	0
Community Counseling	MA	5
Science/Mathematics	MA	1
Educational Administration-Elementary/Secondary/Special Education Coordinator	ME	0
Curriculum & Instruction-Elementary General/Elementary Field/Secondary	ME	7
School Library Media	ME	2
School Counseling 7-12	ME	2
Organizational Management/Human Services/Sports Management/Natural Resources	MS	5
Superintendent	SP	0
Graduate Student Headcount		37
Graduate Student Degrees Awarded		37
(102 undergraduates; 37 graduates) Total Graduate Headcount		139
Total Degrees Awarded		159

Distinguished Service Award(s) Granted: None  
 Honorary Degree(s) Granted: None

**Peru State College**  
 Summary of Graduates by Major and Degree  
 Fall, 2010

<b>Undergraduate Students</b>		
<b>Business Department</b>		
Business Administration Major	BA	0
	BS	22
Business Administration Technology Major	BAS	42
	BT	0
<b>Criminal Justice Department</b>		
Criminal Justice Major	BA	0
	BS	1
<b>Psychology Department</b>		
Psychology Major	BA	0
	BS	7
<b>Education Department</b>		
Teacher Education Major	BA	0
	BS	36
Physical Education Major	BA	0
	BS	4
<b>English Department</b>		
English Major	BA	0
	BS	4
<b>Liberal Arts Department</b>		
Liberal Arts Major	BA	0
<b>Performing &amp; Fine Arts Department</b>		
Art Major	BA	0
	BS	0
Music Major	BA	0
	BS	3
<b>Social Science Department</b>		
Social Science Major	BA	1
	BS	7
<b>Science &amp; Technology Department</b>		
Computer and Information Services Major	BA	0
	BS	4
Mathematics Major	BA	0
	BS	2
<b>Natural Science Department</b>		
Natural Science Major	BA	0
	BS	1
<b>Graduate Students</b>		
Curriculum and Instruction Major	MSED	67
Organizational Management	MSOM	11
(118 undergraduates; 78 graduates) Total Graduate Headcount		196
Total Degrees Awarded		212

Distinguished Service Award(s) Granted: None  
 Honorary Degree(s) Granted: None

**Wayne State College**  
 Summary of Graduates by Major and Degree  
 Fall, 2010

<b>Undergraduate Students</b>		
<b>School of Arts &amp; Humanities</b>		
Art & Design Department		
Art Major	BA	0
	BS	9
Communication Arts Department		
Mass Communication Major	BA	0
	BS	2
Speech Communication Major	BA	0
	BS	4
Theatre Major	BA	0
	BS	0
Language & Literature Department		
English Major	BA	1
	BS	5
French Education Major	BA	0
Modern Language & Culture Major	BA	0
Spanish Major	BA	1
Music Department		
Music Major	BA	1
	BS	5
<b>School of Business &amp; Technology</b>		
Business & Economics Department		
Business Administration Major	BA	0
	BS	62
Computer Technology & Information Systems Department		
Computer Information Systems Major	BA	0
	BS	4
Computer Science Major	BA	0
	BS	2
Technology & Applied Sciences Department		
Early Childhood Major	BA	0
	BS	4
Family & Consumer Science Major	BA	0
	BS	4
Industrial Technology Major	BA	0
	BS	9
Technology Major	BA	0
	BS	3

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<b>School of Education &amp; Counseling</b>		
<b>Counseling &amp; Special Education Department</b>		
Human Service Counseling Major	BA	2
	BS	25
Special Education Major	BA	0
	BS	3
<b>Educational Foundations &amp; Leadership Department</b>		
Early Childhood Education Major	BA	0
	BS	15
Elementary Education Major	BA	0
	BS	26
Middle Level Education Major	BA	0
	BS	2
<b>School of Natural &amp; Social Sciences</b>		
<b>Health, Human Performance &amp; Sport Department</b>		
Applied Human & Sport Physiology Major	BA	0
	BS	0
Exercise Science Major	BA	0
	BS	8
Health & PE Major	BA	0
	BS	8
Sport Management Major	BA	0
	BS	12
<b>History, Politics &amp; Geography Department</b>		
Geography Major	BA	0
	BS	5
History Major	BA	0
	BS	6
Political Science Major	BA	0
	BS	4
Social Sciences Education Major	BA	0
	BS	1
<b>Life Sciences Department</b>		
Life Sciences Major	BA	0
	BS	6
<b>Physical Sciences &amp; Mathematics Department</b>		
Chemistry Major	BA	0
	BS	2
Mathematics Major	BA	0
	BS	0
Natural Sciences Major	BA	0
	BS	2
Physical Sciences Major	BA	0
	BS	0
<b>Sociology, Psychology &amp; Criminal Justice Department</b>		
Criminal Justice Major	BA	2
	BS	10
Psychology Major	BA	0
	BS	5
Social Sciences Major	BA	0
	BS	3
Sociology Major	BA	0
	BS	2

Interdisciplinary Studies		
Interdisciplinary Studies Major	BA	0
	BS	5
Graduate Students		
Business Administration Major	MBA	12
Organizational Management/Sport & Recreation Management	MSO	1
Counseling Major	MSE	7
Curriculum & Instruction Major	MSE	32
Physical Education Major (Non-Teaching)	MSE	0
School Administration Major	MSE	7
Social Sciences Major	MSE	0
Special Education Major	MSE	0
School Administration -- Ed. Specialist	EdS	9
Total Degrees Reported (includes Double Majors)		338
Total Graduate Headcount (246 undergraduates; 68 graduates)		314

Distinguished Service Award(s) Granted:

Dr. Dwaine & Carole Petersen -- Alumni Achievement Award

Honorary Degrees Granted: None

**Academic, Personnel & Student Affairs Committee***Gary Bieganski, Chair**Roger Breed**Caroline Keenan*

March 25, 2011

**Fall Instructional Load Reports  
(For Information Only)**

Priority: Financial Strength of the System

Goals: 2. Increase enrollment and retention

4. Improve efficiency of operations

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

The fall Instructional Load Reports have been submitted by the colleges and are attached. The following table summarizes the information regarding student credit hour production and FTE faculty. As you will note, student credit hour production has decreased 1% and FTE faculty has increased approximately 1%. Student credit hour/FTE faculty at the undergraduate level has decreased approximately 3%, at the graduate level has increased 1%. Overall student credit hour/FTE has decreased 2.6%.

		Fall 2010				2009
		Undergraduate Level	Graduate Level	Total	System Total	System Total
<b>Student Credit Hour Production</b>	Chadron	27,927	2,947	30,874	99,579	100,677
	Peru	22,555	1,822	24,377		
	Wayne	40,844	3,484	44,328		
<b>Total FTE Faculty</b>	Chadron	101.40	16.90	118.30	378.76	375.68
	Peru	82.30	8.70	90.90		
	Wayne	152.34	17.22	169.56		
<b>Student Credit Hour/FTE Faculty</b>	Chadron	276	174	261	UG Avg: 273 Grad Avg: 195 Avg: 263	UG Avg: 281 Grad Avg: 193 avg: 270
	Peru	274	210	268		
	Wayne	268	202	261		
<b>FTE Students/ FTE Faculty</b>	Chadron	18	15			
	Peru	18	18			
	Wayne	18	17			



**CHADRON STATE COLLEGE  
INSTRUCTIONAL LOAD REPORT**

Term: Fall 2010

<b>STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	12,565	8,746	21,311	2,205	23,516
SCH Production (Adjunct/Part-Time)	3,637	2,470	6,107	742	6,849
SCH Production (Graduate Assistant)	597	12	609		609
Total SCH Production	16,799	11,228	28,027	2,947	30,974

<b>DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	12.5	11.9	24.4	5.0	29.4
Associate Professor	12.9	12.0	24.9	3.4	28.3
Assistant Professor	13.2	7.6	20.8	1.3	22.1
Instructor	1.9	1.3	3.2	0.0	3.2
Lecturer	1.3	0.8	2.0	0.0	2.0
Adjunct/Part-Time	9.7	6.3	16.0	4.3	20.3
Professional Staff	3.4	3.9	7.3	2.9	10.3
Graduate Assistant	2.7	0.1	2.8	0.0	2.8
Total FTE Faculty	57.6	43.8	101.4	16.9	118.3
Total Headcount Faculty					170
FTE Students	1120	749	1868	246	2114

<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	33.7	22.3	55.9	1.7	57.6
FTE Adjunct/Part-Time -- On-Campus*	6.4	4.8	11.1	0.0	11.1
FTE Graduate Assistant -- On-Campus*	2.7	0.1	2.8	0.0	2.8
SCH Production -- On-Campus*	12,474	6,576	19,050	361	19,411
FTE Ranked Faculty -- Off-Campus**	0.5	0.7	1.2	0.0	1.2
FTE Adjunct/Part-Time -- Off-Campus**	0.8	0.4	1.3	5.6	6.8
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	112	479	591	286	877

<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	7.6	10.6	18.2	8.0	26.2
FTE Adjunct/Part-Time-OnLine/Hybrid***	5.9	5.0	10.9	1.7	12.6
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	3,938	3,849	7,787	2,278	10,065
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	275	324	599	22	621

<b>PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	301	261	283	227	277
SCH/FTE Adjunct/Part-Time	374	395	382	173	338
SCH/FTE Graduate Assistant	224	0	221	0	221
Total SCH/FTE Faculty	292	256	277	174	262
FTE Student/FTE Ranked Faculty	20	17	19	19	19
FTE Student/FTE Adjunct/Part-Time	25	26	25	14	23
FTE Student/FTE Graduate Assistant	15	0	15	0	15
Total FTE Student/FTE Faculty	19.45	17.10	18.43	14.51	17.87

\*Face-to-face at each of the respective institutions

\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

\*\*\*At least 50% or more of delivery is by internet

\*\*\*\*CD, video

**PERU STATE COLLEGE  
INSTRUCTIONAL LOAD REPORT**

Term: FALL 2010

<b>STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	6,216	5,562	11,778	990	12,768
SCH Production (Adjunct/Part-Time)	6,956	3,821	10,777	832	11,609
SCH Production (Graduate Assistant)	0	0	0	0	0
Total SCH Production	13,172	9,383	22,555	1,822	24,377
<b>DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	8.0	6.9	14.9	1.7	16.6
Associate Professor	1.3	4.2	5.5	0.0	5.5
Assistant Professor	5.2	6.0	11.2	3.3	14.5
Instructor	3.6	7.2	10.8	0.0	10.8
Lecturer	0.0	0.0	0.0	0.0	0.0
Adjunct/Part-Time	27.4	12.5	39.9	3.7	43.6
Graduate Assistant	0.0	0.0	0.0	0.0	0.0
Total FTE Faculty	45.5	36.8	82.3	8.7	90.9
Total Headcount Faculty					152
FTE Students	878	626	1504	152	1656
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	15.9	15.3	31.2	0.0	31.2
FTE Adjunct/Part-Time -- On-Campus*	5.8	2.1	7.9	0.0	7.9
FTE Graduate Assistant -- On-Campus*	0.0	0.0	0.0	0.0	0.0
SCH Production -- On-Campus*	7,383	3,789	11,172	0	11,172
FTE Ranked Faculty -- Off-Campus**	0.0	1.7	1.7	0.0	1.7
FTE Adjunct/Part-Time -- Off-Campus**	11.1	3.0	14.1	0.1	14.2
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	1,663	1,645	3,308	31	3,339
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	2.2	7.3	9.5	5.0	14.5
FTE Adjunct/Part-Time-OnLine/Hybrid***	10.5	7.4	17.9	3.6	21.5
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	4,126	3,949	8,075	1,791	9,866
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	0	0
<b>PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	344	229	278	198	270
SCH/FTE Adjunct/Part-Time	254	306	270	227	266
SCH/FTE Graduate Assistant	0	0	0	0	0
Total SCH/FTE Faculty	289	255	274	210	268
FTE Student/FTE Ranked Faculty	23	15	19	17	18
FTE Student/FTE Adjunct/Part-Time	17	20	18	19	18
FTE Student/FTE Graduate Assistant	0	0	0	0	0
Total FTE Student/FTE Faculty	19	17	18	18	18

\*Face-to-face at each of the respective institutions

\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

\*\*\*At least 50% or more of delivery is by internet

\*\*\*\*CD, video

**WAYNE STATE COLLEGE  
INSTRUCTIONAL LOAD REPORT**

Term: Fall 2010

<b>STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	17,147.0	12,983.5	30,130.5	1,782.0	31,912.5
SCH Production (Adjunct/Part-Time)	7,007.5	2,634.0	9,641.5	1,702.0	11,343.5
SCH Production (Graduate Assistant)	1,054.0	18.0	1,072.0	0.0	1,072.0
Total SCH Production	25,208.5	15,635.5	40,844.0	3,484.0	44,328.0
<b>DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	21.50	31.67	53.17	6.22	59.39
Associate Professor	9.58	7.25	16.83	1.33	18.16
Assistant Professor	15.88	11.04	26.92	0.67	27.59
Instructor	7.46	6.00	13.46	1.11	14.57
Lecturer	0.00	0.00	0.00	0.00	0.00
Adjunct/Part-Time	24.21	14.25	38.46	7.89	46.35
Graduate Assistant	3.42	0.08	3.50	0.00	3.50
Total FTE Faculty	82.05	70.29	152.34	17.22	169.56
Total Headcount Faculty					250
FTE Students	1681	1042	2723	290	3013
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	52.50	51.96	104.46	0.67	105.13
FTE Adjunct/Part-Time -- On-Campus*	21.46	10.91	32.37	0.22	32.59
FTE Graduate Assistant -- On-Campus*	3.42	0.08	3.50	0.00	3.50
SCH Production -- On-Campus*	24,167	14,202	38,368	460	38,828
FTE Ranked Faculty -- Off-Campus**	0.50	0.25	0.75	0.55	1.30
FTE Adjunct/Part-Time -- Off-Campus**	0.25	1.17	1.42	6.67	8.09
FTE Graduate Assistant -- Off-Campus**	0.00	0.00	0.00	0.00	0.00
SCH Production -- Off-Campus**	66	94	160	1,668	1,828
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	1.42	3.75	5.17	7.00	12.17
FTE Adjunct/Part-Time-OnLine/Hybrid***	2.50	2.17	4.67	1.00	5.67
FTE Graduate Assistant-OnLine/Hybrid***	0.00	0.00	0.00	0.00	0.00
SCH Production - OnLine/Hybrid***	976	1,340	2,316	1,280	3,596
FTE Ranked Faculty-Other Asynch****	0.00	0.00	0.00	1.11	1.11
FTE Adjunct/Part-Time-Other Asynch****	0.00	0.00	0.00	0.00	0.00
FTE Graduate Assistant-Other Asynch****	0.00	0.00	0.00	0.00	0.00
SCH Production-Other Asynch****	0	0	0	76	76
<b>PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	315	232	273	191	267
SCH/FTE Adjunct/Part-Time	289	185	251	216	245
SCH/FTE Graduate Assistant	308	225	306	0	306
Total SCH/FTE Faculty	307	222	268	202	261
FTE Student/FTE Ranked Faculty	21	15	18	16	18
FTE Student/FTE Adjunct/Part-Time	19	12	17	18	17
FTE Student/FTE Graduate Assistant	21	15	20	0	20
Total FTE Student/FTE Faculty	20	15	18	17	18

\*Face-to-face at each of the respective institutions

\*\*Remote campus locations, traditional format, interactive distance learning originating from off-campus location

\*\*\*At least 50% or more of delivery is by internet

\*\*\*\*CD, video

**Academic, Personnel & Student Affairs Committee**

*Gary Bieganski, Chair*  
*Roger Breed*  
*Caroline Keenan*

March 25, 2011

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Reports of Personnel Actions  
(For Information Only)

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

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

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
 COLLEGE: Chadron State College  
 MEETING DATE: March 25, 2011

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
Dent, Ashley	EHP&SW: Health, Physical Education & Recreation	Adjunct	2,100.00	State	01/10/2011 - 05/06/2011	0.10	HPER 100 - 01 & 02 and HPER 216	Special
Hencey, Travis	Extended Campus Programs; Telecommunications Technician	NA	30,038.00	State	02/01/2010 - 02/07/2011	1.00	Resignation	NA
Mitchell, Melissa	EM&SS; Student Records Technical Support Analyst	NA	45,000.00 prorated (20,535.71)	State	01/18/2011 - 06/30/2011	1.00	New position	Special
Wright, Otley	EHP&SW: Health, Physical Education & Recreation	Adjunct	2,100.00	State	01/10/2011 - 05/06/2011	0.10	HPER 233-79	Special

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
Hughes, Melany	Administration & Finance; Budget Director	NA	47,000.00 prorated (15,666.66)	State	03/01/2011 - 06/30/2011	1.00	New Appointment; Replaces Julie Goodman	Special
Marquis, Natasha	Athletics; Head Women's Volleyball Coach	NA	40,000.00 prorated (14,000.00)	State	02/15/2011 - 06/30/2011	0.83	New Appointment; Replaces Amy Spruiell	Special
Prestwich, Aaron	EHP&SW; Counseling, Psychology & Social Work	Adjunct	2,100.00	State	01/10/2011 - 05/06/2011	0.10	PSYC 421-99	Special
Singpiel, Christopher	EM & SS; Interim, Admissions Representative	NA	30,160.00 prorated (11,309.98)	State	02/15/2011 - 06/30/2011	1.00	New position	Interim
Smith-Bruehlman, Martha	EHP&SW; Health, Physical Education & Recreation	Adjunct	700.00	State	01/10/2011 - 05/06/2011	0.03	COLG 100-03	Special
White, Gary	BEAMSS; Dean	NA	95,206.00	State	07/01/2006 - 08/15/2011	1.00	Non-Renewal	NA

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Chadron State College**  
**MEETING DATE: March 25, 2011**

<b>RANKED FACULTY</b>									
<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Bentz, Laura	Liberal Arts: Visual & Performing Arts	Associate Professor	517.57	State	08/23/2010 - 12/31/2010	NA	Independent Study - ART 400 - 2 students	Special	
Bentz, Laura	Liberal Arts: Visual & Performing Arts	Associate Professor	1,000.00	State	07/10/2011 - 05/06/2011	NA	FYBE Facilitation Department Chair, AY 2010-2011	Special	
Bird, Richard	Liberal Arts: Visual & Performing Arts	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA		Special	
Brammer, Dawn	EHP&SW; Health, Physical Education & Recreation	Assistant Professor	690.08	State	08/23/2010 - 12/31/2010	NA	Independent Study; HPER 400 - 4 students	Special	
Butterfield, Charles	BEAMSS; Applied Sciences	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair, AY 2010-2011	Special	
Carey, Charles	Liberal Arts: Music	Instructor	757.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; .97 cr hrs	Special	
Carnot, Mary Jo	EHP&SW; Counseling, Psychology & Social Work	Associate Professor	1,000.00	State	07/10/2011 - 05/06/2011	NA	FYBE Facilitation	Special	
Carnot, Mary Jo	EHP&SW; Counseling, Psychology & Social Work	Associate Professor	250.00	State	01/10/2011 - 05/06/2011	NA	ITV Course; PSYC 238 - 1 site	Special	
Cavin, Scott	Liberal Arts: Music	Assistant Professor	2,122.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; 2.00 cr hrs Online Course Development, MKTG 336	Special	
Donahue, Tim	BEAMSS; Business	Associate Professor	1,500.00	State	08/23/2010 - 12/31/2010	NA	ITV Courses; EDUC 322 - 2 sites & EDUC 323 - 2 sites	Special	
Enos, Karen	EHP&SW; Education	Associate Professor	333.34	State	01/10/2011 - 05/06/2011	NA	Department Chair, Spring 2011	Special	
Evertson, Matthew	Liberal Arts: English & Humanities	Associate Professor	1,500.00	State	01/01/2011 - 05/31/2011	NA	ITV Course; COUN 536 - 2 sites	Special	
Gaudet, Laura	EHP&SW; Counseling, Psychology & Social Work	Professor	500.00	State	01/10/2011 - 05/06/2011	NA	Department Chair, Fall 2010	Special	
Griffith, George	Liberal Arts: English & Humanities	Professor	1,500.00	State	08/23/2010 - 12/31/2010	NA	ITV Courses; SW 331-40 - 1 site and SW 331-65 - 1 site	Special	
Hoern, Bruce	EHP&SW; Counseling, Psychology & Social Work	Associate Professor	500.00	State	01/10/2011 - 05/06/2011	NA	Independent Study - HPER 400 - 1 student	Special	
Hoffman, William	EHP&SW; Health, Physical Education & Recreation	Instructor	258.78	State	08/23/2010 - 12/31/2010	NA	Independent Study - HST 400 - 3 students	Special	
Hyer, Joel	Liberal Arts: Social and Communication Arts	Professor	776.36	State	08/23/2010 - 12/31/2010	NA	Department Chair, AY 2010-2011	Special	
Hyer, Joel	Liberal Arts: Social and Communication Arts	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair, AY 2010-2011	Special	
Keith, Tim	BEAMSS; Physical & Life Sciences	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair, AY 2010-2011	Special	
King, Donald	EHP&SW; Education	Professor	250.00	State	07/10/2011 - 05/06/2011	NA	ITV Course; SPED 230 - 1 site	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>RANKED FACULTY</b>								
<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
King, Donald	EHP&SW; Education	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair; AY 2010-2011	Special
Knight, Robert	Liberal Arts; Social and Communication Arts	Assistant Professor	985.90	State	08/23/2010 - 12/31/2010	NA	Independent Study - PS 500 - 1 student	Special
Lambert, Adam	Liberal Arts; Music	Associate Professor	5,074.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; 4.79 cr hrs	Special
Leesch, Lisette	Liberal Arts; Justice Studies	Associate Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair; AY 2010-2011	Special
Margetts, James	Liberal Arts; Music	Associate Professor	1,121.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; .98 cr hrs	Special
Mays, Roger	Liberal Arts; Visual & Performing Arts	Professor	86.26	State	08/23/2010 - 12/31/2010	NA	Independent Study - TH 400 - 1 student	Special
McCallum, Henry	EHP&SW; Education	Assistant Professor	345.06	State	08/23/2010 - 12/31/2010	NA	Independent Study; SPED 400 - 2 students	Special
McCallum, Henry	EHP&SW; Education	Assistant Professor	333.32	State	01/10/2011 - 05/06/2011	NA	ITV Course; SPED 335 - 1 site	Special
Miller, Kevin	BEAMSS; Applied Sciences	Associate Professor	129.40	State	08/23/2010 - 12/31/2010	NA	Independent Study - DTE 339 - 1 student	Special
Morgan, Jeff	Liberal Arts; Social and Communication Arts	Assistant Professor	328.63	State	08/23/2010 - 12/31/2010	NA	Independent Study - HIST 500 - 1 student	Special
Nealeigh, Norma	BEAMSS; Applied Sciences	Professor	2,048.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; 1.5 cr hrs	Special
Rahman, Shafiqur	Liberal Arts; Social and Communication Arts	Assistant Professor	258.78	State	08/23/2010 - 12/31/2010	NA	Independent Study - CA 400 - 1 student	Special
Ritzen, Donna	EHP&SW; Health, Physical Education & Recreation	Assistant Professor	86.26	State	08/23/2010 - 12/31/2010	NA	Independent Study - HPER 400 - 1 student	Special
Ritzen, Scott	EHP&SW; Health, Physical Education & Recreation	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair; AY 2010-2011	Special
Schaefer, George	Liberal Arts; Music	Professor	3,002.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload; 2.32 cr hrs	Special
Schrauder, Joel	Liberal Arts; Music	Associate Professor	1,266.00	State	01/10/2011 - 05/06/2011	NA	Academic Overload; 1.16 cr hrs	Special
Schrauder, Joel	Liberal Arts; Music	Associate Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair; AY 2010-2011	Special
Stack, Robert	BEAMSS; Mathematical Sciences	Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair; AY 2010-2011	Special
Stephens, Michael	Liberal Arts; Music	Assistant Professor	4,497.00	State	01/10/2011 - 05/06/2011	NA	Academic Overload; 4.62 cr hrs	Special
Stewart, Deborah	EHP&SW; Counseling, Psychology & Social Work	Associate Professor	916.64	State	01/10/2011 - 05/06/2011	NA	ITV Courses; SW 251 - 1 site; SW 330-40 - 1 site and SW 330-65 - 1 site	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Chadron State College**  
**MEETING DATE: March 25, 2011**

**RANKED FACULTY**

<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Taylor, Una	Liberal Arts: Music	Assistant Professor	1,885.00	State	07/10/2011 - 05/06/2011	NA	Academic Overload: 1.98 cr hrs	Special	
Tucker, T. Deane	Liberal Arts: English & Humanities	Professor	86.26	State	08/23/2010 - 12/31/2010	NA	Independent Study - HUM 400 - 1 student	Special	
Waldo, Jamie	BEAMSS: Business	Associate Professor	1,000.00	State	07/10/2011 - 05/06/2011	NA	FEYBE Facilitation	Special	
Waldo, Jamie	BEAMSS: Business	Associate Professor	258.78	State	01/10/2011 - 03/04/2011	NA	Over 30 in an online course: BA 337-79A - 1 student	Special	
Waldo, Jamie	BEAMSS: Business	Associate Professor	3,000.00	State	08/23/2010 - 05/06/2011	NA	Department Chair, AY 2010-2011	Special	
Waugh, Wendy	BEAMSS: Business	Professor	328.64	State	01/10/2011 - 03/04/2011	NA	Over 30 in an online course: MIS 632-79A - 1 student	Special	
Wentworth, Beth	BEAMSS: Mathematical Sciences	Associate Professor	250.00	State	01/10/2011 - 05/06/2011	NA	ITV Course: MATH 137 - 1 site	Special	
Woods, Kathleen	EHPCP&SW: Counseling, Psychology & Social Work	Assistant Professor	500.00	State	01/10/2011 - 05/06/2011	NA	ITV Course: COUN 531 - 2 sites	Special	

**NON-RANKED FACULTY**

<b>(OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Moeller, Janet	EHPCP&SW: Education	Lecturer	333.34	State	01/10/2011 - 05/06/2011	NA	ITV Courses: SPED 334-40E - 1 site & SPED 334-65E - 1 site	Special	

**NON-RANKED FACULTY**

<b>(PART-TIME/LESS THAN .75 FTE)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Balmat, Jennifer	BEAMSS: Physical & Life Sciences	Adjunct	4,200.00	State	07/10/2011 - 05/06/2011	0.20	GEOS 130 & PHYS 435	Special	
Benson, Gary	BEAMSS: Business	Adjunct	2,100.00	State	07/10/2011 - 03/04/2011	0.10	MKTG 336-79A	Special	
Bernhardt, Sarah	EHPCP&SW: Counseling, Psychology & Social Work	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	PSYC 434	Special	
Billings, Ronnie	EHPCP&SW: Education	Adjunct	700.00	State	01/10/2011 - 05/06/2011	0.03	Student Teacher Supervision	Special	



REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
 COLLEGE: Chadron State College  
 MEETING DATE: March 25, 2011

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	
Cairns-Pietrangelo, Nancy	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	SOC 231-79	Special	
Chenette, Vikki	EHP&P&SW: Education	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	ART 334-84 EDUC 224-79 & EDUC 270-79B	Special	
Cooper, David	EHP&P&SW: Education	Adjunct	2,100.00	State	05/06/2011	0.10	Student Teacher	Special	
Cressy, Charles	EHP&P&SW: Education	Adjunct	350.00	State	07/10/2011 - 05/06/2011	0.01	Student Teacher	Special	
Cummings, Jason	EHP&P&SW: Education	Adjunct	700.00	State	07/10/2011 - 05/06/2011	0.03	Supervision	Special	
Duck, Brandon	BEAMSS: Applied Sciences	Adjunct	2,100.00	State	03/14/2011 - 05/06/2011	0.10	ECON 332-79B	Special	
Follis, Nikki	BEAMSS: Business	Adjunct	6,300.00	State	01/10/2011 - 05/06/2011	0.30	ECON 232-79A, ECON 231-79B & ECON 232-79B	Special	
Gardener, Clark	EHP&P&SW: Education	Adjunct	5,950.00	State	01/10/2011 - 05/06/2011	0.28	EDCI 638-79 & Student Teacher Supervision	Special	
Henderson, Dale	EHP&P&SW: Education	Adjunct	700.00	State	01/10/2011 - 05/06/2011	0.03	Student Teacher	Special	
Jost, Rhea	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	01/10/2011 - 05/06/2011	0.10	CA 130-79	Special	
Kraybill, Jeanine	Liberal Arts: Social & Communication Arts	Adjunct	4,200.00	State	01/10/2011 - 05/06/2011	0.20	PS 231 & 231-79A	Special	
Kreitman-McCartney, Barbara	EHP&P&SW: Education	Adjunct	700.00	State	01/10/2011 - 05/06/2011	0.03	COLG 100-02	Special	
Lacy, Kirk	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	01/10/2011 - 05/06/2011	0.10	CA 610-79	Special	
Lambert, Michelle	Liberal Arts: Music	Adjunct	1,855.00	State	01/10/2011 - 05/06/2011	0.08	MUS 115M, 215M & 415M	Special	
Leland, Dana	BEAMSS: Business	Adjunct	8,400.00	State	01/10/2011 - 05/06/2011	0.40	FIN 330-79A, FIN 432/532-79B, FIN 631-79A & FIN 631-79B	Special	
Lewis, Dawn	EHP&P&SW: Education	Adjunct	700.00	State	07/10/2011 - 05/06/2011	0.03	Student Teacher	Special	
Littrel, Tammi	Liberal Arts: Social & Communication Arts	Adjunct	6,300.00	State	01/10/2011 - 05/06/2011	0.30	HIST 231-79, 79A & 232-79	Special	
Littrel, Tammi	Liberal Arts: Social & Communication Arts	NA	1,000.00	State	01/10/2011 - 05/06/2011	NA	IFYBE Facilitation	Special	
Lovesee, Tara	EHP&P&SW: Counseling, Psychology & Social Work	Adjunct	1,400.00	State	01/10/2011 - 05/06/2011	0.08	SW 251-01	Special	
Margettis, Colleen	Liberal Arts: Music	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	MUS 333	Special	
McCreery, Janan	EHP&P&SW: Education	Adjunct	5,250.00	State	07/10/2011 - 05/06/2011	0.25	Student Teacher Supervision	Special	

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
 COLLEGE: Chadron State College  
 MEETING DATE: March 25, 2011

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	
McDermott, David	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	GEOG 232-79	Special	
McDermott, David	Extended Campus Programs	Adjunct	1,500.00	State	01/10/2011 - 01/31/2011	NA	Online Course Development; GEOG 232	Special	
Miller, Ronald	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	SOC 230-01	Special	
Morse, Sarlyn	BEAMSS; Applied Sciences	Adjunct	1,400.00	State	05/06/2011 - 07/10/2011	0.07	AGRI 245L - 01 & 02	Special	
Neugebauer, Ronda	Liberal Arts: English & Humanities	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	READ 125	Special	
Neugebauer, Ronda	Liberal Arts: English & Humanities	NA	5,632.00	State	01/10/2011 - 05/06/2011	NA	Additional duties: CSC Transitional Program	Special	
Neurarth, Marvin	EHP&SW; Counseling, Psychology & Social Work	Adjunct	6,300.00	State	01/10/2011 - 05/06/2011	0.30	PSYC 234-99, 336-99 & 435-99	Special	
Ocken, David	EHP&SW; Education	Adjunct	4,200.00	State	01/10/2011 - 05/06/2011	0.20	Student Teacher Supervision	Special	
O'Hare, Daryl	Liberal Arts: English & Humanities	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	ENG 135-79	Special	
Palic, Rhonda	EHP&SW; Education	Adjunct	700.00	State	05/06/2011 - 07/10/2011	0.03	Student Teacher Supervision	Special	
Pogue, Laura	BEAMSS; Business	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	MGMT 330-79B	Special	
Polastri, Gino	Athletics	NA	3,000.00	State	05/06/2011 - 07/10/2011	0.25	Graduate Assistant; Appointment	Special	
Pollard, Tracie	EHP&SW; Education	Adjunct	7,000.00	State	05/06/2011 - 07/10/2011	0.33	Student Teacher Supervision	Special	
Prante, Terry	EHP&SW; Education	Adjunct	700.00	State	05/06/2011 - 07/10/2011	0.03	Student Teacher Supervision	Special	
Rankin Jr, Samuel	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	HIST 234-79	Special	
Ravenelle, Alexandra	Liberal Arts: Social & Communication Arts	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	SOC 231-79A	Special	
Rodin, Jennifer	BEAMSS; Mathematical Sciences	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	MATH 232	Special	
Scala, Gabriel	Liberal Arts: English & Humanities	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	ENG 136-79A	Special	
Schamber, Robin	EHP&SW; Education	Adjunct	2,100.00	State	05/06/2011 - 07/10/2011	0.10	HPER 435/535	Special	
Seeger, Russell	BEAMSS/EHP&SW; Business & Education	Adjunct	4,200.00	State	05/06/2011 - 07/10/2011	0.20	COUN 634 & FCS 320	Special	
Sharps, Nancy	Liberal Arts: Visual & Performing Arts	Adjunct	3,500.00	State	05/06/2011 - 07/10/2011	0.16	ART 230 & ART 227	Special	
Stephens, Lauren	Liberal Arts: Music	Adjunct	693.00	State	05/06/2011 - 07/10/2011	0.03	MUS 100F & 115F	Special	
Twirling, Dan	EHP&SW; Education	Adjunct	9,100.00	State	05/06/2011 - 07/10/2011	0.43	Student Teacher Supervision	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Chadron State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Twiford, Jenne	EHP&S;W. Education BEAMSS; Mathematical Sciences	Adjunct	2,450.00	State	07/10/2011 - 05/06/2011	0.11	Student Teacher Supervision	Special
Waugh, Barbara	EHP&S;W. Education BEAMSS; Mathematical Sciences	Adjunct	2,800.00	State	07/10/2011 - 05/06/2011	0.13	MATH 142-89	Special
Wess, Roger	EHP&S;W. Education	Adjunct	2,450.00	State	01/10/2011 - 05/06/2011	0.11	EDUC 431M-79 & Student Teacher Supervision	Special
Wilkinson, Jeffrey	Athletics	NA	3,000.00	State	05/06/2011 - 07/10/2011	0.25	Graduate Assistant; Appointment	Special
Winchester, Caroline	EHP&S;W. Education	Adjunct	2,100.00	State	07/10/2011 - 05/06/2011	0.10	EDUC 539-79	Special

<b>NON-UNIONIZED PROFESSIONAL STAFF</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dannell, Richard	BEAMSS; Mathematical Sciences EHP&S;W; Health, Physical Education & Recreation	Adjunct	4,200.00	State	07/10/2011 - 05/06/2011	0.20	MATH 133 & 138	Special
Martin, Ben	EHP&S;W. Education	Adjunct	700.00	State	01/10/2011 - 05/06/2011	0.03	HPER 426	Special
Zeller, LaWayne	EHP&S;W. Education	Adjunct	5,600.00	State	01/10/2011 - 05/06/2011	0.27	EDUC 131-79, 321-01, 413e-01, 414e-01 and 416e-01	Special
Zeller, LaWayne	EHP&S;W. Education	Adjunct	333.34	State	07/10/2011 - 05/06/2011	NA	ITV Course; EDUC 321	Special

<b>UNIONIZED SUPPORT STAFF</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dunn, Diane	Physical Facilities; Custodian Foundation; Office	NA	1,526.00/mo	State	2/1/2011	1.00	New Appointment; Replaces Tim Walczyk	NA
Baily, Janel	Foundation; Office Assistant II	NA	1,766.00/mo	State	3/14/2011	1.00	New Appointment; Replaces Robyn Foral	NA
Foral, Robyn	Foundation; Office Assistant II	NA	2,349.16/mo	State	08/27/1997 - 02/20/2011	1.00	Resignation	NA
Foral, Robyn	Admissions; Academic Credentials Technician	NA	2,624.16/mo	State	2/21/2011	1.00	New Appointment; Replaces Lisa White	NA
Rasmussen, Antone	Physical Facilities; Custodian	NA	1,526.00/mo	Revenue Bond	2/1/2011	1.00	New Appointment; Replaces Douglas Smith	NA
Ruleaux, Francelia	Physical Facilities; Custodian	NA	1,542.67/mo	Revenue Bond	7/6/2010 - 02/28/2011	1.00	Termination	NA
Smith, Douglas	Physical Facilities; Custodian	NA	1,555.09/mo	Revenue Bond	08/08/2005 - 01/20/2011	1.00	Termination	NA

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>RANKED FACULTY</b> (FULL-TIME/.75 FTE OR MORE)									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Albury, Renetta	School of Arts and Sciences	Instructor	\$49,000.00	State	08/19/11-05/05/12	1 AY	Appointment Directed Study-	Specific, Non-tenure	
Clemente, William	School of Arts and Sciences	Professor	\$259.00	State	01/10/11-05/07/11	.10 AY	ENG 497-000C Course	Special	
Clemente, William	School of Arts and Sciences	Professor	\$1,200.00	State	01/10/11-05/07/11	.10 AY	Development, ENG 320	Special	
Crook, Sara	School of Arts and Sciences	Professor	\$258.00	State	01/10/11-05/07/11	.10 AY	Directed Study, HIST 497-000A	Special	
Davis, Spencer	School of Arts and Sciences	Professor	\$518.00	State	01/10/11-05/07/11	.20 AY	Directed Study, ANTH 497-000a and HIST 497-000B	Special	
Ediger, Thomas	School of Arts and Sciences	Professor	\$1,121.00	State	01/10/11-05/07/11	.10 AY	Directed Study, MUSC 120-000E, MUSC 220-000E, MUSC 320-000E	Special	
Ediger, Thomas	School of Arts and Sciences	Professor	\$1,035.00	State	08/20/10-12/17/10	.10 AY	Directed Study, MUSC 120-00E, MUSC 220-000E, MUSC 320-000E	Special	
Griffin, K. Brad	School of Professional Studies	Instructor	\$1,784.48	State	01/10/11-05/07/11	.10 AY	Directed Study, CMIS 497-000A	Special	
Hinrichs, Paul	School of Arts and Sciences	Associate Professor	\$776.00	State	01/10/11-05/07/11	.20 AY	Directed Study, MATH 497-00A, MATH 497-000C	Special	
Holtz, Dan	School of Arts and Sciences	Professor	\$518.00	State	01/10/11-05/07/11	.20 AY	Directed Study, ENG 497-000A, ENG 497-000B	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>RANKED FACULTY</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ibrayeva, Elina	School of Professional Studies	Professor	\$71,000.00	State	08/19/11-05/05/12	1 AY	Appointment	Specific, Tenure Track
Knape, Aaron	School of Professional Studies	Instructor	\$53,000.00	State	08/19/11-05/05/12	1 AY	Appointment	Specific, Non-tenure
Meints, Kenneth	School of Arts and Sciences	Assistant Professor	\$1,725.00	State	01/10/11-05/07/11	.10 AY	Directed Study, MUSC 120-000B, MUSC 120-000C, MUSC 120-000D, MUSC 220-000B, MUSC 220-000C, MUSC 320-00B, MUSC 320-00C, MUSC 420-000B	Special
Meints, Kenneth	School of Arts and Sciences	Assistant Professor	\$1,294.00	State	08/20/10-12/17/10	.10 AY	Directed Study, MUSC 220-000B, MUSC 220-000C, MUSC 320-000B, MUSC 320-000C, MUSC 420-00B	Special
Sinkhorn, Keith	School of Arts and Sciences	Assistant Professor	\$1,294.00	State	01/10/11-05/07/11	.10 AY	Directed Study, MATH 497-000B	Special
Wusk, Evi	School of Education	Assistant Professor	\$47,000.00	State	08/19/11-05/05/12	1 AY	Appointment	Specific, Tenure Track

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

**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
Bingham, Seth	Assistant Director, Residence Life	N/A	\$3,500	Revenue Bond	12/01/10-06/30/11	N/A	Temporary pay adjustment reflects assigned added responsibilities	N/A
Harshbarger, Ted	Associate Athletic Director	N/A	\$1,022.00	State	01/10/11-05/07/11	.07 AY	Stipend, COLL 401-049X, COLL 401-049Y	Special
Holtz, Alice	Cooperative Education Coordinator	N/A	\$150.00	State	01/10/11-05/07/11	.03 AY	Stipend, COLL 101-49B	Special
Leise, Heather	Assistant Registrar	N/A	\$32,800.00	State	06/30/11	1 FY	Appointment	Special
Melvin, Brent	Athletic Trainer	N/A	\$1,400.00	State	01/10/11-05/07/11	.07 AY	Stipend, HPER 215-00A	Special
Melvin, Vickie	Athletic Trainer	N/A	\$2,100.00	State	01/10/11-05/07/11	.10 AY	Stipend, HPER 325-00A	Special

**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
Galardi, Greg	Dean, School of Professional Studies	N/A	\$2,100.00	State	01/10/11-05/07/11	.10 AY	Stipend, CJUS 110-000A	Special
Johnson, Dwayne	Interim Director, Facility Services	N/A	\$6,250.00/month	State	02/21/11-05/20/11	.25 AY	Interim Appointment	Special
Kupper, Jodi	Dean, School of Education	N/A	\$5,652.00	State	01/10/11-05/07/11	.20 AY	Stipend, EDUC 623 049V, EDUC 600 FBX	Special
Roberts, Laura	Director, Online Services and Offutt Operations	N/A	\$8,304.00	State	03/04/11; 03/14/11-05/06/11	.20 AY	Stipend, PSYC 250-049X, PSYC 250-049Y	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>RANKED FACULTY (OVERLOAD)</b>								
<b>Name</b>	<b>Title/Assignment</b>	<b>Rank</b>	<b>Salary</b>	<b>Funding Source</b>	<b>Period of Employment</b>	<b>FTE</b>	<b>Reason for Action</b>	<b>Type of Appointment</b>
Barger, Michael	School of Arts and Sciences	Associate Professor	\$3,569.00	State	01/10/11-05/07/11	.10 AY	Overload for additional lab duties	Special
Devaney, Douglas	School of Professional Studies	Assistant Professor	\$3,180.00	State	01/10/11-05/07/11	.10 AY	Overload, CJUS 495-049A	Special
Gardner, Kelli	School of Professional Studies	Assistant Professor	\$2,933.00	State	01/10/11-05/07/11	.10 AY	Overload, PSYC 495-049A	Special
Hnida, John	School of Arts and Sciences	Professor	\$3,882.00	State	08/20/10-12/17/10	.10 AY	Overload for additional lab duties	Special
Hnida, John	School of Arts and Sciences	Professor	\$2,588.00	State	01/10/11-05/07/11	.07 AY	Overload for additional lab duties	Special
Ryan, H. Kyle	School of Education	Assistant Professor	\$3,120.00	State	01/10/11-05/07/11	.10 AY	Overload for HLC Subcommittee Chair	Special
Welsh, Dennis	School of Arts and Sciences	Associate Professor	\$7,570.00	State	08/20/10-12/17/10	.20 AY	Overload for additional lab duties	Special
Welsh, Dennis	School of Arts and Sciences	Associate Professor	\$6,309.00	State	01/10/11-05/07/11	.17 AY	Overload for additional lab duties	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>NON-UNIONIZED PROFESSIONAL STAFF</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bakker, Caleb	Aide to Athletic Trainer	N/A	\$4,200.00	State	01/10/11-05/07/11	.20 AY	Stipend, HPER 215-00B, CPR,AED,HPER 215-00C, CPR,AED,HPER 101-00B	Special

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Albert, Allan	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, EDUC 205-49Y	Special
Albert, Allan	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	01/10/11-03/04/11	.10 AY	Appointment, EDUC 205-49X	Special



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>NON-RANKED FACULTY</b>									
<b>(PART-TIME/LESS THAN .75 FTE)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Bennett, Pamela	School of Professional Studies	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, SOWK 420-049Y	Special	
Benscoter, Andrew	School of Arts and Sciences	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	01/10/11-03/04/11	.10 AY	Appointment, ENG 202-49X	Special	
Bowen, Tim	School of Education	N/A	\$700/cr.hr.	State	03/14/11-05/06/11	.10 AY	Appointment, HPER 313-02A	Special	
Cain, Ellen	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, SPED 405-00Z	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Cartegena, Teresa	School of Education	N/A	\$50/cr. hr. / student for first 10; \$34/cr. hr. / student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, SPED 353-00Z	Special	
Dunekacke, Susan	School of Arts and Sciences	N/A	\$700/cr. hr.	State	01/10/11-05/06/11	.30 AY	Appointment, ENG 101-000B, ENG 201-000B, ENG 201-000D	Special	
Engel, Linda	School of Education	N/A	\$700/cr. hr.	State	01/10/11-05/06/11	.07 AY	Appointment, EDUC 301-01A, EDUC 302-01A	Special	
Glasshoff, Wanda	School of Education	N/A	\$700/cr. hr.	State	03/14/11-05/06/11	.10 AY	Appointment, EDUC 403-02A	Special	
Glasshoff, Wanda	School of Education	N/A	\$700/cr. hr.	State	01/10/11-03/04/11	.10 AY	Appointment, EDUC 334-02A	Special	
Hays, Jon	School of Arts and Sciences	N/A	\$50/cr. hr. / student for first 10; \$34/cr. hr. / student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, HIST 302-049Y	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

<b>NON-RANKED FACULTY</b>									
<b>(PART-TIME/LESS THAN .75 FTE)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Hoehn, Jorja	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	01/10/11-03/04/11	.07 AY	Appointment, HPER 101-49X	Special	
Hoehn, Jorja	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	03/14/11-05/06/11	.13 AY	Appointment, HPER 101-49Y, HPER 101-49W	Special	
Hogue, Rita	School of Education	N/A	\$700/cr.hr.	State	01/10/11-05/06/11	.03 AY	Appointment, SPED 309-01A	Special	
Judkins, Laura	School of Education	N/A	\$50/cr.hr./ student for first 10; \$34/cr.hr./ student for each student above 10	State	01/10/11-03/04/11	.10 AY	Appointment, EDUC 310-49X	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

**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
Judkins, Laura	School of Education	N/A	\$50/cr. hr./ student for first 10; \$34/cr. hr./ student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, EDUC 434-49Y	Special
Olson, Nicole	School of Education	N/A	\$700/cr. hr.	State	01/10/11-03/04/11	.10 AY	Appointment, EDUC 327-02A	Special
Olson, Nicole	School of Education	N/A	\$700/cr. hr.	State	03/14/11-05/06/11	.10 AY	Appointment, EDUC 326-02A	Special
Robke, Gregg	Graduate Programs	N/A	50% of Revenue	State	03/09/11-03/10/11	.03 AY	Appointment, INS 590-12A	Special
Robke, Gregg	Graduate Programs	N/A	50% of Revenue	State	03/17/11-03/18/11	.03 AY	Appointment, INS 590-12B	Special
Robke, Gregg	Graduate Programs	N/A	\$60/cr. hr./ student to 12 students or \$710/cr. hr. for 13 students or more	State	04/28/11-04/29/11	.03 AY	Appointment, INS 590-55A	Special
Shields, Charlotte	School of Arts and Sciences	N/A	\$2,000.00	State	01/10/11-05/06/11	N/A	Appointment, Show Choir duties	Special
Shields, Charlotte	School of Arts and Sciences	N/A	\$700/cr. hr.	State	01/10/11-05/06/11	.20 AY	Appointment, Applied Music-Voice	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Peru State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Shields, Charlotte	School of Arts and Sciences	N/A	\$700/cr.hr. \$70/cr.hr./student or \$700/cr.hr./if 10 or more students enroll	State	01/10/11-05/06/11	.03 AY	Appointment, MUSC 104-000A	Special
Stahr, Peggy	Graduate Programs	N/A	\$70/cr.hr./student or \$700/cr.hr./if 10 or more students enroll	State	07/11/11-07/25/11	.10 AY	Appointment, INS 590-55A	Special
Stahr, Peggy	Graduate Programs	N/A	\$70/cr.hr./student or \$700/cr.hr./if 10 or more students enroll	State	07/18/11-07/22/11	.10 AY	Appointment, INS 590-55B	Special
Thompson, Gary	School of Education	N/A	\$700/cr.hr. \$50/cr.hr./student for first 10; \$34/cr.hr./student for each student above 10	State	01/10/11-05/06/11	.07 AY	Appointment, EDUC 301-02A, EDUC 302-02A	Special
Tracy, Brenda	School of Education	N/A	\$34/cr.hr./student for each student above 10	State	03/14/11-05/06/11	.10 AY	Appointment, SPED 200-49Y	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Peru State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Tracy, Brenda	School of Education	N/A	\$50/cr. hr. / student for first 10; \$34/cr. hr. / student for each student above 10	State	01/10/11-03/04/11	.10 AY	Appointment, SPED 200-49X	Special	
Unger, Jill	School of Education	N/A	\$700/cr. hr.	State	01/10-11-03/04/11	.10 AY	Appointment, EDUC 328-02A	Special	
Unger, Jill	School of Education	N/A	\$700/cr. hr.	State	03/14/11-05/06/11	.10 AY	Appointment, EDUC 430-02A	Special	
Yohe, Susan	School of Education	N/A	\$700/cr. hr.	State	01/10/11-05/06/11	.07 AY	Appointment, EDUC 312-01A	Special	
Anderson, Teresa	School of Education	N/A	\$700.00	State	01/10/11-05/06/11	.03 AY	Student Teacher Supervision	Special	
Fethkenher, Larry	School of Education	N/A	\$6,650.00	State	01/10/11-05/06/11	.32 AY	Student Teacher Supervision	Special	
Green, Jane	School of Education	N/A	\$4,335 (previously reported \$5,035)	State	01/10/11-05/06/11	.21 AY	Student Teacher Supervision (reduced number of students)	Special	
Hafer, Chuck	School of Education	N/A	\$700.00	State	01/10/11-05/06/11	.03 AY	Student Teacher Supervision	Special	
Hicks, Russ	School of Education	N/A	\$875.00	State	01/10/11-05/06/11	.04 AY	Student Teacher Supervision	Special	
Meyer, Della	School of Education	N/A	\$2,060 (previously reported \$1,925)	State	01/10/11-05/06/11	.10 AY	Student Teacher Supervision (increased number of student teachers)	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Peru State College

**MEETING DATE:** March 25, 2011

**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
Cushman, Shaun	Custodian	N/A	\$1,526/ month	State	03/01/11- 06/30/11	1 FY	New Hire	Probationary
Reeves, Darrin	Security Officer II	N/A	\$250/ month	State	12/01/10- 03/31/11	N/A	Temporary Additional Duties	N/A

**FOUNDATION STAFF**

(FULL-TIME/.75 FTE OR MORE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Fettig, John	Senior Advancement Officer	N/A	\$63,750	PSC Founda- tion	03/01/11- 06/30/11	.75 FY	Appointment	N/A

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE : Wayne State College  
MEETING DATE: March 25, 2011**

**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
Bohnet, David	Music	Associate Professor	\$57,018.00 + negotiated increase for 2011-12	State	8/19/11 – 5/9/12	1.0	Sabbatical for Fall 2011, With Pay	N/A
Emmeier, Sally	Technology and Applied Sciences	Instructor	\$46,483.00 + negotiated increase for 2011-12	State	8/19/11 – 5/9/12	1.0	Terminal Contract	N/A
Christensen, Linda	Music	Associate Professor	\$57,200.00 + negotiated increase for 2011-12	State	8/19/11 – 5/9/12	1.0	Sabbatical for Spring 2012, With Pay	N/A
Hayford, Barbara	Life Sciences	Associate Professor	\$53,446.00 + negotiated increase for 2011-12	State	8/19/11 – 5/9/12	1.0	Leave of Absence for 2011-12 Academic Year, With Half Pay	N/A

**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
Rosebrock, Wyatt	Security Coordinator	N/A	\$45,000.00, Prorated \$22,096.23	State	1/20/11 – 6/30/11	1.0	Salary Adjustment; Additional Duties	Special
Roy, Donovan	Director of Minority Affairs	N/A	\$48,206.00	State	7/7/08 – 6/30/11	1.0	Resignation	N/A



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE: Wayne State College  
MEETING DATE: March 25, 2011**

<b>RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bertrias, Randy	School of Natural and Social Sciences	Professor	\$100.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special
Blankenau, Joseph	School of Natural and Social Sciences	Professor	\$50.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special
Bruffat, Alan	Language and Literature	Professor	\$4,476.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; SPA 305-01	Special
Buryanek, Donald	Technology and Applied Sciences	Assistant Professor	\$1,151.00	State	1/10/11 – 5/11/11	.03	Appointment, overload; ITE 214-01, ITE 307-01, ITE 314-01	Special
Christensen, Douglas	Life Sciences	Professor	\$3,882.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; BIO 496-01	Special
Dalal, Meenkshi	School of Natural and Social Sciences	Professor	\$50.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special
DeBoer, Buffany	Life Sciences	Interim Instructor	\$1,051.00	State	1/10/11 – 5/11/11	.043	Appointment, overload; BIO 102-10	Special
Dillard, Kelly	Physical Sciences and Mathematics	Assistant Professor	\$1,517.00	State	1/10/11 – 5/11/11	.055	Appointment, overload; EAS 120-02	Special
Ehmeier, Sally	Technology and Applied Sciences	Instructor	\$279.00	State	1/10/11 – 5/11/11	.01	Appointment, overload; FCS 205-01	Special
Ellis, Susan	School of Natural and Social Sciences	Professor	\$50.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special
Eitel, Mary	Physical Sciences and Mathematics	Professor	\$1,899.00	State	1/10/11 – 5/11/11	.044	Appointment, overload; PHS 102-04	Special
Everett, Pamela	Sociology, Psychology and Criminal Justice	Assistant Professor	\$2,808.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; CJA 488-03	Special
Hansen, Pearl	Art and Design	Professor	\$9,991.00	State	1/10/11 – 5/11/11	.199	Art Education coursework and student teacher observations	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE: Wayne State College  
MEETING DATE: March 25, 2011**

<b>RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Karlen, Jean	Sociology, Psychology and Criminal Justice	Professor	\$5,238.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; PSY 230-01	Special	
Kietzmann, Glenn	Life Sciences	Professor	\$6,377.00	State	1/10/11 – 5/11/11	.14	Appointment, overload; BIO 102-04, BIO 102-05, RHOP	Special	
Lawrence, Gloria	Sociology, Psychology and Criminal Justice	Professor	\$4,575.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; PSY 101-04	Special	
Lindberg, Judith	Technology and Applied Sciences	Professor	\$3,535.00	State	1/10/11 – 5/11/11	.077	Appointment, overload; FCS 106-01, FCS 202-01	Special	
Loggins, Ronald	Life Sciences	Assistant Professor	\$1,828.00	State	1/10/11 – 5/11/11	.067	Appointment, overload; BIO 200-03	Special	
Miller, Daniel	Sociology, Psychology and Criminal Justice	Associate Professor	\$3,858.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; PSY 101-03	Special	
Parker, Charles	Business and Economics	Professor	\$4,179.00	State	1/10/11 – 5/11/11	.10	Appointment, overload; BUS 226-01	Special	
Rawlings, Lesli	School of Natural and Social Sciences	Assistant Professor	\$50.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special	
Renzelman, John	Technology and Applied Sciences	Professor	\$1,489.00	State	1/10/11 – 5/11/11	.03	Appointment, overload; ITE 108-01, ITE 109-02, ITE 315-01	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE : Wayne State College  
MEETING DATE: March 25, 2011**

<b>RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Renzelman, John	Continuing Education	Professor	\$4,963.00	State	1/10/11 – 5/6/11	.10	Appointment, overload; ITE 312-00W0	Special
Taber, Douglass	School of Natural and Social Sciences	Professor	\$50.00	State	11/14/10 – 11/16/10	n/a	Speaker for LEAD Meetings	Special
Walker, Karen	Continuing Education	Professor	\$4,900.00	State	1/10/11 – 5/6/11	.10	Appointment, overload; PSY 600-00W0	Special
Wilcox, Daryl	Continuing Education	Professor	\$500.00	State	1/10/11 – 3/4/11	n/a	SPD 530-00T1/T2; two receive sites	Special
Young, Todd	Physical Sciences and Mathematics	Professor	\$5,603.00	State	1/10/11 – 5/11/11	.144	Appointment, overload; EAS 250-01, CHE 457-01	Special

<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Angeroth, Kathleen	Music	N/A	\$2,373.00 (previously reported \$2,008 salary 1/19/11 report)	State	1/10/11 – 5/11/11	.108	MUS 124-01, MUS 172-01, MUS 126-01, MUS 143-01 (added MUS 143-01 course)	Special
Beach, Gerald	Educational Foundations and Leadership	N/A	\$3,720.00 (previously reported \$4,680 salary 1/19/11 report)	State	1/10/11 – 5/11/11	.20	EDU 786-01, EDU 790-01 (prorated salary for reduced course enrollment in 786-01)	Special
Bergechev, Mike	Computer Technology and Information Systems	N/A	\$730.00	State	1/10/11 – 5/11/11	.033	CIS 231-02	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bremer, Deloy	Educational Foundations and Leadership	N/A	\$847.00	State	1/10/11 – 5/11/11	.039	Student Teacher Supervision	Special
Brodersen, Susan	Technology and Applied Sciences	N/A	\$2,190.00	State	1/10/11 – 5/11/11	.10	FCS 110-01	Special
Bruening, Kristie	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Bunchek, Ross	Health, Human Performance and Sport	N/A	\$2,500.00 + 9 hrs. tuition waiver	State	1/10/11 – 5/11/11	.125	Graduate Assistant	Special
Carnes, Ron	Educational Foundations and Leadership	N/A	\$1,825.00	State	1/10/11 – 5/11/11	.083	Student Teacher Supervision	Special
Chapman, Carrie	Communication Arts	N/A	\$4,380.00	State	1/10/11 – 5/11/11	.20	CNA 331-01, CNA T220/420	Special
Curtiss, James	Educational Foundations and Leadership	N/A	\$2,190.00	State	1/10/11 – 5/11/11	.10	Student Teacher Supervision	Special
Deuel, Nancy	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Dion, Lora	Counseling Center	N/A	\$2,920.00	State	1/10/11 – 5/11/11	.133	Writing Help Desk	Special
Fleming, Angela	Technology and Applied Sciences	N/A	\$4,818.00	State	1/10/11 – 5/11/11	.17	FCS 305-01, ITE 211-01	Special
Gray, Tricia	Continuing Education	N/A	\$5,356.00	State	1/10/11 – 5/6/11	n/a	Fremont #5 Community of Learning	Special
Haisch, Lynette	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Hale, Stan	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	Student Teacher Supervision	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hansen, Dale	Business and Economics	N/A	\$2,190.00	State	1/10/11 – 5/11/11	.10	BUS 122-01	Special
Hansen, Mary	Educational Foundations and Leadership	N/A	\$5,110.00 (previously reported \$4,380 salary 1/19/11 report)	State	1/10/11 – 5/11/11	.233	EDU 111-01, EDU 275-02, EDU 335-01, EDU 400 (added EDU 400 course)	Special
Harrison, Kurt	Educational Foundations and Leadership	N/A	\$3,891.00	State	1/10/11 – 5/11/11	.178	Student Teacher Supervision	Special
Henning, Mark	Technology and Applied Sciences	N/A	\$2,190.00	State	1/10/11 – 5/11/11	.10	ITE 203-01	Special
Hoffart, Cathy	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Hoffman, Cara	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Jeffries, Curt	Technology and Applied Sciences	N/A	\$2,190.00	State	1/10/11 – 5/11/11	.10	ITE 363-01	Special
Jenkins-Rohde, Patricia	Educational Foundations and Leadership	N/A	\$482.00	State	1/10/11 – 5/11/11	.022	Student Teacher Supervision	Special
Johnson, Brian	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Johnson, Kathy	Educational Foundations and Leadership	N/A	\$3,891.00	State	1/10/11 – 5/11/11	.178	Student Teacher Supervision	Special
Kaufman, Jenna	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Kinnett, Toya	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Kinning, Shauna	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Lamore, Cheryl	Educational Foundations and Leadership	N/A	\$1,460.00	State	1/10/11 – 5/11/11	.067	Student Teacher Supervision	Special
Lechner, Becky	Continuing Education	N/A	\$2,190.00	State	1/13/11 – 3/3/11	.10	EDU 568-00H0	Special
Martin, Barry	Educational Foundations and Leadership	N/A	\$3,285.00	State	1/10/11 – 5/11/11	.15	Student Teacher Supervision	Special
Masters, Logan	Athletics – Football	N/A	\$2,500.00 + 9 hrs. tuition waiver	State	1/10/11 – 5/11/11	.125	Graduate Assistant	Special
Nelson, Amanda	Athletics – Volleyball	N/A	\$2,500.00 + 9 hrs. tuition waiver	State	1/10/11 – 5/11/11	.125	Graduate Assistant	Special
Owens, Richard	Counseling and Special Education	N/A	\$4,380.00	State	1/10/11 – 5/11/11	.20	SPD 361-01	Special
Paige, Sharyn	Educational Foundations and Leadership	N/A	\$1,095.00	State	1/10/11 – 5/11/11	.05	Student Teacher Supervision	Special
Parker, Karen	Computer Technology and Information Systems	N/A	\$2,920.00	State	1/10/11 – 5/11/11	.133	CIS 230-01, CIS 231-03, CIS 232-01, CIS 232-02	Special
Ruskamp, Lori	Educational Foundations and Leadership	N/A	\$1,942.00	State	1/10/11 – 5/11/11	.089	Student Teacher Supervision	Special
Schultz, Shelly	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special
Smith, Micah	Athletics – Football	N/A	\$5,000.00 + 18 hrs. tuition waiver	State	1/12/09 – 1/6/11	.25	Resignation	N/A

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
COLLEGE: Wayne State College  
MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Spahn, Randall	Educational Foundations and Leadership	N/A	\$4,862.00	State	1/10/11 – 5/11/11	.222	Student Teacher Supervision	Special	
Steinman, Linda	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special	
Sweeney, Karen	Educational Foundations and Leadership	N/A	\$847.00	State	1/10/11 – 5/11/11	.039	Student Teacher Supervision	Special	
Tegeler, Linda	Educational Foundations and Leadership	N/A	\$365.00	State	1/10/11 – 5/11/11	.017	EDU 435	Special	
Tusha, Mary	Educational Foundations and Leadership	N/A	\$3,767.00	State	1/10/11 – 5/11/11	.172	Student Teacher Supervision	Special	
Vitters, Richard	Educational Foundations and Leadership	N/A	\$1,825.00	State	1/10/11 – 5/11/11	.083	Student Teacher Supervision	Special	
Weber, Brad	Music	N/A	\$2,059.00 (previously reported \$2,190 salary in 1/19/11 report)	State	1/10/11 – 5/11/11	.094	MUS 128-01, MUS 177-01, MUS 196-01 MUS 454-01 (added MUS 454-01 course and course load adjustments for MUS 128-01 and MUS 196-01)	Special	
White, Seth	Athletics – Football	N/A	\$5,000.00 + 18 hrs. tuition waiver	State	2/2/09 – 12/1/10	.25	Resignation	N/A	
Witgen, Mary	Educational Foundations and Leadership	N/A	\$1,095.00	State	1/10/11 – 5/11/11	.05	Student Teacher Supervision	Special	
Wormer, Greg	Technology and Applied Sciences	N/A	\$4,380.00	State	1/10/11 – 5/11/11	.20	EPS 300-06, EPS 300-07	Special	

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: Wayne State College**  
**MEETING DATE: March 25, 2011**

<b>NON-RANKED FACULTY</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Wulf, Jerad	Continuing Education	N/A	\$2,190.00	State	1/13/11 – 4/28/11	.10	SPD 151-0081	Special
Zeiss, Donald	Educational Foundations and Leadership	N/A	\$3,650.00	State	1/10/11 – 5/11/11	.167	Student Teacher Supervision	Special

<b>UNIONIZED SUPPORT STAFF</b> (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Baier, Matt	Maintenance Repair Worker II	N/A	\$1,896.00/mo.	Revenue Bond	2/1/11	1.0	New Hire, Replaces Lydell Heggemeyer	N/A
Brandow, Jenny	Academic Records Clerk	N/A	\$1,765.67/mo.	State	5/24/10 - 2/2/11	1.0	Resignation	N/A
Brandow, Jenny	Office Assistant II	N/A	\$1,889.67/mo.	State	2/3/11	1.0	New Hire, Replaces Cynthia Franzen	N/A
Franzen, Cynthia	Office Assistant II	N/A	\$1,946.30/mo.	State	5/23/05 – 1/18/11	1.0	Resignation	N/A
Franzen, Cynthia	Academic Credentials Technician	N/A	\$2,083.34/mo.	State	1/19/11	1.0	New Hire, Replaces Heather Leise	N/A
Leise, Heather	Academic Credentials Technician	N/A	\$2,423.34/mo.	State	5/6/02 – 1/14/11	1.0	Resignation	N/A
Oswald, Laurie	Office Assistant I	N/A	\$1,825.34/mo.	State	3/2/09 – 3/8/11	1.0	Resignation	N/A
Oswald, Laurie	Office Assistant II	N/A	\$2,065.34 /mo.	State	3/9/11	1.0	New Hire, Replaces Jenny Brandow;	N/A

<b>NON-UNIONIZED SUPPORT STAFF</b> (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Greve, Rhea	Office Assistant I	N/A	\$869.45/mo.	State	3/2/06 – 2/25/11	.50	Resignation	N/A
Stevens, Jolene	Custodian	N/A	\$763.00/mo.	State	8/23/10 – 2/1/11	.50	Resignation	N/A



**REPORT OF PERSONNEL ACTIONS**  
**Nebraska State College System Office**  
**MEETING DATE: March 25, 2011**

<b>NON-UNIONIZED PROFESSIONAL STAFF</b>									
<b>(PART-TIME/LESS THAN .75 FTE)</b>									
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment	
Inwin-Gish, Sheri	Associate Vice Chancellor for Communications, Marketing & System Relations	NA	38,975.00	State	06/19/2000 - 03/17/2011	0.625	Resignation	NA	

## Enrollment & Marketing Committee

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

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### Television/Radio Commercial Report

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. Publicize collaborative efforts and programs
  - e. Market the investment of an NSCS degree

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Platform Higher Education of Lenexa, KS, was selected to write and produce seven television commercials and 14 coordinating radio spots for the Nebraska State College System. Each college will have two TV and four radio commercials specific to the college. The joint Master of Science in Organizational Management degree will be marketed systemically with one TV and two radio commercials promoting interest in the program.

There are four separate work teams – one for each college and one joint team for the MSOM program. Each team has met and selected the concept or concepts for their commercials. Monday, March 21, Plattform will present the first draft of the storyboards, which are the scripts of each commercial with artwork/drawings of the specific video for the commercials. Each college will then have two weeks to make any needed changes or edits. Soon after, if weather permits, shooting will begin at the colleges. The contract states that all commercials will be completed in early June.

## **Enrollment and Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Samantha Meyer*

March 25, 2011

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### **NSCS Scholarship Luncheon Update**

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

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The NSCS Scholarship Luncheon will be held at the Holiday Inn Downtown on Friday, April 15. The luncheon will start at noon and conclude around 1:30 p.m. The keynote speaker is Governor Dave Heineman and hopefully we will have one additional alumni speaker.

All Board of Trustees Scholars and Governor's Opportunity Award recipients are invited and may bring their families. State legislators, the Board, the Presidents, admissions directors and the NSCS staff are also invited. The Legislature is on recess that day.

## Enrollment and Marketing Committee

*Michelle Suarez, Chair*

*Bob Engles*

*Isaac French*

March 25, 2011

### 2011 Board of Trustees' Scholarship Report (For Information Only)

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 NSCS received 336 Board of Trustees' Scholarship applications this year. The details are included below with a eight-year history.

<b>YEAR</b>	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>	<b>TOTAL</b>
<b>2004-05</b>	104	33	131	268
<b>2005-06</b>	94	36	177	307
<b>2006-07</b>	82	36	162	280
<b>2007-08</b>	97	34	161	292
<b>2008-09</b>	102	43	145	290
<b>2009-10</b>	104	47	205	356
<b>2010-11</b>	103	40	202	345
<b>2011-12</b>	121	31	184	336

All Nebraska students who received ACT scores of 25 or higher were mailed postcards about the BOT Scholarships. Letters, posters, high school newspaper press releases, and applications were mailed to Nebraska high school guidance counselors this fall. Press releases were also sent to Nebraska newspapers across the state and deadline reminders were sent via email in late December, as the application deadline was January 15.

Press releases will be sent to the *Omaha World Herald* and *Lincoln Journal Star* by the System Office, as well as the recipients' hometown media by the colleges. We also plan to congratulate the BOT Scholars and the three Governor's Opportunity Award recipients in the Scholarship Special Section of the *Omaha World-Herald* in May.

## Enrollment and Marketing Committee

*Michelle Suarez, Chair*

*Bob Engles*

*Isaac French*

March 25, 2011

### 2011 Governor's Opportunity Award Report (For Information Only)

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 NSCS received 158 Governor's Opportunity Award applications this December.

Recipients of the 2010-2011 Governor's Opportunity Award are:

Justy Renee Bullington, Mullen for Chadron State

Brad Hartzell, Plattsmouth for Peru State

Jonathon DeRocha, LaVista for Wayne State

The details are included below with a two-year history.

<b>YEAR</b>	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>	<b>TOTAL</b>
<b>2011-12</b>	19	14	125	158
<b>2010-11</b>	41	22	136	199
<b>2009-10</b>	34	17	90	141

All Nebraska students who received ACT scores between a 21 and 24 were mailed postcards about the GOA Scholarships. Letters, posters, high school newspaper press releases, and applications were mailed to Nebraska high school guidance counselors this fall. Press releases were also sent to Nebraska newspapers across the state deadline reminders were sent via email in November, as the application deadline was December 1.

Press releases will be sent to the *Omaha World Herald* and *Lincoln Journal Star* by the System Office, as well as the recipients' hometown media by the colleges. We also plan to congratulate the BOT Scholars and the three Governor's Opportunity Award recipients in the Scholarship Special Section of the *Omaha World-Herald* in May.

## Enrollment and Marketing Committee

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

### 2011-12 Davis-Chambers Freshman Scholarship

Priority: Financial Strength of the System  
 Goal: 2. Increase enrollment and retention  
 Strategy m. Award additional scholarships

This is the second year the Nebraska State College System offered the Davis-Chambers Freshmen Scholarship. Like the Davis-Chambers Transfer Student Scholarship, which the system has offered since 2004, the Davis-Chambers Freshman Scholarship was created to recognize academically promising students who often find that financial requirements of postsecondary education are a major obstacle to a college education. The freshman scholarship provides \$1,000 financial assistance per semester (fall and spring only) provided students meet the requirements.

Application forms were mailed to high school guidance counselors in October and were also available on the NSCS website. The deadline for applications is February 1.

To be eligible for the Davis-Chambers Freshmen Scholarship, an applicant must meet the following qualifications:

1. Be a graduate of an accredited high school located in the State of Nebraska
2. Enroll as a full-time undergraduate student at Chadron, Peru or Wayne State College in the fall of 2011
3. Have a 3.0 high school cumulative grade point average
4. Be a resident of the State of Nebraska
5. Complete an admissions application form for Chadron, Peru or Wayne State College
6. Complete and submit an estimated Free Application for Federal Student Aid (FAFSA)
7. Include a letter of recommendation from a community college professor or official

Other factors may be considered as appropriate, such as honors, activities and evidence of leadership.

Each college has a Davis-Chambers Freshman Scholar who was awarded the scholarship in the fall of 2010. The scholarship can be awarded for eight semesters provided the student maintains a 3.0 GPA.

YEAR	Chadron	Peru	Wayne	TOTAL
2011-12	31	11	55	97
2010-11	49	18	88	155

## Enrollment and Marketing Committee

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

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### 2011-12 Davis-Chambers Transfer Student Scholarship

Priorities: Educational Excellence and System Prominence

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The Davis-Chambers Transfer Student Scholarship was first offered by the NSCS in 2004. The scholarship was created to recognize academically promising students who often find that financial requirements of postsecondary education are a major obstacle to attending college. The renewable scholarship is provided through the Nebraska State College System for transfer students from Nebraska Community Colleges. The scholarship provides \$1,000 financial assistance per semester (fall and spring only) provided students meet the stated requirements.

Application forms were sent to the Nebraska Community Colleges and letters were sent to students identified by community college contacts. The application is available on the NSCS website and each community college website. The deadline for applications is March 1, but the community colleges representatives on the Davis-Chambers Committee have requested that we extend this deadline to March 15.

To be eligible for the Davis-Chambers Scholarship, an applicant must meet the following qualifications:

1. Be a graduate of an accredited high school located in the State of Nebraska
2. Be a transfer student from a Nebraska Community College and enrolled or planning to enroll as a full-time undergraduate student at Chadron, Peru or Wayne State College in the fall of 2011
3. Have a 3.0 Nebraska Community College cumulative grade point average
4. Be a resident of the State of Nebraska
5. Complete an application form for Chadron, Peru or Wayne State College
6. Complete and submit an estimated Free Application for Federal Student Aid (FAFSA)
7. Include a letter of recommendation from a community college professor or official

Other factors may be considered as appropriate, such as honors, activities and evidence of leadership.

Wayne State currently has one Davis-Chambers Transfer Student, Erik Palafox, who started in the fall of 2010. Provided he has a cumulative GPA of 3.0, he will continue to receive the scholarship in the fall of 2011 and spring 2012.

**Enrollment and Marketing Committee**

*Michelle Suarez, Chair*

*Bob Engles*

*Isaac French*

March 25, 2011

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Student Trustees' Update

Priorities: Educational Excellence & System Prominence

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Applications for the 2011-12 Student Trustees' positions were received in the System Office in early March. Chancellor Carpenter presented Governor Heineman with a booklet of all applicants' information and the Governor will select the new student trustees. We will keep you posted when the Governor announces his selection.



## **Enrollment and Marketing Committee**

*Michelle Suarez, Chair*

*Bob Engles*

*Isaac French*

March 25, 2011

---

### Senators' Reception Update

Priority: Greater System Prominence

- Goals:
1. Emphasize the benefits of a three-college system
  2. Increase awareness of the system
  4. Promote collaboration within the system

---

Nineteen state senators and the Lt. Governor attended the 2010 Senators' Reception held Tuesday, January 12 from 4-7 p.m. at The Ferguson Center. The attendance was affected by the heavy snowstorm that day.

The three college foundations sponsored the event jointly and we greatly appreciate their support.

The date of Wednesday, January 18, 2012 was also secured for the reception for next year. Please save the date.

**Enrollment and Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

2010-11 Non-Resident Scholars Report Update  
 (For Information Only)

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 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:

Freshmen:

- 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. Peru State adopted the One Rate, Any State Program for 2009-2010 as such it no longer participates in the Non-Resident Scholars Program.

**Enrollment and Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

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PSC Fall 2010 One Rate Any State Tuition Program Report (Report 2 of 3)  
For Information Only

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategies: g. Continually find ways to stretch limited resources as far as possible  
k. Promote innovative funding programs  
o. Award additional scholarships

---

In April 2009, the Board of Trustees approved a pilot project that provided a special tuition rate for non-resident onsite freshmen students at Peru State College. The three-year pilot program allowed Peru State to charge a special tuition rate for all on-campus non-resident freshmen, which is \$1 more per credit hour than the resident rates. In June 2009, the project was amended to include all new and returning non-resident onsite undergraduate students. Since this is a three-year pilot program, it was agreed that the college would provide an annual report to the Board about the program. This is the second report.

**Enrollment & Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

Enrollment Reports for Fall 2010  
 (For Information Only)

Priority: Financial Strength of the System  
 Goal: 2. Increase enrollment and retention

The enrollment reports that follow summarize end-of-semester enrollment at the Colleges for Fall 2010. System-wide enrollment decreased for the 2010 fall semester by 122 FTE or approximately 1.77% below the 2009 fall session. Listed below is a breakdown by college of the enrollment changes:

	<b>2009 FTE Enrollment</b>	<b>2010 FTE Enrollment</b>	<b>% Change</b>	<b>2009 Head Count</b>	<b>2010 Head Count</b>	<b>% Change</b>
Chadron	2,104	2,087	-0.80%	2,866	2,841	-0.87%
Peru	1,732	1,657	-4.34%	2,492	2,514	0.88%
Wayne	3,052	3,022	-0.98%	3,642	3,571	-1.95%
System Total	6,888	6,766	-1.77%	9,000	8,926	-0.82%

Listed below is an analysis of full-time students, undergraduate students, on-campus students, and resident students:

	<b>% of Full-Time Students (Headcount)</b>	<b>% of Undergraduate Students (Headcount)</b>	<b>% of On-Campus Students (Headcount)</b>	<b>% of Resident Students (Headcount)</b>
Chadron	62%	80%	60%	67%
Peru	53%	88%	38%	78%
Wayne	78%	80%	84%	85%
2010 System Total	66%	82%	63%	77%
2009 System Total	65%	80%	65%	79%

**END OF TERM ENROLLMENT REPORT\***  
**CHADRON STATE COLLEGE**  
 TERM: Fall 2010

<b>Type of Instruction</b>	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
Lower Division	1157	1219	5%	903	316	934	976
Upper Division	1212	1058	-13%	759	299	950	869
Graduate Division	497	564	13%	107	457	220	242
<b>TOTALS</b>	<b>2,866</b>	<b>2,841</b>	<b>-1%</b>	<b>1,769</b>	<b>1,072</b>	<b>2,104</b>	<b>2,087</b>
						Change in FTE	Percent Change
						-17	-0.80%
<b>Class Location</b>							
	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>On-Campus Students</b>							
Undergrads	1,796	1,639	-9%	1,469	170	1,595	1,518
Graduates	114	69	-39%	33	36	65	41
<b>TOTALS</b>	<b>1,910</b>	<b>1,708</b>	<b>-11%</b>	<b>1,502</b>	<b>206</b>	<b>1,660</b>	<b>1,559</b>
<b>Off-Campus Students</b>							
Undergrads	573	638	11%	193	445	289	328
Graduates	383	495	29%	74	421	155	200
<b>TOTALS</b>	<b>956</b>	<b>1,133</b>	<b>19%</b>	<b>267</b>	<b>866</b>	<b>444</b>	<b>528</b>
<b>Resident Status</b>							
	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>Resident Students</b>							
Undergrads	1,691	1,543	-9%	1,092	451	1,299	1,219
Graduates	341	356	4%	64	292	143	142
<b>TOTALS</b>	<b>2,032</b>	<b>1,899</b>	<b>-7%</b>	<b>1,156</b>	<b>743</b>	<b>1,442</b>	<b>1,361</b>
<b>Non-Resident Students</b>							
Undergrads	678	734	8%	570	164	584	627
Graduates	156	208	33%	43	165	77	99
<b>TOTALS</b>	<b>834</b>	<b>942</b>	<b>13%</b>	<b>613</b>	<b>329</b>	<b>661</b>	<b>726</b>

\*with Ws

**END OF TERM ENROLLMENT REPORT**  
**PERU STATE COLLEGE**  
 TERM: 2010 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
Lower Division	1041	1031	-1%	406	625	688	543
Upper Division	956	1177	23%	854	323	756	961
Graduate Division	495	306	-38%	63	243	289	153
<b>TOTALS</b>	<b>2,492</b>	<b>2,514</b>	<b>1%</b>	<b>1,323</b>	<b>1,191</b>	<b>1,732</b>	<b>1,657</b>
						Change in FTE	Percent Change
						-75	-4.34%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>On-Campus Students</b>							
Undergrads	901	953	6%	896	57	878	898
Graduates	35	0	-100%	0	0	33	0
<b>TOTALS</b>	<b>936</b>	<b>953</b>	<b>2%</b>	<b>896</b>	<b>57</b>	<b>911</b>	<b>898</b>
<b>Off-Campus Students</b>							
Undergrads	1,096	1,255	15%	364	891	565	607
Graduates	460	306	-33%	63	243	256	153
<b>TOTALS</b>	<b>1,556</b>	<b>1,561</b>	<b>0%</b>	<b>427</b>	<b>1,134</b>	<b>821</b>	<b>759</b>
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>Resident Students</b>							
Undergrads	1,603	1,721	7%	947	774	1,129	1,146
Graduates	399	228	-43%	52	176	234	116
<b>TOTALS</b>	<b>2,002</b>	<b>1,949</b>	<b>-3%</b>	<b>999</b>	<b>950</b>	<b>1,363</b>	<b>1,262</b>
<b>Non-Resident Students</b>							
Undergrads	394	487	24%	313	174	314	358
Graduates	96	78	-19%	11	67	54	36
<b>TOTALS</b>	<b>490</b>	<b>565</b>	<b>15%</b>	<b>324</b>	<b>241</b>	<b>369</b>	<b>395</b>

\*Totaling errors may occur as a result of rounding

**END OF TERM ENROLLMENT REPORT**  
**WAYNE STATE COLLEGE**  
 TERM: 2010 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
Lower Division	1,501	1,555	4%	1,503	52	1,426	1,471
Upper Division	1,336	1,301	-3%	1,199	102	1,247	1,218
Graduate Division	805	715	-11%	72	643	379	333
<b>TOTALS</b>	<b>3,642</b>	<b>3,571</b>	<b>-2%</b>	<b>2,774</b>	<b>797</b>	<b>3,052</b>	<b>3,022</b>
						Change in FTE	Percent Change
						-30	-0.98%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>On-Campus Students</b>							
Undergrads	2,800	2,815	1%	2,700	115	2,663	2,677
Graduates	241	177	-27%	48	129	131	93
<b>TOTALS</b>	<b>3,041</b>	<b>2,992</b>	<b>-2%</b>	<b>2,748</b>	<b>244</b>	<b>2,794</b>	<b>2,770</b>
<b>Off-Campus Students</b>							
Undergrads	37	41	11%	2	39	10	12
Graduates	564	538	-5%	24	514	248	240
<b>TOTALS</b>	<b>601</b>	<b>579</b>	<b>-4%</b>	<b>26</b>	<b>553</b>	<b>258</b>	<b>252</b>
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2009	FTE 2010
	2009	2010					
<b>Resident Students</b>							
Undergrads	2,442	2,468	1%	2,323	145	2,295	2,317
Graduates	662	579	-13%	52	527	303	262
<b>TOTALS</b>	<b>3,104</b>	<b>3,047</b>	<b>-2%</b>	<b>2,375</b>	<b>672</b>	<b>2,598</b>	<b>2,579</b>
<b>Non-Resident Students</b>							
Undergrads	395	388	-2%	379	9	378	372
Graduates	143	136	-5%	20	116	76	71
<b>TOTALS</b>	<b>538</b>	<b>524</b>	<b>-3%</b>	<b>399</b>	<b>125</b>	<b>454</b>	<b>443</b>

**Enrollment & Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

**Graduation Summaries  
 (For Information Only)**

Priority: Educational Excellence Throughout the System

Goal: 2. Create a college experience that enriches the lives of our students and prepares them for their chosen careers.

Board policy #3600 grants the President of each college the authority to confer the approved degrees to all students qualifying for graduation. No more than two (2) commencement exercises are authorized each year.

The Chancellor presents a summary report to the Board following each commencement that provides information on the number of graduates per degree and discipline in the System.

Attached is the summary of graduate information that has been provided by the colleges. Also included is notification of any Distinguished Service Awards or Honorary Degrees granted.

Listed below is a table providing comparative data from fall 2003 to fall 2009 for number of graduates (headcount) and number of degrees awarded. The data includes August and December graduates.

<b>Fall Graduation Summary</b>							
	<b>Chadron</b>		<b>Peru</b>		<b>Wayne</b>		<b>Total</b>
	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Degrees Awarded
2003	158	159	173	209	204	225	593
2004	151	151	103	127	224	240	518
2005	177	196	121	150	181	207	553
2006	158	176	162	196	219	245	617
2007	143	156	154	196	210	235	587
2008	108	119	168	197	214	247	563
2009	171	181	178	201	177	197	579
2010	139	159	196	212	314	338	709

Each of the College reports can be found under Item 5.7 in the Academic, Personnel & Student Affairs Section.



## **Enrollment & Marketing Committee**

*Michelle Suarez, Chair*  
*Bob Engles*  
*Isaac French*

March 25, 2011

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### **Final Fall NSCS Advantage Report (For Information Only)**

Priority: Financial Strength of the System

Goal: 5. Secure public and private funding sources

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

---

The Nebraska State College System Advantage program guarantees that first-time freshmen students who receive federal Pell grants will pay no tuition at Chadron, Peru and Wayne State Colleges for the 2009-10 academic year. The NSCS Advantage offers a new way for the Nebraska State College System to serve students, area communities and the state of Nebraska.

The NSCS Advantage is a pilot program for new freshmen students enrolling for the 2009-10 academic year at the three state colleges. Participants in this Program must be:

- A Nebraska Resident
- A federal Pell Grant recipient
- A new first-time freshman for the 2009-10 year
- Enrolled in at least 12 on-campus credit hours

The award is limited to a maximum of 16 credit hours per semester. Additional limitations are in place for the award of any remissions for online courses taken in addition to the 12 on-campus credit hours. The award is not available for transfer students.

Additional information will be provided to the Board at the meeting.

## Enrollment and Marketing Committee

*Michelle Suarez, Chair*  
*Bob Engles*  
*Samantha Meyer*

March 25, 2011

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### Plans for 2011-12

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

---

Korinne Tande, Vice Chancellor for Academic & Student Affairs, is currently working with the Council of Admissions and College Relations Officers to plan the annual retreat. At this event, the Council will evaluate the marketing efforts done in 2010-11 and recommend a list of marketing priorities for 2011-12 academic year. The recommendations will be used in conjunction with the priorities established at past board retreats and the information provided by students, faculty and staff during the college constituent meetings held at each college the last few years.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**Bond Update**

Priority: Financial Strength of the System

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

Strategy: j. Maintain facilities and improve physical environment

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An update will be provided at the meeting on Peru State's recent revenue bond issue, bond rating upgrades, and Wells Fargo's (bond trustee) recent reorganization. Included is an update from Scott Keene of Ameritas, who served as bond underwriter.

**Marc C. Munford**  
Assistant Vice President



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Bus: 402-467-6968 / Toll Free: 877-523-6198 / Cell: 402-677-2336 / E-mail [mmunford@ameritas.com](mailto:mmunford@ameritas.com)

February 22, 2011

Mr. Stan Carpenter  
Chancellor  
Nebraska State College System  
1115 K Street, Suite 102  
Lincoln NE 68508

Dear Stan:

I wanted to write to provide a brief summary of the Peru Student Fees and Facilities Revenue Bond financing completed in January. The bond sale was very successful, having such high demand that we were able to lower the rates on a number of the maturities, resulting in a true interest cost of only 4.44% in a very unsettled market. The high level of demand, I believe, was driven by two factors: the recent upgrade of the System's Standard & Poor's rating from "A" to "A+" and the designation of the bonds as "bank-qualified". These two elements combined to allow us to price the bonds very aggressively, yet still receive sufficient orders to complete the sale.

As you remember, Standard & Poor's provided a rating of "A" with a "Positive Outlook" to the Wayne Student Fees and Facilities Revenue Bonds in October 2010. A Positive Outlook indicates that the rating agency is considering an upgrade at some point in the future. The upgrade came earlier than expected with the rating of the Peru Bonds and the timing was very beneficial.

The rationale for this upgrade was primarily tied to the strength of the credit pledge, historically strong financial performance and consistently improving enrollment numbers. The strong credit pledge relates directly to the creation of the System's Master Resolution which combines the security of the individual College's revenue streams. The Board showed great confidence in you and the finance staff by adopting this change in 2002 and the Colleges have received the benefits ever since. I do not believe that we would have seen this rating upgrade without the creation of the combined revenue pledge. This upgrade alone probably saved the College 20 to 30 basis points in borrowing costs.

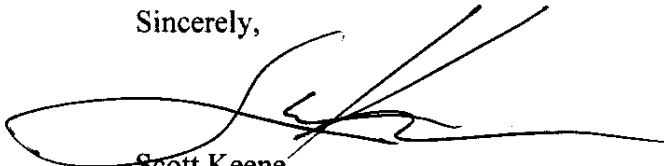
The second reason that the System's bonds were so well received was due to high demand from banks for Nebraska municipal bonds. The strong agriculture economy combined with a weakness in lending has resulted in banks having significant investment funds, a large portion of which are being put into tax-exempt bonds. The Board's

Page 2  
Mr. Stan Carpenter  
February 22, 2011

designation of the Peru Bonds as bank-qualified, by stating its intent to issue less than \$10 million of bonds this year, gave the banks additional incentive to invest in our issue. As a result, \$2.8 million of the \$3.6 million Peru financing and \$2.9 million of the \$5.0 million Wayne financing were purchased by banks in the state of Nebraska.

Again, congratulations to you, the Board and the Colleges on the rating upgrade, the successful completion of the bond issues and the continued academic and financial performance of the Nebraska State College System. It is nice to have national recognition of the System's achievements. Thank you again for allowing Ameritas to be a part of your team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Keene', with a large, sweeping flourish extending to the left.

Scott Keene  
Vice President and Managing Director

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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Capital Construction Progress Reports as of December 31, 2010  
(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

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As required by Board Policy 8050, the colleges have submitted the following capital construction progress reports on their respective construction projects.

**Chadron**

1. Administration Building Renovation – Resubmitted Final Report
2. Sparks Hall Renovation – Final Report

**Peru**

1. Al Wheeler Activity Center Addition/Renovation/Bleachers/AD Majors Demolition & Parking Lot – Final Report
2. Eliza Morgan Hall Renovation Phases II, III & IV – Interim Report

**Wayne**

1. Campus Services – Interim Report
2. Carhart Science Building Phase I – Interim Report
3. Carhart Science Building Phase II – Interim Report
4. College Center at South Sioux City – Interim Report
5. Pile Hall Renovation – Interim Report
6. Rice - Stadium Renovations Project – Interim Report
7. Stadium Decking – Interim Report

The State Building Division requires quarterly reports on all capital construction projects funded with state funds. Copies will be forwarded to that office for their files.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
**As Of December 31, 2010**

College: Chadron State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title:	Administration Bldg. Renovation	
	Program Number:		
	Professional Consultant:	Bahr Vermeer and Haecker	
	General Contractor:		
	Net Square Footage: 11,165	Gross Square Footage: 59,704	
	Bid Opening Date		
	Notice of Proceed Date		
	Estimated Completion Date		
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	Bahr Vermeer and Haecker	
	Needs Statement	(enter dates)	
	Program Statement	11/6/2002	
	Professional Services Contract	6/6/2002	
	Bonds Sold		
	Preliminary Plans		
	Design Development	12/21/2006	
	Construction Contract	6/18/2007	
	Substantial Completion		
Final Completion			
<b>Report Information</b>	Status	Initial Report:	7/7/2007
		Interim Report:	
		Final Report: X	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:605	\$4,915,322.00	
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$69,965.00	
	Capital Imp. Fee Commitment		
	Other		
Total Available	\$4,985,287.00		
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available		
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees & Reimb.	\$334,445.00	\$334,445.00	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$3,720,209.12	\$3,720,209.12	\$0.00
2. Fixed Equipment			
3. Sitework/Utilities			
Furnishings/Moveable Equip.	\$635,583.00	\$633,199.38	\$2,383.62
Contingency	\$225,257.50	\$204,993.96	\$20,263.54
Artwork	\$40,036.50	\$15,002.54	\$25,033.96
Other Items			
1. Special/Tech. Equipment			
2. Asbestos Abatement	\$69,965.00	\$75,480.00	-\$5,515.00
3. Signage	\$12,635.90	\$12,810.90	\$0.00
4. Venetian Blinds	\$27,366.23	\$27,366.23	\$0.00
Change Orders			
#1-Fuller Construction	\$16,816.80		
#2-Fuller Construction	\$10,509.40		
#3-Fuller Construction	\$4,747.60		
#4-Fuller Construction	\$16,653.10		
TOTALS	\$4,935,287.00	\$4,996,140.90	\$42,166.12

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
As Of December 31, 2010**

College: Chadron State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title:	Sparks Hall Renovation	
	Program Number:		
	Professional Consultant:	Bahr Vermeer and Haecker	
	General Contractor:	Fuller Construction	
	Net Square Footage: 11,165	Gross Square Footage: 17,218	
	Bid Opening Date	3/23/2006	
	Notice of Proceed Date	4/12/2006	
	Estimated Completion Date	7/1/2007	
	Final Acceptance Date	9/7/2007	
<b>Project Dates</b>	Professional Consultants:	Bahr Vermeer and Haecker	
	Needs Statement	(enter dates)	
	Program Statement	11/5/2002	
	Professional Services Contract	10/30/2005	
	Bonds Sold		
	Preliminary Plans		
	Design Development	11/23/2005	
	Construction Contract	4/12/2006	
	Substantial Completion	5/30/2007	
Final Completion	10/30/2007		
<b>Report Information</b>	Status	Initial Report:	6/2/2006
		Interim Report:	
		Final Report: X	3/25/2011
<b>Financial Information</b>			
State Buildings	State Funds--LB No:	\$2,680,450.00	
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$198,147.50	
	Capital Imp. Fee Commitment		
	Other		
	Total Available	\$2,878,597.50	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$2,878,597.50	
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees & Reimb.	\$174,500.00	\$174,500.00	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$2,495,000.00	\$2,495,000.00	\$0.00
2. Fixed Equipment			
3. Sitework/Utilities	\$30,814.50	\$30,814.50	\$0.00
Furnishings/Moveable Equip.	\$95,000.00	\$95,000.00	\$0.00
Contingency	\$91,385.00	\$63,283.00	\$28,102.00
Artwork	\$20,000.00	\$20,000.00	\$0.00
Other Items			
1. Special/Tech. Equipment			
2. Asbestos Abatement			
Change Orders			
1. Fuller Construction 4/25/06	-\$117,035.00		
2. Fuller Construction 10/17/06	\$12,646.00		
3. Fuller Construction 12/6/06	\$33,031.00		
4. Fuller Construction 12/12/06	\$14,831.00		
5. Fuller Construction 3/20/07	\$13,562.00		
6. Fuller Construction 7/16/07	\$13,000.00		
7. Fuller Construction 10/24/07	-\$6,046.00		
8. Fuller Construction 12/21/07	\$7,909.00		-\$28,102.00
TOTALS	\$2,878,597.50	\$2,878,597.50	\$0.00



**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
As of December 31, 2010

College: Peru State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title:	AWAC Addition/Renovation/Bleachers/ AD Majors Demolition and Parking Lot	
	Program Number:		
	Professional Consultant:	The Clark Enersen Partners	
	General Contractor:	Lueder Construction	
	Current Net Square Footage: 44,509	Current Gross Square Footage: 49,360	
	Addition Net: 8,512	Addition Gross: 17,280	
	Renovation Net: 32,597	Renovation Gross: 34,925	
	Bid Opening Date	3/29/2007	
	Notice to Proceed Date		
	Estimated Completion Date	5/1/2008, 8/16/2008, 12/31/2008	
Final Acceptance Date			
Project Dates	Professional Consultants:	The Clark Enersen Partners	
	Needs Statement		
	Program Statement		
	Professional Services Contract		
	Bonds Sold	8/15/06	
	Preliminary Plans		
	Design Development	9/15/06	
	Construction Contract	4/9/07	
	Substantial Completion	AWAC 5/1/2008	
	Final Completion	AWAC 5/1/2008	
<b>Report Information</b>	Status	Initial Report: Interim Report: <b>Final Report: X</b>	
<b>Financial Information</b>			
State Buildings	Proposed Budget	Expended to Date	Balance
State Funds--LB No:605	\$4,846,933.00	\$4,846,933.00	\$0.00
State Funds--LB No:605 (bleachers)	\$167,990.00	\$167,990.00	\$0.00
LB 1100 06-07	\$136,761.00	\$136,761.00	\$0.00
LB 1100 07-08	\$152,921.00	\$152,921.00	\$0.00
LB 605 5% ON AWAC	\$215,550.00	\$215,550.00	\$0.00
LB 605 5% ON Emer Power	\$30,000.00	\$30,000.00	\$0.00
LB 605 transferred from Generator	\$149,500.00	\$149,500.00	\$0.00
LB 605 transferred from Generator approved 1/13/2009	\$18,660.86	\$18,660.86	\$0.00
LB 605 transferred from Generator approved 6/19/2009	\$463.18	\$463.18	\$0.00
Capital Improvement Fee (IPF)	\$145,000.00	\$145,000.00	\$0.00
Cash Fund Adjustment 9/14/2007 (includes IPF)	\$337,500.00	\$337,500.00	\$0.00
Cash Fund Adjustment approved 6/19/2009	\$150,000.00	\$53,179.47	\$96,820.53
LB 605 add funds approved 6/19/2009	\$133,000.00	\$133,000.00	\$0.00
PSC Foundation (IPF)	\$250,000.00	\$250,000.00	\$0.00
LB No:605 Additional 6/6/08 (ADM)	\$300,000.00	\$300,000.00	\$0.00
Cash Fund Adjustment 6/6/2008 (ADM)	\$342,910.00	\$342,910.00	\$0.00
Federal EDI Funds (ADM)	\$148,500.00	\$148,500.00	\$0.00
Cash Fund Release 11/12/2010	-\$96,820.53	\$0.00	-\$96,820.53
<b>Grand Total AWAC and AD Majors</b>	<b>\$7,428,868.51</b>	<b>\$7,428,868.51</b>	<b>\$0.00</b>
Revenue Bond Buildings	Bonds Sold	\$	
	Costs of Issuance/Reserves	\$	
	Balances of Proceeds	\$	
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings	\$	
	3. Other	\$	
	Total Available	\$	
<b>Expenditure Information</b>			
	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees (plus reimbursables)	\$395,289.59	\$395,289.59	\$0.00
Life Cycle Cost Analysis			
Construction			
<b>1. AWAC Bid Amount</b>	\$5,613,000.00		
2. Value Engineering Deduct (CO#01)	-\$107,802.00		
3. Deduct for LB 1100 HVAC contract (CO#02)	-\$289,682.00		
4. General, Mech., Elec. Contract	\$5,215,516.00	\$5,215,516.00	\$0.00
5. Fixed Equipment (bleachers)	\$0.00	\$0.00	\$0.00
6. Site work/Utilities	\$13,546.86	\$13,546.86	\$0.00
7. HVAC contract for LB 1100 Funds	\$289,682.00	\$289,682.00	\$0.00
8. Furnishings/Moveable Equip. (SIGN/PLAQUE/CURTAIN)	\$56,468.13	\$56,468.13	\$0.00

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**

As of December 31, 2010

College: Peru State College		Meeting Date: March 25, 2011		
Project Information		Project Title: AWAC Addition/Renovation/Bleachers/ AD Majors Demolition and Parking Lot		
9. Contingency plus Escalation	\$0.00	\$0.00	\$0.00	\$0.00
10. Artwork	\$54,778.28	\$54,778.28	\$0.00	\$0.00
11. Administrative Fees	\$11,680.48	\$11,680.48	\$0.00	\$0.00
12. Relocation	\$0.00	\$0.00	\$0.00	\$0.00
13. Asbestos Abatement	\$1,690.00	\$1,690.00	\$0.00	\$0.00
<b>AD Majors Expenditure Information</b>				
Demolition and Construction				
1. Asbestos Abatement	\$88,278.75	\$88,278.75	\$0.00	\$0.00
2. Demolish AD Majors Building (CO#020)	\$194,750.00	\$194,750.00	\$0.00	\$0.00
3. Build Parking Lot, Walks and Curbs (CO#020)	\$291,383.00	\$291,383.00	\$0.00	\$0.00
4. Lighting for Parking Lot (CO#020)	\$32,708.92	\$32,708.92	\$0.00	\$0.00
5. Contingency @ 10% of Construction/add 605 funds	\$990.50	\$990.50	\$0.00	\$0.00
6. A & E Services for Construction Administration	\$13,680.00	\$13,680.00	\$0.00	\$0.00
7. Environmental Impact Study per HUD requirements	\$39,000.00	\$39,000.00	\$0.00	\$0.00
8. Possible remediation costs @ 10% of Construction	\$0.00	\$0.00	\$0.00	\$0.00
9. JEO Design costs for Sewer Repair	\$7,090.00	\$7,090.00	\$0.00	\$0.00
<b>Change Orders</b>				
003 Lockers, ductwork, high voltage	\$6,962.00	\$6,962.00	\$0.00	\$0.00
004 Revised fire srv, fire rated door	\$19,342.00	\$19,342.00	\$0.00	\$0.00
005 Precast bridge with masonry guardrail	\$17,000.00	\$17,000.00	\$0.00	\$0.00
006 Composite metal on addition	\$36,988.00	\$36,988.00	\$0.00	\$0.00
007 Composite metal on natatorium north face	\$39,950.00	\$39,950.00	\$0.00	\$0.00
008 Reinforcing steel, etc for A4	\$27,781.00	\$27,781.00	\$0.00	\$0.00
009 Brick for north natatorium	\$25,676.00	\$25,676.00	\$0.00	\$0.00
010 Mirrors, conduit change, combine pads	\$4,300.00	\$4,300.00	\$0.00	\$0.00
011 Change lavatory type, add elevator sump/pit	\$15,226.00	\$15,226.00	\$0.00	\$0.00
012 Provide Gymnasium Curtains	\$24,980.00	\$24,980.00	\$0.00	\$0.00
013 Add cross-bracing, structural steel	\$5,292.00	\$5,292.00	\$0.00	\$0.00
014 Add corrugated panels for north existing bldg	\$3,468.00	\$3,468.00	\$0.00	\$0.00
015 New relay panel Gymnasium	\$2,354.00	\$2,354.00	\$0.00	\$0.00
016 Power disconnects for Heat Pumps	\$2,263.00	\$2,263.00	\$0.00	\$0.00
017 Insulation for ductwork	\$18,717.00	\$18,717.00	\$0.00	\$0.00
018 Correction to 2nd floor beam elevations	\$9,332.00	\$9,332.00	\$0.00	\$0.00
019 Four handicapped accessible shower	\$844.00	\$844.00	\$0.00	\$0.00
020 For AD Majors Parking - see above for expenditure	\$0.00	\$0.00	\$0.00	\$0.00
021 Additional court striping	\$7,395.00	\$7,395.00	\$0.00	\$0.00
022 Electric lift batting cage	\$10,939.00	\$10,939.00	\$0.00	\$0.00
023 Electrical additions to contract	\$2,987.00	\$2,987.00	\$0.00	\$0.00
024 Steel mod for digital sign	\$342.00	\$342.00	\$0.00	\$0.00
025 Paint existing panels to match "Cherokee"	\$35,953.00	\$35,953.00	\$0.00	\$0.00
026 Add fire alarm, electrical bat cage, remove cap	\$5,275.00	\$5,275.00	\$0.00	\$0.00
027 Remove cap on floor drain, add door closures	\$3,340.00	\$3,340.00	\$0.00	\$0.00
028 Change to exterior rated cabling, modify door 130	\$4,024.00	\$4,024.00	\$0.00	\$0.00
029 Railing change, provide additional railing at wall	\$5,833.00	\$5,833.00	\$0.00	\$0.00
030 Fire alarm mod and framing modifications	\$17,837.00	\$17,837.00	\$0.00	\$0.00
031 By-pass pump for damaged sanitary sewer line	\$56,687.00	\$56,687.00	\$0.00	\$0.00
032 Cost to replace sanitary sewer line	\$50,000.00	\$50,000.00	\$0.00	\$0.00
033 Additional cost to replace sewer line	\$25,929.00	\$25,929.00	\$0.00	\$0.00
034 Cost to remediate contaminated soil	\$60,000.00	\$60,000.00	\$0.00	\$0.00
035 Cost to remediate contaminated soil	\$60,000.00	\$60,000.00	\$0.00	\$0.00
036 Cost to remediate contaminated soil	\$60,000.00	\$60,000.00	\$0.00	\$0.00
037 Cost to remediate contaminated soil	\$55,320.00	\$55,320.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$7,428,868.51</b>	<b>\$7,428,868.51</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
As of December 31, 2010

College: Peru State College		Meeting Date: March 25, 2011		
<b>Project Information</b>	Project Title:	Eliza Morgan Hall Renovation Phase II, III, and IV		
	Program Number:			
	Professional Consultant:	The Clark Enersen Partners		
	General Contractor:			
	All square footage numbers are for four floors.			
	Current Net Square Footage: 36,880	Current Gross Square Footage: 38,722		
	Addition Net: 1,572	Addition Gross: 1,940		
Renovation Net: 16,506	Renovation Gross: 19,330			
Bid Opening Date				
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	(enter dates)		
	Needs Statement			
	Program Statement	12/3/2001		
	Professional Services Contract	7/27/2010		
	Bonds Sold			
	Preliminary Plans			
	Design Development	5/31/2002		
	Construction Contract			
Substantial Completion				
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X Final Report:		
<b>Financial Information</b>	Proposed Budget	Expended to Date	Balance	
State Buildings				
State Funds--LB No:				
Federal Funds				
LB 309 Funds				
Cash Funds				
Capital Imp. Fee Commitment				
Total Available				
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction				
1. Bond Proceeds Series 2011				
2. Interest Earnings				
3. Revenue Bond Surplus 9/10/2010	\$253,451.00	\$116,297.80	\$137,153.20	
4. Revenue Bond Surplus 11/12/2010	\$426,549.00	\$0.00	\$426,549.00	
Total Available	\$680,000.00	\$116,297.80	\$563,702.20	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$253,451.00	\$113,788.83	\$139,662.17	
Life Cycle Cost Analysis				
Construction				
1. General, Mech., Elec.	\$424,040.03	\$0.00	\$424,040.03	
2. Fixed Equipment				
3. Sitework/Utilities	\$2,100.00	\$2,100.00	\$0.00	
Administrative Fees	\$408.97	\$408.97	\$0.00	
Furnishings/Moveable Equip.				
Contingency				
Artwork				
Other Items				
1. Asbestos Abatement				
2. Construction Administration				
3. Relocation Costs				
Change Orders				
<b>TOTALS</b>	<b>\$680,000.00</b>	<b>\$116,297.80</b>	<b>\$563,702.20</b>	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
As of Dec. 31, 2010

College: Wayne State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title: Campus Services		
	Program Number: na		
	Professional Consultant: Alley Poyner		
	General Contractor: RaDec Construction		
	Net Square Footage: 35,368		Gross Square Footage: 41,305
	Bid Opening Date		February-07
	Notice of Proceed Date		February-07
	Estimated Completion Date		April-08
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:		
	Needs Statement		
	Program Statement		October-02
	Professional Services Contract		July-06
	Bonds Sold		August-07
	Preliminary Plans		
	Design Development		October-06
	Construction Contract		March-07
Substantial Completion		April-08	
Final Completion		June-08	
<b>Report Information</b>	Status		Initial Report:
			Interim Report: X Final Report:
<b>Financial Information</b>			
State Buildings	State Funds--LB No:605		\$ 5,185,466
	Federal Funds		\$
	LB 309 Funds		\$
	Cash Funds		\$
	Capital Imp. Fee Commitment		\$
	Other - Wayne St. Foundation		\$ 16,000
	Other LB1100		\$ 156,547
	Total Available		\$ 5,358,013
Revenue Bond Buildings	Bonds Sold		\$
	Costs of Issuance/Reserves		\$
	Balances of Proceeds		\$
Revenue Sources for Construction	1. Bond Proceeds		\$ 5,185,466.00
	2. Interest Earnings		n/a - kept by System Office for other projects
	3. Other (LB1100)		\$ 156,547.00
	Total Available		\$ 5,342,013
<b>Expenditure Information</b>			
	<b>Proposed Budget</b>	<b>Expended to Date</b>	<b>Balance</b>
Program Planning	\$0.00	\$0.00	\$0.00
Professional Fees	\$334,213.00	\$334,213.00	\$0.00
Life Cycle Cost Analysis	\$0.00	\$0.00	\$0.00
Construction			
1. General, Mech., Elec.	\$4,014,000.00	\$4,014,000.00	\$0.00
2. Concrete encased fiber	\$80,000.00	\$90,088.50	-\$10,088.50
Furnishings/Moveable Equip.	\$369,535.00	\$493,535.25	-\$124,000.25
Contingency	\$98,347.14	\$0.00	\$98,347.14
Artwork	\$57,922.00	\$39,422.00	\$18,500.00
Other Items			
1. Demolition of Armory	\$37,500.00	\$22,330.00	\$15,170.00
2. Other	\$82,927.00	\$88,262.47	-\$5,335.47
Change Orders			
1. CO # 1 through #12	\$267,568.86	\$267,569.02	-\$0.16
			\$0.00
			\$0.00
<b>TOTALS</b>	<b>\$5,342,013.00</b>	<b>\$5,349,420.24</b>	<b>-\$7,407.24</b>

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
As of Dec. 31, 2010

College: Wayne State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title:	Carhart Science Building - Phase I	
	Program Number:	na	
	Professional Consultant:	The Clark Enersen Partners	
	General Contractor:	Beckenhauer Construction	
	Net Square Footage:	Gross Square Footage: 15,295	
	Bid Opening Date Notice of Proceed Date Estimated Completion Date Final Acceptance Date	June-2010	
<b>Project Dates</b>	Professional Consultants:	The Clark Enersen Partners	
	Needs Statement		
	Program Statement		
	Professional Services Contract	December-08	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract Substantial Completion Final Completion	November-08	
<b>Report Information</b>	Status	Initial Report: Interim Report: X Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No: 605	\$	800,000
	Federal Funds	\$	
	LB 309 Funds	\$	2,397,000
	Cash Funds	\$	4,061,500
	Capital Imp. Fee Commitment	\$	150,000
	Other LB1100	\$	-
	Wayne State Foundation	\$	2,270,000
Total Available	\$	9,678,500	
Revenue Bond Buildings	Bonds Sold	\$	
	Costs of Issuance/Reserves	\$	
	Balances of Proceeds	\$	
Revenue Sources for Construction	1. Bond Proceeds	\$	800,000
	2. Interest Earnings		N/A
	3. Other		8,878,500
	Total Available		\$9,678,500
<b>Expenditure Information</b>	<b>Proposed Budget</b>	<b>Expended to Date</b>	<b>Balance</b>
Program Planning	\$0.00	\$0.00	\$0.00
Professional Fees	\$375,000.00	\$372,700.50	\$2,299.50
Life Cycle Cost Analysis	\$0.00	\$0.00	\$0.00
Construction	\$5,835,717.00	\$5,418,464.61	\$417,252.39
Contingency			\$0.00
	\$0.00	\$0.00	\$0.00
Other Items	\$313,170.00	\$109,691.48	\$203,478.52
Change Orders 1 to 11	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$6,523,887.00</b>	<b>\$5,900,856.59</b>	<b>\$623,030.41</b>

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DEC. 31, 2010**

College: Wayne State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title:	Carhart Renovation, Ph. II	
	Program Number:	952	
	Professional Consultant:	The Clark Enersen Partners	
	General Contractor:	CM - Beckenhauer Construction, Inc.	
	Net Square Footage:	Gross Square Footage:	
	Bid Opening Date	(enter dates)	
	Notice of Proceed Date		
Estimated Completion Date			
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	(enter dates)	
	Needs Statement		
	Program Statement		
	Professional Services Contract	Sept., 2010	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract	Sept., 2010	
	Substantial Completion		
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report: X Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:		
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$3,133,903.00	
	Capital Imp. Fee Commitment		
	Other - Wayne State Foundation	\$1,079,530.00	
Total Available	\$4,213,433.00		
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
	Program Planning		\$0.00
	Professional Fees	\$247,000.00	\$247,000.00
	Life Cycle Cost Analysis		\$0.00
	Construction		
	1. General, Mech., Elec.	\$3,440,100.00	\$3,440,100.00
	2. Fixed Equipment		\$0.00
	3. Sitework/Utilities		\$0.00
	Furnishings/Moveable Equip.		\$0.00
	Contingency		\$0.00
	Artwork	\$37,000.00	\$37,000.00
	Other Items		
	1. Legal, ins., moving	\$50,000.00	\$50,000.00
	2. Special technical/lab eqpmt.	\$112,900.00	\$112,900.00
	Change Orders		
1.		\$0.00	
2.		\$0.00	
<b>TOTALS</b>	<b>\$3,887,000.00</b>	<b>\$0.00</b>	<b>\$3,887,000.00</b>

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DEC. 31, 2010**

College: Wayne State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title: College Center at South Sioux City		
	Program Number: 951		
	Professional Consultant: BCDM/TCEP		
	General Contractor: L & L Builders		
	Net Square Footage:		Gross Square Footage:
	Bid Opening Date	5/22/09	
	Notice of Proceed Date	6/22/09	
Estimated Completion Date	11/29/10		
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	BCDM, TCEP	
	Needs Statement		
	Program Statement	5/18/06	
	Professional Services Contract	1/15/08	
	Bonds Sold		
	Preliminary Plans	7/17/09	
	Design Development	8/9/08	
	Construction Contract	6/19/09	
	Substantial Completion	12-17-10 (est.)	
Final Completion	1-7-11 (est.)		
<b>Report Information</b>	Status	Initial Report:	
		Interim Report: X Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:	\$3,765,850.00	LB 425 (2005), LB1060 (2006), LB320 (2007)
	Federal Funds	\$1,096,927.00	
	Local Funds (So. Sioux City)	\$191,016.00	
	Land Donation (\$2,100,000.00)		
	Private	\$1,396,232.00	
	Other	\$3,765,850.00	NECC property tax
	Total Available	\$10,215,875.00	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$837,366.00		\$837,366.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$7,204,800.00		\$7,204,800.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities			\$0.00
Furnishings/Moveable Equip.	\$1,080,987.00		\$1,080,987.00
Contingency	\$121,839.00		\$121,839.00
Artwork	\$21,500.00		\$21,500.00
Other Items			
1. Security System, locks, tech., donor wall, consulting	\$331,996.00		\$331,996.00
2. Capital campaign costs	\$11,125.00		\$11,125.00
2. Land acq (\$2.1M gift)			\$0.00
Change Orders			
1.	\$435,582.00		\$435,582.00
<b>TOTALS</b>	\$10,045,195.00	\$0.00	\$10,045,195.00
WSC's obligation	\$5,022,597.50	\$3,011,941.40	\$2,010,656.10
WSC's commitment	\$5,491,519.00		

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DEC. 31, 2010**

College: Wayne State College		Meeting Date: March 25, 2011		
<b>Project Information</b>	Project Title:	Pile Hall Renovation		
	Program Number:	N/A		
	Professional Consultant:	BVH		
	General Contractor:	(CM) Beckenhauer Construction, Inc.		
	Net Square Footage: 26,413	Gross Square Footage: 39,137		
	Bid Opening Date	(enter dates)		
	Notice of Proceed Date Estimated Completion Date Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:	(enter dates)		
	Needs Statement			
	Program Statement	3/18/10		
	Professional Services Contract	11/13/09, 7/13/10, 10/13/10		
	Bonds Sold	10/20/10		
	Preliminary Plans	9/10/10		
	Design Development	11/12/10		
	Construction Contract			
	Substantial Completion Final Completion			
<b>Report Information</b>	Status	Initial Report: Interim Report: X Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No:			
	Federal Funds			
	LB 309 Funds			
	Cash Funds			
	Capital Imp. Fee Commitment Other Total Available	\$0.00		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other (Surplus Fund)	\$500,000.00		
	Total Available	\$500,000.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$35,620.00	\$35,620.00	\$0.00
	Professional Fees	\$401,721.00	\$45,000.00	\$356,721.00
	Life Cycle Cost Analysis			\$0.00
	Construction			
	1. General, Mech., Elec.	\$3,822,971.00		\$3,822,971.00
	2. Fixed Equipment			\$0.00
	3. Sitework/Utilities	\$15,000.00		\$15,000.00
	Furnishings/Moveable Equip.			\$0.00
	Contingency	\$320,784.00		\$320,784.00
	Artwork			\$0.00
	Other Items - Escalation	\$57,570.00		
	1. Plan Reviews/Testing	\$4,850.00		\$4,850.00
	2. Abatement	\$59,900.00		\$59,900.00
	Change Orders			
1.			\$0.00	
2.			\$0.00	
<b>TOTALS</b>	<b>\$4,718,416.00</b>	<b>\$80,620.00</b>	<b>\$4,580,226.00</b>	



**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DEC. 31, 2010**

College: Wayne State College		Meeting Date: March 25, 2011	
<b>Project Information</b>	Project Title: Rice - Stadium Renovation Project		
	Program Number: 941		
	Professional Consultant: Leo A Daly		
	General Contractor: Otte Construction, Wayne, NE		
	Net Square Footage: 29,318		Gross Square Footage: 34,733
	Bid Opening Date	Nov., 2007	
	Notice of Proceed Date		
Estimated Completion Date	Sept., 2008		
Final Acceptance Date	Febr., 2009		
<b>Project Dates</b>	Professional Consultants:	(enter dates)	
	Needs Statement		
	Program Statement	Mar., 2007	
	Professional Services Contract	Oct., 2007	
	Bonds Sold		
	Preliminary Plans		
	Design Development	Sept., 2007	
	Construction Contract	Dec., 2007	
	Substantial Completion	Febr., 2009	
Final Completion	Mar., 2009		
<b>Report Information</b>	Status	Initial Report:	
		Interim Report: x Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:	\$3,766,611.00	
	Federal Funds		
	LB 309 Funds	\$160,000.00 ADA Entrance & Elevator	
	Cash Funds	\$106,735.00 Steam Pipe Replacement	
	Capital Imp. Fee Commitment	\$160,000.00 ADA Entrance & Elevator	
	LB 1100	\$346,245.00 Rice Sprinkler System	
	Wayne State Foundation	\$300,012.00 Athletics fund-raising	
Total Available	\$4,839,603.00		
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds	\$3,766,611.00	
	2. Interest Earnings	N/A	
	3. Other	\$1,072,992.00	
	Total Available	\$4,839,603.00	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$282,000.00	\$281,662.71	\$337.29
Life Cycle Cost Analysis			\$0.00
Construction			
1. Rice & Stadium Renovations	\$3,085,978.00	\$3,036,775.00	\$49,203.00
2. Visitor Bleachers	\$75,000.00	\$75,535.95	-\$535.95
3. Concessions Remodel	\$25,000.00	\$13,997.50	\$11,002.50
4. Rice Sprinklers	\$175,000.00	\$175,000.00	\$0.00
5. ADA Entrance/Elevator	\$301,727.00	\$301,727.00	\$0.00
Furnishings/Moveable Equip.	\$329,864.00	\$783,351.61	-\$453,487.61
Contingency	\$564,237.00		\$564,237.00
Artwork	\$35,000.00	\$35,000.00	\$0.00
Other Items	\$15,000.00	\$110,492.51	-\$95,492.51
1.			\$0.00
2.			\$0.00
Change Orders			
1 - 12	-\$49,203.00	\$0.00	-\$49,203.00
2.			\$0.00
<b>TOTALS</b>	\$4,839,603.00	\$4,813,542.28	\$26,060.72

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DEC. 31, 2010**

College: Wayne State College		Meeting Date: March 25, 2011		
<b>Project Information</b>	Project Title: Stadium Decking			
	Program Number: 941			
	Professional Consultant: Leo A Daly			
	General Contractor: McGill Restoration, Inc.			
	Net Square Footage:		Gross Square Footage:	
	Bid Opening Date	Apr. 8, 2010		
	Notice of Proceed Date	Apr. 13, 2010		
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	(enter dates)		
	Needs Statement			
	Program Statement			
	Professional Services Contract			
	Bonds Sold			
	Preliminary Plans			
	Design Development			
	Construction Contract	5/12/10		
	Substantial Completion	8/31/10		
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: x Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No:			
	Federal Funds			
	LB 309 Funds (LB1100)	\$138,897.00		
	Cash Funds			
	Capital Imp. Fee Commitment	\$85,000.00		
Other				
Total Available	\$223,897.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available	\$0.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning		\$0.00	
	Professional Fees	\$13,287.19	-\$13,287.19	
	Life Cycle Cost Analysis		\$0.00	
	Construction			
	1. General, Mech., Elec.	\$223,897.00	\$126,892.80	\$97,004.20
	2. Fixed Equipment			\$0.00
	3. Sitework/Utilities			\$0.00
	Furnishings/Moveable Equip.			\$0.00
	Contingency			\$0.00
	Artwork			\$0.00
	Other Items			
	1.			\$0.00
	2.			\$0.00
	Change Orders			
1.			\$0.00	
2.			\$0.00	
<b>TOTALS</b>	\$223,897.00	\$140,179.99	\$83,717.01	

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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Contingency Maintenance Progress Reports  
(as of December 31, 2010)

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability  
4. Improve efficiency of operations

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

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Annually the colleges submit proposals to expend funds from their revenue bond surplus fund to make needed facilities repairs, install fire and life safety measures, correct code deficiencies and replace furnishings and equipment in the dormitories and student union facilities. The working calendar requires the provision of semi-annual progress reports on those projects to the Board of Trustees. Copies of the reports prepared by each of the institutions are found on the following pages.

The colleges are strongly encouraged to complete the projects within two years after the Board authorizes them. This guideline assists in the long-range planning of projects and puts "earmarked" fund balances back into the Surplus Funds to be used for other projects.

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**  
**Chadron State College**  
**Revenue Bond Facilities**

**Report Period: July 1, 2010 - December 31, 2010**

**Date Prepared: March 25, 2011**

<b>Resolution Date and Project Description</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
<b>Resolution Date: 4/13/08</b>					
1. Residence Hall Security System	65,000.00	75,000.00	10,000.00	-	Complete
2. Andrews/Kent Hall Window Replacement	120,000.00	120,000.00	-	-	Complete
3. Parking Lot Repair	125,000.00	128,507.00	3,507.00	-	Complete
4. Crites Hall Reroof	75,000.00	73,934.60	6,400.00	7,465.40	Open
5. Student Center Specialty Equipment	5,000.00	5,000.00	-	-	Complete
6. Revenue Bond Buildings New Furnishings	40,000.00	40,000.00	-	-	Complete
7. Residence Hall Replacement Carpet	20,000.00	10,921.70	(9,078.30)	-	Complete
<b>Resolution Total</b>	<b>450,000.00</b>	<b>453,363.30</b>	<b>10,828.70</b>	<b>7,465.40</b>	<b>Status</b>
<b>Resolution Date and Project Description</b>					
<b>Resolution Date: 4/17/09</b>					
1. Residence Hall Door/Access Control	150,000.00	97,483.71	(48,016.29)	4,500.00	Open
2. Andrews Hall Window Replacement	180,000.00	117,695.00	(62,305.00)	-	Complete
3. Andrews Hall Wing Renovation	150,000.00	150,000.00	-	-	Complete
4. Revenue Bond Buildings Asbestos Abatement	25,000.00	25,000.00	-	-	Complete
5. Revenue Bond Buildings New Furnishings	50,000.00	50,000.00	-	-	Complete
6. Residence Hall Carpet Replacement	75,000.00	8,436.75	-	66,563.25	Open
7. West Court Deferred Repair	25,000.00	-	(25,000.00)	-	Complete
8. Student Center Specialty Equipment	20,000.00	20,000.00	-	-	Complete
<b>Resolution Total</b>	<b>675,000.00</b>	<b>468,615.46</b>	<b>(135,321.29)</b>	<b>71,063.25</b>	<b>Status</b>
<b>Resolution Date and Project Description</b>					
<b>Resolution Date: 3/26/10</b>					
1. Andrews Hall Wing Renovation	150,000.00	168,000.00	18,000.00	-	Complete
2. High Rise Window Replacement	150,000.00	7,480.00	-	142,520.00	Open
3. High Rise Renovation Design	5,000.00	-	(5,000.00)	-	Complete
4. Revenue Bond Buildings Asbestos Abatement	25,000.00	129,804.15	118,889.54	14,085.39	Open
5. Revenue Bond Buildings Replacement Flooring	70,000.00	-	-	70,000.00	Open
6. Revenue Bond Buildings New Furnishings	50,000.00	31,927.05	-	18,072.95	Open
7. Revenue Bond Buildings Master Plan	30,000.00	-	-	30,000.00	Open
8. Kline Building Demolition	150,000.00	1,300.00	20,000.00	168,700.00	Open
9. Mechanical Room Upgrade	100,000.00	43,690.00	(26,310.00)	30,000.00	Open
10. Student Center Specialty Equipment	20,000.00	68,491.37	48,983.30	491.93	Open
<b>Resolution Total</b>	<b>750,000.00</b>	<b>450,692.57</b>	<b>174,562.84</b>	<b>473,870.27</b>	<b>Status</b>
<b>Grand Total</b>	<b>\$1,875,000.00</b>	<b>1,372,671.33</b>	<b>50,070.25</b>	<b>552,398.92</b>	

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**  
 Peru State College  
 Revenue Bond Facilities

**Report Period: July 1, 2010 - December 31, 2010**

**Meeting Date: March 25, 2011**

<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: 9/14/2007 Open Projects: 1. Student Center Chiller Replacement Resolution Date: 4/17/2009 1. Repair, replacement & maintenance of equipment Resolution Date: 3/26/2010 Open Projects: 1. Residence Halls, Student Center, Repair, replacement & maintenance of equipment 2. Master Planning for Campus Housing Resolution Date: 9/10/2010 1. Eliza Morgan Hall Complete Planning for the remaining phases of renovation Resolution Date: 11/12/2010 1. Eliza Morgan Hall Renovation	\$75,000.00  \$25,000.00  \$370,000.00 \$30,000.00 \$253,451.00 \$426,549.00	\$0.00  \$9,778.50  \$132,462.81 \$0.00 \$116,297.80 \$0.00		\$30,798.50  \$0.00  \$237,537.19 \$30,000.00 \$137,153.20 \$426,549.00	Open  Closed  Open Open Open Open
<b>RESOLUTION TOTALS</b>	\$1,180,000.00	\$258,539.11	\$0.00	\$862,037.89	

Descriptions to be used in Status column of Contingency Maintenance Projects Progress Report

Open - to be used when project is still in progress

Deferred - to be used when project will not be completed because funds have been used elsewhere

Complete - to be used when project has been completed

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**

Wayne State College  
Revenue Bond Facilities

**Report Period: July 1, 2010 - December 31, 2010**

**Date Prepared: March 2, 2011**

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/28/08)					
1. Berry Hall - Apartment Repairs	\$10,000.00	\$5,036.19	-\$4,963.81	\$0.00	Complete
2. Bowen Hall - Hallway Ceiling Tiles & Lighting Replacement	\$130,000.00	\$202,510.25	\$78,473.32	\$5,963.07	Open
3. Bowen Hall - Roof Replacement	\$225,000.00	\$281,600.00	\$36,600.00	\$0.00	Complete
4. Campuswide - Roof Repairs	\$6,000.00	\$4,374.00	\$1,575.00	\$3,201.00	Complete
5. Campuswide - Sidewalk/Streets/Parking Lots	\$48,000.00	\$48,000.00	\$0.00	\$0.00	Complete
6. Campuswide - Campus Card System	\$5,000.00	\$0.00	-\$5,000.00	\$0.00	deferred
7. Morey Hall - Apartment Repairs	\$6,000.00	\$4,480.00	\$0.00	\$1,520.00	Complete
8. Rec Center - Student Weight/Cardio Room (renovation & equipment)	\$15,000.00	\$18,500.00	\$25,500.00	\$22,000.00	Open
9. Residence Halls - Furniture, Mattress Replacement	\$13,000.00	\$13,000.00	\$0.00	\$0.00	Complete
10. Food Service - Food Service Equipment - Misc	\$3,000.00	\$2,887.09	\$0.00	\$112.91	Open
11. Food Service - Dining Room Chairs	\$50,000.00	\$25,261.84	-\$24,500.00	\$238.16	Complete
12. Student Center - Carpet Replacement - Public Areas	\$19,000.00	\$17,014.20	\$0.00	\$1,985.80	Complete
13. Terrace Hall - Upgrade Fire Alarm System	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$630,000.00</b>	<b>\$702,663.57</b>	<b>\$107,684.51</b>	<b>\$35,020.94</b>	
Resolution Date: (04/17/09)					
1. Campuswide - Energy Audit	\$75,000.00	\$41,127.96	\$0.00	\$33,872.04	Open
2. Campuswide - Campus Card System	\$75,000.00	\$0.00	-\$75,000.00	\$0.00	deferred
3. Campuswide - Grounds Improvements & Equipment	\$62,000.00	\$37,949.00	\$0.00	\$24,051.00	Open
4. Campuswide - Roof Repairs	\$6,000.00	\$2,186.50	\$0.00	\$3,813.50	Open
5. Rec Center - Roof	\$165,000.00	\$0.00	-\$165,000.00	\$0.00	Complete
6. Rec Center - Repairs & Equipment	\$100,000.00	\$2,608.78	\$4,405.48	\$101,796.70	Open
7. Residence Halls - Bathroom Ventilation	\$30,000.00	\$0.00	-\$30,000.00	\$0.00	deferred
8. Residence Halls - Repairs, Equipment, & Furniture	\$43,500.00	\$18,595.25	\$80,000.00	\$104,904.75	Open
9. Student Center - Repairs & Equipment	\$8,500.00	\$7,356.26	\$0.00	\$1,143.74	Open
10. Student Center - Dish Machine Replacement & Room Reno	\$135,000.00	\$135,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$700,000.00</b>	<b>\$244,823.75</b>	<b>-\$185,594.52</b>	<b>\$269,581.73</b>	

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**

Wayne State College  
Revenue Bond Facilities

**Report Period: July 1, 2010 - December 31, 2010**

**Date Prepared: March 2, 2011**

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/26/10)					
1. Anderson - Roof Replacement	\$165,000.00	\$0.00	\$165,000.00	\$330,000.00	Open
2. Bowen - Tiles/Lighting/Carpet	\$15,000.00	\$15,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Grounds Improvements & Equipment	\$50,000.00	\$5,835.00	\$0.00	\$44,165.00	Open
4. Campuswide - Roof Repairs	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Open
5. Rec Center - Locker Room Improvements	\$80,000.00	\$0.00	\$0.00	\$80,000.00	Open
6. Rec Center - Repairs & Equipment	\$25,000.00	\$0.00	\$0.00	\$25,000.00	Open
7. Rec Center - Multipurpose Room	\$51,000.00	\$21,696.88	\$0.00	\$29,303.12	Open
8. Residence Halls - Furniture Replacement	\$75,000.00	\$0.00	\$0.00	\$75,000.00	Open
9. Residence Halls - Repairs, Equipment & Furniture	\$19,000.00	\$0.00	\$0.00	\$19,000.00	Open
10. Student Center - Repairs & Equipment	\$35,000.00	\$417.76	\$0.00	\$34,582.24	Open
11. Student Center - Dish Machine Replacement & Room Reno	\$40,000.00	\$40,000.00	\$0.00	\$0.00	Complete
10. Student Center - Roof Replacement	\$160,000.00	\$0.00	\$0.00	\$160,000.00	Open
<b>Resolution Total</b>	<b>\$725,000.00</b>	<b>\$82,949.64</b>	<b>\$165,000.00</b>	<b>\$807,050.36</b>	
<b>Grand Total</b>	<b>\$2,055,000.00</b>	<b>\$1,030,436.96</b>	<b>\$87,089.99</b>	<b>\$1,111,653.03</b>	

Descriptions to be used in Status column of Contingency Maintenance Projects Progress Report

Open - to be used when project is still in progress

Deferred - to be used when project will not be completed

Complete - to be used when project has been completed

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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Financial Reports for July-December 2010  
(For Information Only)

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

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Financial reports from the colleges, which provide information on fund changes during a specific cycle, have been submitted and are found on the following pages. These are being provided concurrently with the expenditure reports for Board review.



**Chadron State College**  
**Financial Report -- Fiscal Year 2011**  
**For the Six Months Ending December 31, 2010**

DAS ACCOUNTS						LOCAL ACCOUNTS			
GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	STATE BUILDING FUNDS	TRUST FUNDS	1st National Chadron	1st National North Platte			TOTALS

**STATEMENT OF POSITION**

ASSETS:	
Cash Held--DAS	40,000
Cash Held -- Local Banks	
Investments--DAS	6,266,155
Investments--Local Banks	210,713
Undisbursed Appropriations	7,599,442
Undisbursed Funds	146
<b>TOTAL ASSETS</b>	<b>13,904,743</b>

LIABILITIES AND FUND BALANCES:	
Encumbrances	-
Deferred Revenue	2,973,266
Unencumbered Fund Balances	210,713
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>13,904,743</b>

**STATEMENT OF REVENUE AND EXPENDITURES**

REVENUES:	
Tuition and Fees	4,605,005
Deferred Revenue	291,202
State Appropriations	15,709,284
Grants and Contracts	6,236,540
Trustee Transfers	-
Local Accounts	1,190,936
<b>TOTAL REVENUES</b>	<b>20,314,289</b>

EXPENDITURES:	
State Treasurer's Accounts	11,979,854
Local Bank Accounts	7,286,034
<b>TOTAL EXPENDITURES</b>	<b>19,265,888</b>

NET INCREASE (DECREASE) IN FUND BALANCES:	
<b>FUND BALANCE JUNE 30, 2010</b>	<b>8,334,435</b>
<b>FUND BALANCE DECEMBER 31, 2010</b>	<b>13,904,743</b>

EXPENDITURES:	
State Treasurer's Accounts	11,979,854
Local Bank Accounts	7,286,034
<b>TOTAL EXPENDITURES</b>	<b>19,265,888</b>

NET INCREASE (DECREASE) IN FUND BALANCES:	
<b>FUND BALANCE JUNE 30, 2010</b>	<b>8,334,435</b>
<b>FUND BALANCE DECEMBER 31, 2010</b>	<b>13,904,743</b>

**PERU STATE COLLEGE**  
**Financial Report -- Fiscal Year 2010-2011**  
**For the Period Ending December 31, 2010**

	DAS ACCOUNTS		LOCAL ACCOUNT	
<b>GENERAL OPERATIONS</b>	<b>GRANTS &amp; CONTRACTS</b>	<b>AUXILIARY ENTERPRISES</b>	<b>STATE BUILDING FUNDS</b>	<b>TRUST FUNDS</b>
			<b>BANK OF PERU</b>	<b>TOTALS</b>

**STATEMENT OF POSITION**

**ASSETS:**

Cash Held - DAS	\$4,711,773.83	\$410,871.76	\$117,414.24	\$0.00	\$310,911.27	\$136,218.40	\$5,550,971.10
Cash Held - Local Bank							\$136,218.40
Investments - DAS							\$0.00
Investments - Local Bank							\$0.00
Undisbursed Appropriations	\$4,501,734.35			\$0.00			\$4,501,734.35
Undisbursed Federal Funds							\$0.00
<b>TOTAL ASSETS</b>	<b>\$9,213,508.18</b>	<b>\$410,871.76</b>	<b>\$117,414.24</b>	<b>\$0.00</b>	<b>\$310,911.27</b>	<b>\$136,218.40</b>	<b>\$10,188,923.85</b>

**LIABILITIES & FUND BALANCES:**

Encumbrances	\$0.00	\$0.00	\$0.00				\$0.00
Deferred Revenue	\$9,213,508.18	\$410,871.76	\$117,414.24	\$0.00	\$310,911.27	\$136,218.40	\$10,188,923.85
Unencumbered Fund Balance	\$9,213,508.18	\$410,871.76	\$117,414.24	\$0.00	\$310,911.27	\$136,218.40	\$10,188,923.85
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$9,213,508.18</b>	<b>\$410,871.76</b>	<b>\$117,414.24</b>	<b>\$0.00</b>	<b>\$310,911.27</b>	<b>\$136,218.40</b>	<b>\$10,188,923.85</b>

**STATEMENT OF REVENUE AND EXPENDITURES:**

<b>REVENUE</b>							
Tuition & Fees	\$3,387,497.06						\$3,519,300.08
Deferred Revenue							\$0.00
State Appropriation	\$8,722,542.00						\$8,722,542.00
Grants & Contracts		\$439,387.83					\$439,387.83
Trustee Transfers			\$356,874.23				\$356,874.23
Local Accounts							\$829,472.62
<b>TOTAL REVENUE</b>	<b>\$12,110,039.06</b>	<b>\$439,387.83</b>	<b>\$356,874.23</b>	<b>\$0.00</b>	<b>\$131,803.02</b>	<b>\$829,472.62</b>	<b>\$13,867,576.76</b>
<b>EXPENDITURES:</b>							
State Treasurer Accounts	\$8,464,204.47	\$294,664.57	\$367,568.13	\$0.00	\$97,187.52	\$829,482.33	\$9,223,624.69
Local Banks	\$8,464,204.47	\$294,664.57	\$367,568.13	\$0.00	\$97,187.52	\$829,482.33	\$829,482.33
<b>TOTAL EXPENDITURES</b>	<b>\$3,645,834.59</b>	<b>\$144,723.26</b>	<b>-\$10,693.90</b>	<b>\$0.00</b>	<b>\$34,615.50</b>	<b>(9.71)</b>	<b>\$3,814,469.74</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCES:</b>	<b>\$5,567,673.59</b>	<b>\$266,148.50</b>	<b>\$128,108.14</b>	<b>\$0.00</b>	<b>\$276,295.77</b>	<b>\$136,228.11</b>	<b>\$6,374,454.11</b>
<b>FUND BALANCE as of 06-30-2010</b>	<b>\$9,213,508.18</b>	<b>\$410,871.76</b>	<b>\$117,414.24</b>	<b>\$0.00</b>	<b>\$310,911.27</b>	<b>\$136,218.40</b>	<b>\$10,188,923.85</b>
<b>FUND BALANCE as of 12-31-10</b>	<b>\$9,213,508.18</b>	<b>\$410,871.76</b>	<b>\$117,414.24</b>	<b>\$0.00</b>	<b>\$310,911.27</b>	<b>\$136,218.40</b>	<b>\$10,188,923.85</b>

Wayne State College  
 Financial Report – Fiscal Year 2010-11  
 For the Period Ending December 31, 2010

DAS ACCOUNTS				LOCAL ACCOUNTS				
GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	STATE BUILDING FUNDS	TRUST FUNDS	First National Bank	State National Bank	Farmers & Merchants Bank	TOTALS

<u>STATEMENT OF POSITION</u>								
ASSETS:								
Cash Held – DAS								0.00
Cash Held – Local Banks								44.76
Investments–DAS	12,285,287.14	94,577.09	407,296.71	400,842.52	44.76			13,188,003.46
Investments–Local Banks					339,654.48			384,654.48
Undisbursed Appropriations	9,281,921.23			7,333.00				9,289,254.23
Undisbursed Federal Funds		1,970,943.17						1,970,943.17
<b>TOTAL ASSETS</b>	<b>21,567,208.37</b>	<b>2,065,520.26</b>	<b>407,296.71</b>	<b>7,333.00</b>	<b>400,842.52</b>	<b>339,699.24</b>	<b>35,000.00</b>	<b>24,832,900.10</b>

Encumbrances								0.00
Deferred Revenue								0.00
Unencumbered Fund Balances	21,567,208.37	2,065,520.26	407,296.71	7,333.00	400,842.52	339,699.24	35,000.00	24,832,900.10
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>21,567,208.37</b>	<b>2,065,520.26</b>	<b>407,296.71</b>	<b>7,333.00</b>	<b>400,842.52</b>	<b>339,699.24</b>	<b>35,000.00</b>	<b>24,832,900.10</b>

<u>STATEMENT OF REVENUE AND EXPENDITURES</u>								
Tuition and Fees	5,920,182.18	346,638.29			2,000,229.39			2,346,767.68
Deferred Revenue								0.00
State Appropriations	19,589,994.00	11,158,261.61			1,993,226.58			11,158,261.61
Grants and Contracts								1,993,226.58
Trustee Transfers								2,076,842.63
Local Accounts								43,085,274.68
<b>TOTAL REVENUES</b>	<b>25,510,176.18</b>	<b>11,504,799.90</b>	<b>1,993,226.58</b>	<b>0.00</b>	<b>2,000,229.39</b>	<b>2,076,842.63</b>	<b>0.00</b>	<b>43,085,274.68</b>
EXPENDITURES:								
State Treasurer's Accounts	16,585,377.50	9,872,176.68	1,862,327.98	1,592,237.21	1,719,237.03	1,912,782.14	10,000.00	31,631,356.40
Local Bank Accounts	16,585,377.50	9,872,176.68	1,862,327.98	1,592,237.21	1,719,237.03	1,912,782.14	10,000.00	1,922,782.14
<b>TOTAL EXPENDITURES</b>	<b>33,170,755.00</b>	<b>19,744,353.36</b>	<b>3,724,655.96</b>	<b>3,184,474.42</b>	<b>3,438,474.06</b>	<b>3,825,564.28</b>	<b>20,000.00</b>	<b>33,554,138.54</b>
NET INCREASE (DECREASE) IN FUND BALANCES:								
<b>FUND BALANCE June 30, 2010</b>	<b>12,642,409.69</b>	<b>432,897.04</b>	<b>276,398.11</b>	<b>1,599,570.21</b>	<b>119,850.16</b>	<b>175,638.75</b>	<b>45,000.00</b>	<b>15,301,763.96</b>
<b>FUND BALANCE December 31, 2010</b>	<b>21,567,208.37</b>	<b>2,065,520.26</b>	<b>407,296.71</b>	<b>7,333.00</b>	<b>400,842.52</b>	<b>339,699.24</b>	<b>35,000.00</b>	<b>24,832,900.10</b>

NOTE: Excludes Perkins Loan and amount transferred for Capital Projects

Cap Peterson, Chair  
 Bill Roskens  
 Trevor Dietrich

March 25, 2011

Operating Expenditure Reports for July-December 2010  
 (For Information Only)

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

Board policy requires that expenditure reports be submitted every six months of the fiscal year. Each College and the System Office have prepared such reports for the Board's review and consideration.

The format followed by the Colleges provides expenditure information on each of the eight programs included in higher education institutional budgets. Those identifiers can be found in the heading of each column. Other data provided includes dollars expended for personal services, operations, travel and capital outlay (equipment). There is one line item that identifies the amount of federal funds spent for that program through the institution's grants.

The bottom line on the display below supplies information on percentage of expenditures versus budgeted amounts. The budgeted amount and the expenditures may include carry-over funds from the 2009-10 fiscal year.

One-time payments that have occurred during the first six-month period may affect the ratio of expenditures to budgeted amounts. Therefore, the percentages should be viewed as benchmark information. All Colleges and the System Office are well below the 50% mark on expenditures as compared to budget as of December 31, 2010.

<b>General/ Cash Funds</b>	<b>System Office</b>	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>
Budget	\$1,462,260	\$27,161,892	\$19,130,732	\$41,847,043
Expenditures	\$540,243	\$11,957,121	\$7,809,634	\$16,556,135
% of Budget Expended	36.95%	44.02%	45.35%	39.56%

**Chadron State College**  
**Expenditure Report -- Fiscal Year 2010-11**  
**For the 6 Months Ending December 31, 2010**

PERSONAL SERVICES Permanent Staff	EXPENDITURE TYPE	PCS 1.0	PCS 2.0	PCS 3.0	PCS 4.0	PCS 5.0	PCS 6.0	PCS 7.0	PCS 8.0	TOTAL
		INSTRUCTION	RESEARCH	PUBLIC SERVICE	ACAD SUPPORT	STUDENT SRVS	ADMIN	PHYSICAL PLANT	STUDENT AID	
Salaries		3,327,166	-	133,248	923,233	572,428	991,402	391,509	-	6,338,986
Benefits		874,294	-	43,121	275,746	170,753	501,110	169,546	-	2,034,570
TOTAL PERMANENT SALARIES & BENEFITS		4,201,460	-	176,369	1,198,979	743,181	1,492,512	561,055	-	8,373,556
Students, Parttime Faculty, Graduate Assistants										
Salaries		364,843	2,387	44,261	40,507	58,077	23,523	42,486	-	576,084
Benefits		27,910	-	3,386	3,099	4,443	1,800	3,250	-	43,898
TOTAL TEMPORARY SALARIES & BENEFITS		392,753	2,387	47,647	43,606	62,520	25,323	45,736	0	619,972
TOTAL PERSONAL SERVICES		4,594,213	2,387	224,016	1,242,585	805,701	1,517,835	606,791	-	8,993,528
TOTAL OPERATING EXPENDITURES		462,526	2,315	24,930	297,718	242,447	950,406	661,476	-	2,641,818
TOTAL TRAVEL		82,944	505	3,226	13,653	50,614	24,340	840	-	176,122
TOTAL CAPITAL OUTLAY		9,162	-	-	-	4,095	118,045	4,354	-	135,656
REMISSIONS AND EXEMPTIONS		9,997	-	-	-	-	-	-	-	9,997
TOTAL GENERAL/CASH EXPENDITURES		5,158,842	5,207	252,172	1,553,956	1,102,857	2,610,626	1,273,461	-	11,957,121
TOTAL GENERAL/CASH BUDGET*		11,460,702	80,022	597,468	3,418,247	2,436,058	5,346,582	2,771,449	1,051,364	27,161,892
% OF GENERAL/CASH BUDGET EXPENDED		45.01%	6.51%	42.21%	45.46%	45.27%	48.83%	45.95%	0.00%	44.02%
TOTAL FEDERAL FUNDS		-	30,181	19,593	-	258,843	-	-	6,161,031	6,469,648
TOTAL EXPENDITURES		5,158,842	35,388	271,765	1,553,956	1,361,700	2,610,626	1,273,461	6,161,031	18,426,769
Fund Sources										
General Funds		4,523,346	800	54,951	1,242,235	793,950	1,336,518	606,346	-	8,558,146
Cash Funds		635,496	4,407	197,221	311,721	308,907	1,274,108	667,115	-	3,398,975
Federal Funds		-	30,181	19,593	-	258,843	-	-	6,161,031	6,469,648
TOTAL FUNDS		5,158,842	35,388	271,765	1,553,956	1,361,700	2,610,626	1,273,461	6,161,031	18,426,769

General Fund expenditures does not include \$14,997 from Sparks Hall project (Program 946) which would make total expenditures \$8,573,143  
 General Funds: Include new appropriation of \$15,709,294 and \$476,519 in carryforward funds  
 Cash Funds: Includes new appropriation of \$7,185,690, adjustment for tuition/fee increases of \$966,401 and carryforward encumbrances/balances of \$2,838,996

**Peru State College**  
**Expenditure Report - Fiscal Year 2010**  
**For the Six Months Ending December 31, 2010**

EXPENDITURE TYPE	PCS 1.0	PCS 2.0	PCS 3.0	PCS 4.0	PCS 5.0	PCS 6.0	PCS 7.0	PCS 8.0	TOTAL	
	INSTRUCTION	RESEARCH	PUBLIC SERVICE	ACAD SUPPORT	STUDENT SRVS	ADMIN	PHYSICAL PLANT	STUDENT AID		
<b>PERSONAL SERVICES</b>										
<u>Permanent Staff</u>										
Salaries	1,313,928	0	0	498,793	389,296	907,667	319,321	0	3,429,005	
Benefits	396,012	0	0	153,778	143,866	364,045	156,533	0	1,214,234	
TOTAL PERMANENT SALARIES & BENEFITS	1,709,940	0	0	652,571	533,162	1,271,712	475,854	0	4,643,239	
<u>Students, Parttime Faculty, Graduate Assistants</u>										
Salaries	539,074	0	3,934	70,058	79,123	44,500	47,830	0	784,519	
Benefits	27,467	0	129	1,968	4,550	1,362	3,257	0	38,733	
TOTAL TEMPORARY SALARIES & BENEFITS	566,541	0	4,063	72,026	83,673	45,862	51,087	0	823,252	
<b>TOTAL PERSONAL SERVICES</b>										
TOTAL OPERATING EXPENDITURES	2,276,481	0	4,063	724,597	616,835	1,317,574	626,941	0	5,466,491	
TOTAL TRAVEL	183,467	0	100	198,967	237,624	690,757	540,027	0	1,850,942	
TOTAL CAPITAL OUTLAY	10,566	0	0	22,485	48,567	25,547	813	0	107,978	
REMISSIONS AND EXEMPTIONS	0	0	0	0	0	12,560	238,201	0	250,761	
TOTAL GENERAL/CASH EXPENDITURES	2,470,514	0	4,163	946,049	903,026	2,046,438	1,305,982	133,462	7,809,634	
TOTAL GENERAL/CASH BUDGET**	7,116,496	0	28,381	2,190,097	1,711,591	3,899,328	3,938,122	246,717	19,130,732	
% OF GENERAL/CASH BUDGET EXPENDED	34.72%	0.00%	14.67%	43.20%	52.76%	52.48%	33.16%	54.10%	45.35%	
TOTAL FEDERAL FUNDS	0	12,604	0	0	119,636	0	0	5,608,408	5,740,648	
TOTAL EXPENDITURES	2,470,514	12,604	4,163	946,049	1,022,662	2,046,438	1,305,982	5,741,870	13,550,282	
<u>Fund Sources</u>										
General Funds	1,613,584	0	0	702,351	616,458	1,223,560	519,679	6,055	4,681,697	
Cash Funds	856,930	0	4,163	243,698	286,568	822,878	786,303	127,397	3,127,937	
Federal Funds	0	12,604	0	0	119,636	0	0	5,608,408	5,740,648	
TOTAL FUNDS	2,470,514	12,604	4,163	946,049	1,022,662	2,046,438	1,305,982	5,741,870	13,550,282	

\*General Funds: Includes new appropriation of \$ 8,722,542 and carryforward of \$ 460,889.05.

\*Cash Funds: Includes new appropriation of \$5,943,296, carryforward of \$ 2,822,200.02, cash fund adjustments of \$ 947,785.47, \$ 221,869 Nebraska State Grant, \$ 12,000 AET and \$ 150 ACE.

\*Program 820 for NESIS and SAP has \$ 106,843.66 in cash fund appropriation and expenditures of \$ 65,245.32.

\*Program 993 has \$ 1,205,223.06 in cash fund appropriation and expenditures of \$ 41,817.36.

**Wayne State College**  
**Expenditure Report -- Fiscal Year 10-11**  
**For the Six Month Period Ending December 31, 2010**

	PERSONAL SERVICES										TOTAL
	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SVCS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID			
Salaries	5,234,384	0	65,989	873,664	1,043,968	1,055,218	681,916	0	0	8,955,119	
Benefits	1,450,071	0	11,631	279,672	332,338	594,571	271,253	0	0	2,939,536	
TOTAL PERMANENT SALARIES & BENEFITS	6,684,455	0	77,620	1,153,336	1,376,306	1,649,789	953,169	0	0	11,894,655	
<b>Students, Part-time Faculty, Graduate Assistants</b>											
Salaries	492,044	0	18,193	65,651	92,487	95,480	16,309	0	0	780,164	
Benefits	36,257	0	1,092	1,850	788	4,139	1,475	0	0	45,601	
TOTAL TEMPORARY SALARIES & BENEFITS	528,301	0	19,285	67,501	93,275	99,619	17,784	0	0	825,765	
<b>TOTAL PERSONAL SERVICES</b>											
TOTAL OPERATING EXPENDITURES	7,212,756	0	96,885	1,220,837	1,469,581	1,749,408	970,953	0	0	12,720,420	
TOTAL TRAVEL	294,899	1,446	40,341	474,403	359,110	738,998	985,580	0	0	2,894,777	
TOTAL CAPITAL OUTLAY	77,196	0	248	8,338	178,958	52,030	1,875	0	0	319,145	
REMISSIONS AND EXEMPTIONS	0	0	0	155,463	-1,981	38,048	158,588	0	0	350,118	
TOTAL GENERAL/CASH EXPENDITURES	7,584,851	1,446	137,474	1,859,541	2,008,143	2,578,484	2,116,996	269,200	0	16,556,135	
TOTAL GENERAL/CASH BUDGET*	20,269,955	14,487	665,322	4,321,625	5,054,697	5,620,245	5,346,100	554,612	0	41,847,043	
% OF GENERAL/CASH BUDGET EXPENDED	37.42%	9.98%	20.66%	43.03%	39.73%	45.88%	39.80%	48.54%	0	39.56%	
TOTAL FEDERAL FUNDS	181,002	0	0	0	176,379	151,096	0	0	0	9,934,485	
<b>TOTAL EXPENDITURES</b>	<b>7,765,853</b>	<b>1,446</b>	<b>137,474</b>	<b>1,859,541</b>	<b>2,184,522</b>	<b>2,729,580</b>	<b>2,116,996</b>	<b>9,695,208</b>	<b>0</b>	<b>26,490,620</b>	
<b>Fund Sources</b>											
General Funds	5,361,805	0	0	1,202,084	1,362,204	1,719,844	960,724	0	0	10,606,661	
Cash Funds	2,223,046	1,446	137,474	667,457	645,939	858,640	1,156,272	269,200	0	5,949,474	
Federal Funds	181,002	0	0	0	176,379	151,096	0	9,426,008	0	9,934,485	
<b>TOTAL FUNDS</b>	<b>7,765,853</b>	<b>1,446</b>	<b>137,474</b>	<b>1,859,541</b>	<b>2,184,522</b>	<b>2,729,580</b>	<b>2,116,996</b>	<b>9,695,208</b>	<b>0</b>	<b>26,490,620</b>	

\*General Funds: Includes new appropriation of \$19,574,994, carryforward encumbrances/balances of \$298,588 and transfer of \$15,000 from NSCS (previous allocation for Tri-State Graduate Center moved to College Center SSC)  
Cash Funds: Includes new appropriation of \$11,970,735, adjustment for tuition/fee increases of \$973,209, carryforward encumbrances/balances of \$8,209,905, additional cash funds authorized of \$250,000, 10-11 NOG funds of \$524,612,  
and 10-11 NDE Attracting Excellence to Teaching funds of \$30,000  
\*\*Program 830 for NESIS has \$50,502 in cash (\$30,000 in new appropriation and \$20,502 carryforward encumbrances/balances) and cash expenditures of \$29,242

**SYSTEM OFFICE - EXPENDITURE REPORT**  
**June 30, 2010**

**FUND 1000 - GENERAL FUNDS**

	APPROP + CARRYOVER	YEAR TO-DATE EXPEND.	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPEND.
100 PERSONAL SERVICES	1,040,547	1,042,359	0	-1,812	100.17%
200 OPERATING EXPENSES *	332,323	249,176	0	83,147	74.98%
700 TRAVEL EXPENSES	48,250	31,752	0	16,498	65.81%
800 CAPITAL OUTLAY	0	0	0	0	0.00%
<b>TOTALS</b>	<b>1,421,120</b>	<b>1,323,288</b>	<b>0</b>	<b>97,832</b>	<b>93.12%</b>

Includes \$40,473 for Tri-State Graduate Center

**FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS**  
**June 30, 2010**

<b>BEGINNING CASH/INVESTMENTS</b>		<b>527,070</b>	
Income for the year:			
Interest	8,059		
Transfer In	4,944		
<b>Total Income</b>		<b>13,002</b>	
Expenditures for year:			
Publications/Printing	403		
Travel Expenses	5,164		
Other Operating			
<b>Total Expenditures</b>		<b>5,566</b>	
<b>ENDING CASH/INVESTMENT BALANCE</b>		<b>534,506</b>	



**SYSTEM OFFICE - EXPENDITURE REPORT**  
December 30, 2010

**FUND 1000 - GENERAL FUNDS**

	APPROP + CARRYOVER	YEAR TO-DATE EXPEND.	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPEND.
100 PERSONAL SERVICES	1,043,714	516,534	0	527,180	49.49%
200 OPERATING EXPENSES	266,188	22,902	0	243,286	8.60%
700 TRAVEL EXPENSES	152,358	808	0	151,550	0.53%
800 CAPITAL OUTLAY	0	0	0	0	0.00%
<b>TOTALS</b>	<b>1,462,260</b>	<b>540,243</b>	<b>0</b>	<b>922,017</b>	<b>36.95%</b>

**FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS**  
December 30, 2010

<b>BEGINNING CASH/INVESTMENTS</b>		<b>534,506</b>		
Income for the year:				
Interest	10,162			
Transfer In	3,252			
<b>Total Income</b>		<b>13,414</b>		
Expenditures for year:				
Publications/Printing				
Travel Expenses	0			
Other Operating	509			
<b>Total Expenditures</b>		<b>509</b>		
<b>ENDING CASH/INVESTMENT BALANCE</b>		<b>547,411</b>		

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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LB 309 Progress Reports For Information Only  
(July – December, 2010)

Priority: Financial Strength of the System

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

Strategy: j. Maintain facilities and improve physical environment

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Board policy 8050 requires the submission of progress reports on certain renovation/construction projects. The Colleges have submitted progress reports on their respective projects that are funded by the Building Renewal Task Force.

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**  
**Chadron State College**  
**Report Period: July 1 - December 31, 2010**

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Change Orders (+/-)	Total Project Cost	Current Year LB 309 Expenditures	Current Year College Expenditures	Unused Balance	Status
26520-949-01 BU#6512T026 Armstrong Gymnasium Design Lighting Improvements	1) 5/20/09	\$ 7,000.00	-	-	\$ 7,000.00	\$ 6,500.00	-	\$ 500.00	Complete
26690-949-01 BU#6512T027 Armstrong Gymnasium Lighting Improvements	1) 8/26/09	\$ 65,361.00	-	-	\$ 65,361.00	\$ 51,530.00	-	\$ 13,831.00	Complete
26520-949-01 BU#6512T032 Armstrong Gymnasium Pool Controls	1) 2/25/10	\$ 30,000.00	-	-	\$ 30,000.00	-	-	\$ 30,000.00	Funded
26520-949-01 BU#6512T024 Campus Energy/Utilities Study	1) 1/15/09	\$ 100,000.00	-	-	\$ 100,000.00	-	-	\$ 100,000.00	In Progress
26520-949-01 BU# 6512T022 Heat Plant Emergency Generator	1) 1/15/09	\$60,000.00	-	-	\$60,000.00	-	-	\$ 60,000.00	In Progress
26520-949-01 BU#6512T015 Heat Plant Switchgear Replacement	1) 1/15/09	\$ 100,000.00	-	-	\$ 100,000.00	\$ 100,000.00	-	\$ -	Complete
26520-949-01 BU#6512T031 Heat Plant Switchgear Replacement-Phase II	1) 2/25/09	\$ 125,000.00	-	-	\$ 125,000.00	\$ 105,451.70	-	\$ 19,548.30	Complete
26690-949-01 BU#6512T033 Math/Science Building Lighting Improvements Design (LB1100 Set Aside Funds)	1) 3/10/10	\$ 10,000.00	-	-	\$ 10,000.00	\$ 7,186.65	-	\$ 2,813.35	In Progress
26520-949-01 BU#6512T030 Math/Science Building Re-roof Design	1) 1/12/10	\$ 77,681.00	-	\$ 32,826.00	\$ 77,681.00	-	-	\$ 110,507.00	Funded
26520-949-01 BU#6512T030 Math/Science Building Re-roof Design	1) 10/28/09	\$ 20,000.00	-	-	\$ 20,000.00	\$ 13,132.00	-	\$ 6,868.00	In Progress
26520-949-01 BU#6512T034 Math/Science Building Re-roof	1) 7/8/10	\$ 230,000.00	-	-	\$ 230,000.00	\$ 188,550.00	-	\$ 41,450.00	In Progress
26690-949-01 BU#6512T028 Nelson Physical Activity Center Lighting Improvements	1) 8/26/09	\$ 90,000.00	-	-	\$ 90,000.00	\$ 71,005.00	-	\$ 18,995.00	Complete

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**  
Peru State College  
Report Period: July 1 - December 31, 2010

Project	Approval Date 1) LB 309 2) Board	Prior	Prior	Current FY LB 309 Allocation	College Contribution	Change Orders (+/-)	Total Project Cost	Current Year	Current	Current	Status	
		Year-end Balance 309	Year-end Balance PSC					LB 309 Expenditures	309 Balance	PSC Balance		
28520-94-03 BU#6512.090 Auditorium/Theater	1) 8/28/2008 2) 1/14/2009	\$1,987.00	\$0.00	\$0.00	\$0.00	-\$1,987.00	\$5,133.00	\$0.00	\$0.00	\$0.00	Complete	
Replace Ceiling Lights												
28520-94-03 BU#6512.087 Auditorium/Theater	1) 10/28/2009 2) 1/12/2010	\$41,468.07	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$35,227.32	\$0.00	\$6,240.29	In Progress	
Battery Modifications												
28520-94-03 BU#6512.091 Campus/Grounds	1) 8/16/2010 2) 9/10/2010	\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$2,145.00	\$0.00	\$855.00	In Progress	
Design Tunnel Retaining Wall Repair												
28520-94-03 BU#6512.095 CATS (ARC) Building	1) 7/9/2009 2) 3/28/2010	\$5,428.98	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$2,150.12	\$0.00	\$3,276.98	In Progress	
Design Masonry Repairs												
28520-94-03 BU#6512.089 CATS (ARC) Building	1) 4/29/2010 2) 6/3/2010	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$49,500.00	\$0.00	\$25,500.00	In Progress	
Masonry Repairs												
28520-94-03 BU# 6512.081 Fine Arts Building	1) 1/15/2009 2) 3/28/2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$331,686.00	\$0.00	\$0.00	\$0.00	Complete	
Design HVAC/Codes Renovation (LB 1100)												
28520-94-03 BU#6512.082 Fine Arts Building	1) 2/11/2009 2) 4/17/2009	\$72,942.92	\$0.00	\$0.00	\$0.00	\$8,000.00	\$98,000.00	\$52,255.92	\$0.00	\$28,687.00	In Progress	
Design HVAC/Codes Renovation (Cig Tax)												
28520-94-03 BU#6512.083 Fine Arts Building	1) 4/7/2009 2) 8/19/2009	\$3,604,475.97	\$337,551.00	\$0.00	\$500,000.00	\$0.00	\$5,000,000.00	\$2,451,568.98	\$455,154.07	\$1,152,306.98	\$44,845.93	In Progress
HVAC/Codes Renovation												
28520-94-03 BU#6512.092 Fine Arts Building	1) 11/5/2010 2) 11/11/2010	\$0.00	\$0.00	\$82,902.00	\$0.00	\$0.00	\$82,902.00	\$0.00	\$0.00	\$82,902.00	\$0.00	In Progress
HVAC/Codes Renovation (LB1100)												
28520-94-03 BU#6512.086 Library	1) 7/9/2010 2) 3/28/2010	\$2,089.40	\$0.00	\$0.00	\$0.00	\$19,000.00	\$33,000.00	\$19,183.32	\$0.00	\$1,886.08	\$0.00	In Progress
Design Masonry Repairs												
28520-94-03 BU#6512.090 Library	1) 4/28/2010 2) 6/3/2010	\$125,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$135,000.00	\$118,800.00	\$0.00	\$16,200.00	\$0.00	In Progress
Masonry Repairs												
28520-94-03 BU#6512.093 Library	1) 12/17/2010 2) 1/19/2011	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00	\$0.00	Funded
Masonry Repairs - Phase II												
28520-94-03 BU#6512.088 TU Makers HVAC Study	1) 10/28/2009 2) 1/12/2010	\$0.00	\$14,810.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$8,650.00	\$0.00	\$6,160.00	\$0.00	In Progress
HVAC Study												

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report  
 Funded - to be used when project has been funded but has not yet begun  
 In-Progress - to be used when project is still in process and when complete but payment is pending  
 Complete - to be used when project has been completed



Report Period: July 1 - December 31, 2010

Date Prepared: March 2, 2011

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**  
Wayne State College

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Cng Orders Current YR (+/-)	Total Project Cost	Prior Period Balance	Current Year		Current Balance	Status
							LB 309 Expenditures	College Expenditures		
6512N106 Humanities FLS Installation	1) 04/29/10 2)	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$179,214.00		\$20,786.00	In Progress
6512N107 Energy Plant Boiler Repairs	1) 05/17/10 2)	\$28,000.00	\$0.00	-\$3,173.27	\$24,826.73	\$28,000.00	\$24,826.73		\$0.00	Complete
6512N108 Hahn Administration HVAC design and building upgrade	1) 08/20/10 2)	\$320,000.00	\$0.00	\$0.00	\$320,000.00	\$0.00	\$0.00		\$0.00	In Progress
6512N109 Fine Arts Lever Locks (Materials)	1) 11/04/10 2)	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$0.00		\$0.00	In Progress
		\$3,908,294.00	\$195,000.00	\$1,900,523.35		\$625,651.36	\$28,407.96		\$318,462.32	

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report

Funded - to be used when project has been funded but has not yet begun

In-Progress - to be used when project is still in process and when complete but payment is pending

Complete - to be used when project has been completed

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

**Revenue Bond Expenditure Reports for July – December 2010  
 (For Information Only)**

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 revenue bond indentures for the Colleges require the submission of periodic financial reports to the Board. In keeping with that requirement, the institutions have provided 6-month expenditure reports ending December 2010.

The reports are intended to demonstrate that the institutions' revenue bond programs are operating at the financial level necessary to provide the services to the students while maintaining the revenue stream needed to retire the debt obligations.

	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>
Revenue	\$2,855,039	\$1,562,435	\$4,698,210
% of Budget	51.24%	66.17%	56.55%
Expenditures	\$1,273,106	\$1,144,949	\$3,571,192
% of Budget	56.20%	56.69%	48.58%

**Chadron State College**  
**Revenue Bond Expenditure Report**  
**For the 6 Months Ending December 31, 2010**

Report Period: FY 2011

	<b>Budgeted FY 2011</b>	<b>Year-to-Date FY 2011</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Dormitory Rentals	\$2,199,000	\$1,109,815	50.47%
Apartment/House Rentals	\$155,000	\$73,613	47.49%
Facilities Rentals	\$25,000	\$0	0.00%
Food Service Contracts	1,951,000	1,063,127	54.49%
Food Service Commissions	340,000	187,461	55.14%
Facilities Fees*	620,000	322,792	52.06%
Bookstore Commissions	145,000	70,849	48.86%
Investment/Interest Income	12,000	8,109	67.58%
Other Income	125,000	19,273	15.42%
<b>Total Revenues</b>	<b>\$5,572,000</b>	<b>\$2,855,039</b>	<b>51.24%</b>
<b><u>Expenditures:</u></b>			
Salaries and Benefits	\$1,510,000	\$759,786	50.32%
Utilities	560,000	279,664	49.94%
Insurance	30,000	21,968	73.23%
Equipment & Furnishings	10,000	0	0.00%
Capital Outlay	10,000	2,200	22.00%
Telephone/Cable T.V & Internet Services	165,000	67,000	40.61%
Supplies	215,000	53,424	24.85%
Repairs and Maintenance	100,000	54,286	54.29%
Other Operating Expenses	50,000	18,763	37.53%
Subtotal - Operations and Maintenance	<b>\$2,650,000</b>	<b>\$1,257,091</b>	<b>47.44%</b>
Food Service Payments	1,670,000	799,674	47.88%
Debt Service	595,483	473,433	79.50%
Total Expenditures	<b>\$2,265,483</b>	<b>\$1,273,106</b>	<b>56.20%</b>
<b>Available for Distribution</b> to Subsidiary Funds	<b>\$656,517</b>	<b>\$324,842</b>	<b>49.48%</b>
<b>Debt Service Coverage Ratio</b>	<b>210.25%</b>	<b>168.61%</b>	

\*All student derived fees



**Peru State College**  
**Revenue Bond Expenditure Report**  
**For the Six Month Period Ending December 31, 2010**

Report Date: January 14, 2011

Report Period: July 1, 2010 - Dec. 31, 2010

	<b>Budgeted 10-11</b>	<b>Year-to-Date 10-11</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	\$999,071	\$571,804	57.23%
Apartment/House Rentals	64,297	42,529	66.14%
Facilities Rentals	45,684	34,528	75.58%
Food Service Contracts	903,972	555,653	61.47%
Food Service Commissions	28,861	18,470	64.00%
Facilities Fees*	195,741	250,495	127.97%
Bookstore Commissions/Income	35,000	21,360	0.00%
Parking Fees/Fines	8,700	8,150	93.68%
Trustee Investment/Interest Income	32,495	12,598	38.77%
Other Income	47,374	46,847	98.89%
<b>Total Revenues</b>	<b>\$2,361,195</b>	<b>\$1,562,435</b>	<b>66.17%</b>
<b><u>Expenditures:</u></b>			
Salaries and Benefits	\$311,976	\$149,911	48.05%
Utilities	286,425	99,683	34.80%
Insurance	30,500	8,673	28.44%
Equipment & Furnishings	0	0	0.00%
Capital Outlay	0	0	0.00%
Telephone/Cable Television/Internet	57,100	21,563	37.76%
Supplies	85,656	46,059	53.77%
Repairs and Maintenance	36,598	16,357	44.69%
Other Operating Expenses	45,054	12,134	26.93%
Subtotal - Operations and Maintenance	<b>\$853,309</b>	<b>\$354,381</b>	<b>41.53%</b>
Food Service Payments	918,769	610,840	66.48%
Debt Service	247,423	179,729	72.64%
<b>Total Expenditures</b>	<b>\$2,019,501</b>	<b>\$1,144,949</b>	<b>56.69%</b>
<b>Available for Distribution to Subsidiary Funds</b>	<b>\$341,694</b>	<b>\$417,486</b>	<b>122.18%</b>
<b>Debt Service Coverage Ratio</b>	<b>2.38</b>	<b>3.32</b>	

\*All student derived fees

**Wayne State College**  
**Revenue Bond Expenditure Report**  
**For the Six Month Period Ending December 31, 2010**

Report Date: March 25, 2011

Report Period: July 1, 2010-Dec. 31, 2010

	<b>Budgeted 10-11</b>	<b>Year-to-Date 10-11</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	\$3,041,161	\$1,613,383	53.05%
Apartment/House Rentals	0	2,750	#DIV/0!
Facilities Rentals	0	295	#DIV/0!
Food Service Contracts	3,750,000	2,112,837	56.34%
Food Service Commissions	50,000	14,748	29.50%
Facilities Fees*	1,047,750	583,579	55.70%
Bookstore Commissions/Income	150,500	116,432	77.36%
Parking Fees/Fines	90,000	87,827	97.59%
Trustee Investment/Interest Income	58,000	72,966	125.80%
Other Income	120,000	93,393	77.83%
<b>Total Revenues</b>	<b>\$8,307,411</b>	<b>\$4,698,210</b>	<b>56.55%</b>
<b><u>Expenditures:</u></b>			
Salaries and Benefits	\$2,345,680	\$1,090,880	46.51%
Utilities**	1,027,927	245,020	23.84%
Insurance	50,000	23,711	47.42%
Equipment & Furnishings	95,000	38,297	40.31%
Capital Outlay	50,000	0	0.00%
Telephone/Cable Television/Internet	300,000	87,689	29.23%
Supplies	280,000	121,503	43.39%
Repairs and Maintenance	135,000	71,359	52.86%
Other Operating Expenses	174,471	85,299	48.89%
<b>Subtotal - Operations and Maintenance</b>	<b>\$4,458,078</b>	<b>\$1,763,758</b>	<b>39.56%</b>
Food Service Payments	\$2,162,043	\$1,250,830	57.85%
Debt Service	731,480	556,604	76.09%
<b>Total Expenditures</b>	<b>\$7,351,601</b>	<b>\$3,571,192</b>	<b>48.58%</b>
<b>Available for Distribution to Subsidiary Funds</b>	<b>\$955,810</b>	<b>\$1,127,018</b>	<b>117.91%</b>

**Debt Service Coverage Ratio**

**2.31**

**3.02**

\*All student derived fees

\*\*All Energy Plant chargebacks not yet completed for July-December 2010.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Doug Liewer*

March 25, 2011

Occupancy/Income Reports for Fall 2010  
 (For Information Only)

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

As required by the bond indentures, the colleges have provided information on occupancy and the income earned by their revenue bond facilities during Fall 2010.

In summary, the following ratios are noted:

	% Residence Hall Room Occupancy Fall 10	% Residence Hall Bed Occupancy Fall 10	% Actual Residence Hall Income Fall 10
Chadron State	98%	71%	66%
Peru State	93%	91%	77%
Wayne State	94%	88%	80%

	Chadron	Peru	Wayne	Chadron	Peru	Wayne
	Bed Occupancy			Room Occupancy		
Fall 07	822	406	1,344	602	243	769
Fall 08	867	408	1,346	628	236	762
Fall 09	889	438	1,348	638	240	763
Fall 10	888	455	1,376	641	247	742

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2010

REPORT DATE: February 4, 2011  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms		Percent Room Occupancy
			Occupied Fall 2009	Occupied Fall 2010				Occupied Fall 2009	Occupied Fall 2010	
ANDREWS	304	284	180	184	2.22%	64.79%	148	145	148	100.00%
BROOKS	110	84	53	52	-1.89%	61.90%	40	37	35	87.50%
EDNA WING	94	94	68	75	10.29%	79.79%	49	48	48	97.96%
EDNA WORK	92	92	52	54	3.85%	58.70%	46	45	46	100.00%
HIGH RISE	400	422	285	279	-2.11%	66.11%	218	218	218	100.00%
KENT HALL	304	275	251	244	-2.79%	88.73%	151	145	146	96.69%
<b>SUBTOTALS</b>	<b>1,304</b>	<b>1,251</b>	<b>889</b>	<b>888</b>	<b>-0.11%</b>	<b>70.98%</b>	<b>652</b>	<b>638</b>	<b>641</b>	<b>98.31%</b>

	Apartments Available	Apartments Occupied		Percent of Change	Percent Occupancy
		Fall YR1	Fall YR2		
Family Housing	0	0	0	0	0.00%
EDNA WORK WING	41	30	35	0	85.37%
WEST COURT	0	0	0	0	0.00%
<b>SUBTOTALS</b>	<b>41</b>	<b>30</b>	<b>35</b>	<b>0</b>	<b>85.37%</b>
<b>TOTALS</b>	<b>1,304</b>	<b>1,292</b>	<b>919</b>	<b>923</b>	<b>0</b>
					<b>71.44%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total		Percent of Potential Income
				Potential Income	Actual Income	
Residence Halls *	1,304	1,194	1000-1992	1,662,982	1,077,001	64.76%
Student Apartments						
Family Housing	41	41	336-531	\$91,712	59,181	64.53%
Faculty Apartments						
Summer, Guest Housing & Rentals				\$85,000	70,804	83.30%
Other						
<b>TOTALS</b>				<b>\$1,839,694</b>	<b>\$1,206,986</b>	<b>65.61%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: FALL 2010

REPORT DATE: March 25, 2011  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied		Percent Room Occupancy
			Fall 2009	Fall 2010				Fall 2009	Fall 2010	
ELIZA MORGAN (1)	170	98	86	84	-2.33%	85.71%	50	45	45	90.00%
DELZELL	146	144	100	123	23.00%	85.42%	72	59	65	90.28%
CLAYBURN/MATHEWS	120	106	98	99	1.02%	93.40%	58	50	53	91.38%
DAVIDSON/PALMER	116	106	106	102	-3.77%	96.23%	58	58	56	96.55%
NICHOLAS/PATE	24	48	48	47	-2.08%	97.92%	28	28	28	100.00%
<b>SUBTOTALS</b>	<b>576</b>	<b>502</b>	<b>438</b>	<b>455</b>	<b>3.88%</b>	<b>90.64%</b>	<b>266</b>	<b>240</b>	<b>247</b>	<b>92.86%</b>

	Apartment Available	Apartment Occupied		Percent of Change	Percent Occupancy
		Fall YR1	Fall YR2		
OAK HILL	12	9	10	0	83.33%
FACULTY	8	8	8	0	100.00%
<b>SUBTOTALS</b>	<b>20</b>	<b>17</b>	<b>18</b>	<b>0</b>	<b>90.00%</b>
<b>TOTALS</b>	<b>576</b>	<b>522</b>	<b>455</b>	<b>473</b>	<b>0</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income		Actual Income	Percent of Potential Income
				Potential Income	Actual Income		
Residence Halls *	576	502	1222-1833	\$766,805	\$590,360	76.99%	
Student Apartments	12	12	1436-1708	\$21,834	20,424	93.54%	
Faculty Apartments	8	8	1472-1788	\$19,860	18,885	95.09%	
Summer, Guest Housing & Rentals					37,748		
Other					9,737		
<b>TOTALS</b>				<b>\$808,499</b>	<b>\$677,154</b>	<b>83.75%</b>	

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL 2010

REPORT DATE: March 25, 2011  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied		Percent Room Occupancy
			Fall 2009	Fall 2010				Fall 2009	Fall 2010	
Residence Hall	165	160	136	139	2.21%	86.88%	66	64	63	95.45%
Berry Hall	328	306	280	288	2.86%	94.12%	159	157	156	98.11%
Bowen Hall	448	434	329	389	18.24%	89.63%	208	192	198	95.19%
Morey Hall	240	231	205	216	5.37%	93.51%	119	117	114	95.80%
Neihardt Hall	185	161	143	153	6.99%	95.03%	91	91	90	98.90%
Pile Hall	150	134	127	59	-53.54%	44.03%	72	71	47	65.28%
Terrace Hall	147	140	128	132	3.13%	94.29%	74	71	74	100.00%
<b>SUBTOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,348</b>	<b>1,376</b>	<b>2.08%</b>	<b>87.87%</b>	<b>789</b>	<b>763</b>	<b>742</b>	<b>94.04%</b>

	Original Design	Present Use	Apartments Occupied		Percent of Change	Percent Occupancy
			Fall 2009	Fall 2010		
Family Housing						
<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>1,663</b>	<b>1,566</b>	<b>1,348</b>	<b>1,376</b>	<b>2.08%</b>	<b>87.87%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income		Actual Income	Percent of Potential Income
				Fall 2009	Fall 2010		
Residence Halls *	1,663	1,566	\$1330-\$2330	\$2,007,481	\$1,608,920	80.15%	
Student Apartments							
Family Housing							
Faculty Apartments							
Summer, Guest Housing & Rentals					\$0	2,200	NA
Other					\$59,426	59,426	100.00%
<b>TOTALS</b>				<b>\$2,066,907</b>	<b>\$1,670,546</b>	<b>80.82%</b>	

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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2010-2011 Potential Occupancy and Income  
(For Information Only)

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

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Chadron, Peru, and Wayne have provided potential occupancy and income reports for Fall 2011 and Spring 2012.

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 completed. Room occupancy rates, based on the market demand for private rooms at the colleges, are projected at 98% for CSC, 91% for PSC, and 90% for WSC for the fall semester, 2011.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2011

REPORT DATE: February 18, 2011  
POTENTIAL REPORT

**OCCUPANCY**

	Designed	Actual	Beds	Beds	Percent of Bed	Available Room	Rooms Occupied	Percent Room
	Bed Capacity	Bed Capacity	Occupied Fall 2010	Occupied Fall 2011				
Residence Hall								
ANDREWS	304	284	180	180	0.00%	148	148	100.00%
BROOKS	110	84	53	53	0.00%	40	35	87.50%
EDNA WING	94	94	68	68	0.00%	49	48	97.96%
EDNA WORK	92	92	52	52	0.00%	46	46	100.00%
HIGH RISE	400	422	285	285	0.00%	218	218	100.00%
KENT HALL	304	275	251	251	0.00%	151	146	96.69%
<b>SUBTOTALS</b>	<b>1,304</b>	<b>1,251</b>	<b>889</b>	<b>889</b>	<b>0.00%</b>	<b>652</b>	<b>641</b>	<b>98.31%</b>

	Apartments Available		Apartments Occupied		Percent of Change	Percent Occupancy
	Apartments Available	Apartments Occupied	Apartments Occupied	Apartments Occupied		
Family Housing						
EDNA WORK WING	0	0	0	0	0	0.00%
WEST COURT	41	41	30	30	0	73.17%
<b>SUBTOTALS</b>	<b>41</b>	<b>41</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>73.17%</b>
<b>TOTALS</b>	<b>1,304</b>	<b>1,292</b>	<b>919</b>	<b>919</b>	<b>0</b>	<b>71.13%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
	Residence Halls *	1,304	1,194	1040-2092	\$1,746,131	\$1,130,851
Student Apartments N/A						
Family Housing	41	41	353-557	96,298	87,131	90.48%
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				85,000	80,000	94.12%
Other						
<b>TOTALS</b>				<b>\$1,927,429</b>	<b>\$1,297,982</b>	<b>67.34%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.



**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: SPRING 2012

REPORT DATE: 02-18-11  
POTENTIAL REPORT

**OCCUPANCY**

	Designed	Actual	Beds		Beds		Percent of Change	Percent of Bed Occupancy	Available		Rooms		Percent Room Occupancy
	Bed Capacity	Bed Capacity	Occupied Spring 2011	Occupied Spring 2012	Occupied Spring 2011	Occupied Spring 2012			Room Capacity	Rooms Occupied Spring 2012	Room Occupancy		
Residence Hall													
ANDREWS	304	284	177	177	177	177	0.00%	62.32%	148	139	139	93.92%	
BROOKS	110	84	45	45	45	45	0.00%	53.57%	40	31	31	77.50%	
EDNA WING	94	94	57	57	57	57	0.00%	60.64%	49	42	42	85.71%	
EDNA WORK	92	92	57	57	57	57	0.00%	61.96%	46	46	46	100.00%	
HIGH RISE	400	422	267	267	267	267	0.00%	63.27%	218	207	207	94.95%	
KENT HALL	304	275	204	204	204	204	0.00%	74.18%	151	135	135	89.40%	
<b>SUBTOTALS</b>	<b>1,304</b>	<b>1,251</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>807</b>	<b>0.00%</b>	<b>64.51%</b>	<b>652</b>	<b>600</b>	<b>600</b>	<b>92.02%</b>	

	Apartments Available		Apartments Occupied		Apartments Occupied		Percent of Change	Percent Occupancy
	Spring 2011	Spring 2012	Spring 2011	Spring 2012	Spring 2011	Spring 2012		
Family Housing	0	0	0	0	0	0	0.00%	
EDNA WORK WING	41	41	30	30	30	30	73.17%	
WEST COURT								
<b>SUBTOTALS</b>	<b>41</b>	<b>41</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>73.17%</b>	
<b>TOTALS</b>	<b>1,304</b>	<b>1,292</b>	<b>837</b>	<b>837</b>	<b>837</b>	<b>837</b>	<b>64.78%</b>	

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
	Residence Halls *	1,304		1040-2092	\$1,746,131	\$1,052,253
Student Apartments N/A						
Family Housing	41		459-557	96,298	87,131	90.48%
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				25,000	5,880	23.52%
Other						
<b>TOTALS</b>				<b>\$1,867,429</b>	<b>\$1,145,264</b>	<b>61.33%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: FALL 2011

REPORT DATE: MARCH 25, 2011  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied		Beds Occupied		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied		Percent Room Occupancy
			Fall 2010	Fall 2010	Fall 2011	Fall 2011				Fall 2011	Fall 2011	
Residence Hall												
ELIZA MORGAN (1)	170	98	84	84	84	0.00%	85.71%	50	43	43	86.00%	
DELZELL	146	144	123	123	123	0.00%	85.42%	72	62	62	86.11%	
CLAYBURN/MATHEWS	120	106	99	99	99	0.00%	93.40%	58	54	54	93.10%	
DAVIDSON/PALMER	116	106	102	102	102	0.00%	96.23%	58	56	56	96.55%	
NICHOLAS/PATE	24	48	47	47	47	0.00%	97.92%	28	27	27	96.43%	
<b>SUBTOTALS</b>	<b>576</b>	<b>502</b>	<b>455</b>	<b>455</b>	<b>455</b>	<b>0.00%</b>	<b>90.64%</b>	<b>266</b>	<b>242</b>	<b>242</b>	<b>90.98%</b>	

Family Housing	Apartments Available	Apartments Occupied		Percent of Change	Percent Occupancy
		Fall 2010	Fall 2011		
OAK HILL	12	10	10	0.00%	83.33%
FACULTY	8	8	8	0.00%	100.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>20</b>	<b>18</b>	<b>0</b>	<b>90.00%</b>
<b>TOTALS</b>	<b>576</b>	<b>522</b>	<b>473</b>	<b>473</b>	<b>0</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Income		Percent of Potential Income
				Potential Income	Actual Income	
Residence Halls *	576	502	1222-1833	\$766,805	\$577,946	75.37%
Student Apartments	12	12	1436-1708	\$21,834	19,419	88.94%
Faculty Apartments	8	8	1472-1788	\$19,860	20,916	105.32%
Summer Guest Housing & Rentals					39,846	
Other					16,458	
<b>TOTALS</b>				<b>\$808,499</b>	<b>\$674,585</b>	<b>83.44%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables.  
(1) 36 rooms in Morgan remain off-line until Phase II of the construction plan can be implemented.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: SPRING 2012

REPORT DATE: MARCH 25, 2011  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied		Beds Occupied		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied		Percent Room Occupancy
			Spring 2011	Spring 2012	Spring 2011	Spring 2012				Spring 2011	Spring 2012	
Residence Hall	170	98	75	75	75	0.00%	76.53%	50	38	38	76.00%	
ELIZA MORGAN (1)	146	144	113	113	113	0.00%	78.47%	72	57	57	79.17%	
DELZELL	120	106	86	86	86	0.00%	81.13%	58	47	47	81.03%	
CLAYBURN/MATHEWS	116	106	87	87	87	0.00%	82.08%	58	48	48	82.76%	
DAVIDSON/PALMER	24	48	41	41	41	0.00%	85.42%	28	24	24	85.71%	
NICHOLAS/PATE												
<b>SUBTOTALS</b>	576	502	402	402	402	0.00%	80.08%	266	214	214	80.45%	

Family Housing	Apartments Available	Apartments Occupied		Percent of Change	Percent Occupancy	
		Spring 2011	Spring 2012			
OAK HILL FACULTY	12	12	12	0	100.00%	
	8	8	8	0	100.00%	
<b>SUBTOTALS</b>	0	20	20	0	100.00%	
<b>TOTALS</b>	576	522	422	422	0	80.84%

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income		Actual Income	Percent of Potential Income
				Spring 2011	Spring 2012		
Residence Halls *	576	502	1222-1833	\$766,805	\$464,068	60.52%	
Student Apartments	12	12	1436-1708	\$21,834	10,863	49.75%	
Faculty Apartments	8	8	1472-1788	\$19,860	10,203	51.37%	
Summer Guest Housing & Rentals					3,930		
Other					20,476		
<b>TOTALS</b>				\$808,499	\$509,540	63.02%	

\* 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 2011

REPORT DATE: March 25, 2011  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Fall 2010	Projected Beds Occupied Fall 2011	Percent of Change	Percent Occupancy	Available Room Capacity	Projected Rooms Occupied Fall 2011	Percent Room Occupancy
Residence Hall	165	160	139	150	7.91%	93.75%	66	65	98.48%
Anderson Hall	328	306	288	300	4.17%	98.04%	159	157	98.74%
Berry Hall	448	434	389	402	3.34%	92.63%	208	205	98.56%
Bowen Hall	240	231	216	228	5.56%	98.70%	119	118	99.16%
Morey Hall	185	161	153	158	3.27%	98.14%	91	91	100.00%
Neilhardt Hall	138	138	59	0	-100.00%	0.00%	72	0	0.00%
Pile Hall**	147	140	132	138	4.55%	98.57%	74	74	100.00%
Terrace Hall	147	140	132	138	4.55%	98.57%	74	74	100.00%
<b>SUBTOTALS</b>	<b>1,651</b>	<b>1,570</b>	<b>1,376</b>	<b>1,376</b>	<b>0.00%</b>	<b>87.64%</b>	<b>789</b>	<b>710</b>	<b>89.99%</b>

Family Housing	Apartments Available	Projected		Percent of Change	Percent Occupancy
		Apartments Occupied Fall 2010	Apartments Occupied Fall 2011		

<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>TOTALS</b>	<b>1,651</b>	<b>1,570</b>	<b>1,376</b>	<b>1,376</b>	<b>0.00%</b>	<b>87.64%</b>
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**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,651	1,570	\$1,330-\$2330	\$2,007,481	\$1,642,227	81.81%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	2,750	NA
Other				\$55,000	55,000	100.00%
<b>TOTALS</b>				<b>\$2,062,481</b>	<b>\$1,699,977</b>	<b>82.42%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

\*\* Due to renovation, all of the rooms in Pile are not available for occupancy in Fall 2011.

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: SPRING 2012

REPORT DATE: March 25, 2011  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Spring 2011	Projected Beds Occupied		Percent of Change	Percent Bed Occupancy	Available Room Capacity	Projected Rooms Occupied Spring 2012	Percent Room Occupancy
				Spring 2012	Spring 2012					
Residence Hall	165	160	132	130	130	-1.52%	81.25%	66	64	96.97%
Anderson Hall	328	306	260	240	240	-7.69%	78.43%	159	148	93.08%
Berry Hall	448	434	351	320	320	-8.83%	73.73%	208	185	88.94%
Bowen Hall	240	231	207	180	180	-13.04%	77.92%	119	108	90.76%
Morey Hall	185	161	143	135	135	-5.59%	83.85%	91	87	95.60%
Neilhardt Hall	138	138	0	100	100	#DIV/0!	72.46%	72	62	86.11%
Pile Hall**	147	140	123	115	115	-6.50%	82.14%	74	71	95.95%
Terrace Hall	147	140	123	115	115	-6.50%	82.14%	74	71	95.95%
<b>SUBTOTALS</b>	<b>1,651</b>	<b>1,570</b>	<b>1,216</b>	<b>1,220</b>	<b>1,220</b>	<b>0.33%</b>	<b>77.71%</b>	<b>789</b>	<b>725</b>	<b>85.47%</b>

Family Housing	Apartment Available	Projected		Percent of Change	Percent Occupancy
		Apartment Occupied Spring 2011	Apartment Occupied Spring 2012		

<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>TOTALS</b>	<b>1,651</b>	<b>1,570</b>	<b>1,216</b>	<b>1,220</b>	<b>0.33%</b>	<b>77.71%</b>
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**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,651	1,570	\$1,330-\$2330	\$2,034,027	\$1,398,934	68.78%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals					\$0	2.750 NA
Other					\$5,000	5,000 100.00%
<b>TOTALS</b>				<b>\$2,039,027</b>	<b>\$1,406,684</b>	<b>68.99%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

\*\*Due to renovation, all of the rooms in Pile are not available for occupancy in Spring 2011.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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Physical Plant Status Reports for October – December, 2010  
(For Information Only)

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability  
4. Improve efficiency of operations

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

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Each college has provided a status report of physical plant projects for the Board's information. These are found on the following pages.

7.10.-2

**PHYSICAL PLANT STATUS REPORT**

College: Chadron State College

Meeting Date: March 25, 2011

<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
Armstrong/Nelson Physical Activity Center – Pool Controls	In Progress	LB 309
Campus Energy/Utilities Study	In Progress	LB 309
Heat Plant Emergency Generator Design	In Progress	LB 309
Heat Plant Switchgear Replace (Phase I & II)	Complete	LB 309
Math Science Building – Design Roof Replacement	In Progress	LB 309
Math Science Building – Roof Replacement	In Progress	LB 309
<b>Revenue Bond Projects (including BANS)</b>		
<b>LB 1100 Projects</b>		
Armstrong – Lighting Improvements	Complete	LB 1100
Math Science Building – Design Lighting Improvements	In Progress	LB 1100
Nelson Physical Activity Center – Lighting Improvements	In Progress	LB 1100
<b>Contingency Maintenance Projects</b>		
Crites Hall Reroof	Complete	Contingency Maint.
High Rise Residence Hall Window Replacement	In Progress	Contingency Maint.
Kline Building Demolition	In Progress	Contingency Maint.
Mechanical Room Upgrades	In Progress	Contingency Maint.
Residence Hall Carpet/Flooring Replacement	In Progress	Contingency Maint.
Residence Hall Door/Access Control	In Progress	Contingency Maint.
Revenue Bond Buildings Asbestos Abatement	In Progress	Contingency Maint.
Revenue Bond Buildings Furnishings	In Progress	Contingency Maint.
Revenue Bond Buildings Replace Carpet	Complete	Contingency Maint.
Revenue Bond Buildings Master Plan	In Progress	Contingency Maint.
Student Center Specialty Equip	Substantially Complete	Contingency Maint.
West Court Deferred Repair	Complete (Reallocated)	Contingency Maint.
<b>Other Capital Construction Projects</b> (Include all projects using non-state or state funds that do not “fit” into any of the other categories)		

## PHYSICAL PLANT STATUS REPORT

College: **Peru State College**

Meeting Date: March 25, 2011

<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
Jindra Fine Arts Code Upgrade Study & Codes/HVAC Upgrade	Construction in Progress 88% Complete	LB 309/LB 1100
CATS (ARC) Design Masonry Repairs	Punch List in Progress	LB 309
Library Design Masonry Repairs	Punch List in Progress	LB 309
Theater Balcony	Installation Complete	LB 309
TJ Majors HVAC Study	Design in Progress	LB 309
Campus Tunnel Wall Repair	Design in Progress	LB 309
Library Masonry Repairs – Phase II	Funded	LB 309
<b>LB 605 Projects (2006)</b>		
<b>Revenue Bond Projects (including BANS)</b>		
Delzell Hall Restrooms	Program Statement Approved – ventilation portion of the project complete	Bonds
Eliza Morgan Phase II, III, IV	Construction Manager at Risk contracted	Sale of bonds Surplus funds
<b>Contingency Maintenance Projects</b>		
<b>Other Capital Construction Projects</b>		
<i>(Include all projects using non-state or state funds that do not “fit” into any of the other categories)</i>		
New College Entry	Foundation Fundraising In Progress	Foundation
Biomass Energy Center	Program Statement approved. Project on hold pending funding	Foundation



## 7.10.-4

**PHYSICAL PLANT STATUS REPORT**

College: Wayne State College

Meeting Date: March 25, 2011

<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
Campuswide Energy Audit	Substantially Complete	LB 309/Cont. Maint.
Carhart Science 3 <sup>rd</sup> Floor HVAC	Substantially Complete	LB 309
U.S. Conn Library Fire Sprinkler Upgrades	Design Complete	LB 309
Education Fire Alarm Sprinkler Upgrades	In Progress	LB 309
Fine Arts Lever Locks	In Progress	LB 309
Hahn Upgrade	In Design	LB 309
<b>LB 1100 Projects (99-00)</b>		
Stadium Deck Resealant and Seating	Complete	LB 1100 FY 09/ Cap Impr Fees
<b>LB 605 Projects (2006)</b>		
Carhart Science Renovations Phase I	Substantially Complete	LB605/Cash/ Foundation
<b>Revenue Bond Projects (including BANS)</b>		
Pile Hall Renovation	In Process	Rev. Bonds, Surplus
Student Center Roof	In Design	Rev. Bonds
<b>Contingency Maintenance Projects</b>		
Rec Center Racquetball Court to Cardio Room	In Process	Contingency Maint.
<b>Other Capital Construction Projects</b>		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
College Center at South Sioux City	In Process	State Approp/ Fed./Foundation/ NECC/Local
Commons Phase III	Substantially Complete	Cash/Foundation
Carhart Renov. – Phase II	In Design	Cash/Foundation
Willow Bowl Restoration	In Design	Foundation

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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**Grant Applications and Awards for Information Only****Chadron Applications**

- CSC Woody Biomass Expansion (U.S. Forest Service) -- \$120,000
- Higher Education Challenge Grant (USDA National Institute of Food and Agriculture) -- \$150,000

**Chadron Awards**

- Moral Reconciliation Therapy (Nebraska Collegiate Consortium to Reduce High-Risk Drinking) -- \$500
- Training Observational Skills to Future Teachers (National Education Association (NEA) Foundation) -- \$5,000

**Peru Application**

- Biodiversity Surveys and Inventories (National Science Foundation) -- \$365,000

**Peru Award**

- ECO 24/7 Studies and Implementation (Nebraska Energy Office) -- \$197,259

**Wayne Applications**

- Biodiversity, Distribution and Community Structure of Large Branchiopods from the Nebraska Sandhills (National Science Foundation Infrastructure Grant/Nebraska EPSCoR Undergraduate Research Experience) -- \$4,981
- Integrating Organic Chemistry and Microbiology: Developing and Interdisciplinary Research Lab Experience for Biology and Chemistry Majors (National Science Foundation Infrastructure Grant/Nebraska EPSCoR Undergraduate Research Experience) -- \$5,000
- USCA Equipment Grant (Easton Foundation Equipment Grants for US Collegiate Archery Clubs) -- \$6,250 in archery equipment
- "We Agree" Project (Mini-Grant from Nebraska Collegiate Consortium to Reduce High-Risk Drinking Funded by the Nebraska Office of Highway Safety/Northeast Community College) -- \$4,000

## 7.11.-2

### Wayne Awards

- Economic Development Initiative – EDI Special Project: South Sioux City College Center (U.S. Department of Housing & Urban Development with Economic Development Initiative Funds) -- \$292,200
- Geographic Educators of Nebraska Strategic Planning Grant (National Geographic Education Foundation) -- \$13,942

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

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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.

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 25, 2011	
Notice of Intent	Application: X	Accept Award:	
Name of Program: CSC Woody Biomass Expansion			
Funding Source: US Forest Service			
Amount Requested: \$120,000	Amount Awarded:	Funding Period: 7/1/2011 – 6/30/2012	
Closing Date for Application Submission: March 2, 2011			
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:	
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes: X	No:
Will this grant require <b>State Matching Funds</b> ?		Yes: X	No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): \$30,000 for consulting services			
Will this grant require <b>In-Kind Funds</b> ?		Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):			
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:	No: X
How many FTE positions will the grant fund?		FTE: -0-	
How many of these are new positions?		New FTE: -0-	
Briefly describe the purpose(s) of this application/award: Funding for this project would provide planning documents for replacement of an existing woodchip burning steam boiler with a modern, high capacity woodchip burning steam boiler. The added steam capacity will enable the college to satisfy extreme winter loads while expanding summer steam potential for a second 700 ton absorption chiller and increase utilization of pine slash/thinned tree stock.			
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. Dale Grant			
Administrator responsible for approving the application: Dr. Janie Park			

## 7.11.-4

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 25, 2011
Notice of Intent	Application: X	Accept Award:
Name of Program: Higher Education Challenge Grant		
Funding Source: USDA – National Institute of Food and Agriculture		
Amount Requested: \$150,000	Amount Awarded:	Funding Period: Aug 2011 – Aug 2013
Closing Date for Application Submission: January 31, 2011		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: X      No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): \$37,500 salaries, benefits and cash		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): faculty's time		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: none
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: All funds are dedicated to the purchase of needed GIS-GPS technology and non-fixed lab equipment. The hardware, software, and GPS units represent a one-time expenditure. This technology will be integrated into the curriculum required of those students who major in Rangeland and Agriculture Management degree programs and will also serve as the backbone to a GIS/GPS student learning laboratory that supports these degree programs. The Project will address the increasing need of an educated rangeland and agriculture management workforce by expanding the Rangeland and Agriculture Management Curriculum with 11 advanced courses plus 3 laboratory courses.		
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. Charles Butterfield		
Administrator responsible for approving the application: Dr. Janie Park		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 25, 2011
Notice of Intent	Application:	Accept Award: X
Name of Program: Moral Reconation Therapy		
Funding Source: Nebraska Collegiate Consortium to Reduce High-Risk Drinking		
Amount Requested: \$ 1,000	Amount Awarded: \$500	Funding Period: Feb 2011-May 1, 2011
Closing Date for Application Submission: January 26, 2011		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: x
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: x
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: x
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: x
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No:
How many FTE positions will the grant fund?		FTE: None
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: A health risk assessment will be completed with each student athlete of participating athletic programs. Referral of at risk student athletes will be made to the Moral Reconation Therapy program. A post health risk assessment will be completed with student athletes participating in the program.		
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. Jay Sutcliffe		
Administrator responsible for approving the application: Dr. Janie Park		

## 7.11.-6

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 25, 2011
Notice of Intent	Application:	Accept Award: X
Name of Program: Training Observational Skills to Future Teachers		
Funding Source: National Education Association (NEA) Foundation		
Amount Requested: \$5,000	Amount Awarded: \$5,000	Funding Period: January 2011 – January 2012
Closing Date for Application Submission: October 15, 2010		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: none
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: This project places remotely controlled video/audio digital equipment in public school classrooms in Chadron, NE to train observational skills to CSC educational psychology students enrolled in teacher education. These students practice coding what they observe and analyze data statistically, summarize results graphically, therefore prepare for direct classroom observations.		
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. William Roweton		
Administrator responsible for approving the application: Dr. Janie Park		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Peru State College		Date: March 25, 2011
Notice of Intent	Application: X	Accept Award:
Name of Program: Biodiversity Surveys and Inventories		
Funding Source: National Science Foundation		
Amount Requested: \$365,000	Amount Awarded:	Funding Period: Begins 2011-12
Closing Date for Application Submission: July 9, 2011		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes: X      No:
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): faculty release time and normal use of office and lab		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: X      No:
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: Survey and inventory of parasites of fishes from the Big Thicket National Preserve; student training and education in biological research.		
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. Michael Barger		
Administrator responsible for approving the application: Dr. Todd Drew		



7.11.-8

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Peru State College		Date: March 25, 2011
Notice of Intent	Application:	Accept Award: X
Name of Program: ECO 24/7 Studies and Implementation		
Funding Source: Nebraska Energy Office		
Amount Requested: \$200,000	Amount Awarded: \$197,259	Funding Period: Begins 2011-12
Closing Date for Application Submission: July 9, 2011		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?	Yes: 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.): \$2,741 cost sharing		
Will this grant require <b>In-Kind Funds</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?	Yes: X	No:
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: A comprehensive ECO 24/7 energy study for the Library and Student Center and implementation of ECO 24/7 projects at each location.		
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: Paul Pate		
Administrator responsible for approving the application: Bruce Batterson		

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: March 25, 2011
Notice of Intent	Application: X	Accept Award:
Name of Program: Biodiversity, distribution, and community structure of large branchiopods from the Nebraska Sandhills		
Funding Source: National Science Foundation infrastructure grant/Nebraska EPSCoR Undergraduate Research Experience		
Amount Requested: \$4,981	Amount Awarded:	Funding Period: 03/01/11-12/31/11
Closing Date for Application Submission: 02/01/11		
When reporting Grant Award-- Has Grant Application been approved by the Board		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.0
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This proposal will provide funding for travel, equipment, and supplies for an undergraduate WSC student, William Mausbach to collect water quality samples from various sites in the Sandhills of Nebraska and the processing of these water quality samples. The Sandhills are a unique region as one of the few grass-stabilized sand dune regions of the world. The Ogallala Aquifer is the recharge zone of this area. This study will be on the biodiversity and ecology of the large branchiopods in temporary pools of the Nebraska Sandhills. It will also provide travel funds for a consultant in large branchiopods to travel from Lawrence, KS to assist in training the WSC researcher.		
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. Barbara Hayford, Assoc. Professor, Life Sciences		
Administrator responsible for approving the application: Jean Dale, Interim Vice President Administration and Finance		

## 7.11.-10

## NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: March 25, 2011
Notice of Intent	Application: X	Accept Award:
Name of Program: Integrating Organic Chemistry and Microbiology: Developing An Interdisciplinary Research Lab Experience for Undergraduate Biology and Chemistry Majors		
Funding Source: National Science Foundation infrastructure grant/Nebraska EPSCoR Undergraduate Research Experience		
Amount Requested: \$5,000	Amount Awarded:	Funding Period: 03/01/11-12/31/2011
Closing Date for Application Submission: 02/01/11		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.09
How many of these are new positions?		New FTE: 0.09
Briefly describe the purpose(s) of this application/award: This proposal requests funds for student wages, supplies and travel. It will provide undergraduates the opportunity to conduct research much earlier in their academic careers and allow for a continuous lab based sequence across disciplines (Biology & Chemistry). They will write up their research results in a journal article for publication and also present it at the National Academy of Science and EPSCoR conferences.		
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. David Peitz, Professor Physical Sciences and Mathematics and Dr. Douglas Christensen, Professor, Life Sciences		
Administrator responsible for approving the application: Jean Dale, Interim, Vice President, Administration and Finance		

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: March 25, 2011
Notice of Intent	Application: X	Accept Award:
Name of Program: USCA Equipment Grant		
Funding Source: Easton Foundation Equipment Grants for US Collegiate Archery Clubs		
Amount Requested: \$6,250 in archery equipment	Amount Awarded:	Funding Period: 02/01/11-06/30/11
Closing Date for Application Submission: 01/31/11		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes: X      No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-Kind support includes a secure place on campus to store equipment.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.00
How many of these are new positions?		New FTE: 0 .00
Briefly describe the purpose(s) of this application/award. This proposal will provide equipment for the Archery Club.		
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: Derek Anderson, Student Center Manager and Archery Club Sponsor		
Administrator responsible for approving the application: Ms. Jean Dale, Interim Vice President Administration and Finance		

7.11.-12

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: March 25, 2011	
Notice of Intent	Application: X	Accept Award:	
Name of Program: "We Agree" Project			
Funding Source: Mini-grant from Nebraska Collegiate Consortium to Reduce High-Risk Drinking funded by the Nebraska Office of Highway Safety/Northeast Community College			
Amount Requested: \$4,000	Amount Awarded:	Funding Period: 05/15/11-09/14/11	
Closing Date for Application Submission: 01/26/11			
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:	
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:	No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):			
Will this grant require <b>In-Kind Funds</b> ?		Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):			
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:	No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:	No: X
How many FTE positions will the grant fund?		FTE: 0.00	
How many of these are new positions?		New FTE: 0 .00	
Briefly describe the purpose(s) of this application/award. This proposal is being submitted by Northeast Community College with Northeast and Wayne State College collaborating on a program to increase students' perception of the likelihood of being caught drinking illegally and/or on campus. Kathy Mohlfeld, WSC, and Pete Rizzo, NECC are coordinating the effort to print materials for both campuses to distribute to their students. Both colleges will track their success over an entire academic year to provide data on the project.			
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: Kathy Mohlfeld, Counselor, Counseling Office			
Administrator responsible for approving the application: Ms. Jean Dale, Interim Vice President Administration and Finance			

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: March 25, 2011
Notice of Intent	Application:	Accept Award: X
Name of Program: Economic Development Initiative – EDI Special Project: South Sioux City College Center		
Funding Source: U.S. Department of Housing & Urban Development with Economic Development Initiative funds		
Amount Requested: \$292,200	Amount Awarded: \$292,200	Funding Period: 02/14/11-06/30/11
Closing Date for Application Submission: December 31, 2010		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 01/19/11
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.0
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This award will provide funding for the construction of the South Sioux City College 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: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Robert McCue, Vice President for Academic Affairs		
Administrator responsible for approving the application: Mr. Curt Frye, Interim President		

7.11.-14

**NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS**

College: Wayne State College		Date: March 25, 2011
Notice of Intent	Application:	Accept Award: X
Name of Program: Geographic Educators of Nebraska Strategic Planning Grant		
Funding Source: National Geographic Education Foundation		
Amount Requested: \$13,942	Amount Awarded: \$13,942	Funding Period: 12/01/10-11/01/2011
Closing Date for Application Submission: 09/20/2010		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 11/12/10
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes: <input type="checkbox"/> No: X
Will this grant require <b>State Matching Funds</b> ?		Yes: <input type="checkbox"/> No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Funds</b> ?		Yes: <input type="checkbox"/> No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes: <input type="checkbox"/> No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: <input type="checkbox"/> No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: The Geographic Educators of Nebraska (GEON) is an organization of K-12 teachers throughout the state dedicated to promoting and enhancing the quality of geography education in Nebraska. GEON was awarded additional funding for 2010-11 to conduct strategic planning activities guided by an experienced facilitator which include examining core values, reviewing achievements, producing a mission and vision statement, revising by-laws, establishing priority strategic objectives and developing action plans. A WSC faculty member, Dr. Randy Bertolas, is now the coordinator for GEON and WSC will act as the fiscal agent for the grant award.		
Is this grant a continuation of a previous/existing grant?		Yes: <input type="checkbox"/> 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: <input type="checkbox"/> No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Randy Bertolas, Professor, History, Politics and Geography		
Administrator responsible for approving the application: Ms. Jean Dale, Interim Vice President Administration & Finance		

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

**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 less than \$50,000.

<b>Nebraska State College System</b>	
Location on Campus:	Nebraska State College System Office and Colleges
Contracted Work:	TV and Radio Commercials
Contract Amount:	\$75,085 (Board authorized Chancellor to sign contract January 19, 2011)
Fund Source:	Cash
Contractor:	Plattform Higher Education, Lenexa, KS

<b>Chadron State College</b>	
Location on Campus:	Kline Center Location
Contracted Work:	Parking Lot Renovation Design
Contract Amount:	\$19,500
Fund Source:	Cash
Contractor:	CG Architects

<b>Peru State College</b>	
Location on Campus:	Eliza Morgan Hall Phase II, III, IV
Contracted Work:	Asbestos Abatement
Contract Amount:	\$8,400
Fund Source:	Surplus Funds
Contractor:	GPAC
Location on Campus:	Eliza Morgan Hall
Contracted Work:	Re-Roofing Plan, Details and Specifications
Contract Amount:	\$4,880
Fund Source:	Surplus Funds
Contractor:	The Clark Enersen Partners
Location on Campus:	Eliza Morgan Hall
Contracted Work:	Asbestos abatement monitoring
Contract Amount:	\$11,807 (for 10 shifts of monitoring)
Fund Source:	Surplus Funds
Contractor:	AMI Environmental



7.12.-2

<b>Wayne State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Multicultural House Furnish and install window lites and screens \$1,088 Cash The Glass Edge, Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Furnish and install new duo path electric eye in elevator \$1,576.72 Revenue Bond Eletech, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Roof replacement project (north portion only) \$22,800 Revenue Bond (Contingency Maintenance) Erickson Sullivan Architects, Lincoln, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Hahn Administration Building Asbestos survey \$2,048 Cash Environmental Services, Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Carhart Science Building – Phase II Abatement design and oversight \$2,520 Cash AQS Environmental, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Alumni House Install carpet and tile in Security Office and entryway \$1,031.54 Cash Nore's Design Center, Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Rec Center Office complex renovation (Room 201) \$24,734 WS Foundation Hattig Construction, Wayne, NE

**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.

<b>Chadron State College</b>	
Location on Campus:	Math and Science Building
No. & Description:	#1—Fixture installs
Change Order Amount:	\$439
Fund Source:	LB 1100
Contractor:	Mac Construction

<b>Peru State College</b>	
Location on Campus:	Jindra Fine Arts Building (not reported previously)
No. & Description:	#3 Sleeve an existing duct that is deteriorating due to rust
Change Order Amount:	\$2,264 Contingency Withdrawal
Fund Source:	LB 309/Cash
Contractor:	Lund Ross Constructors

<b>Wayne State College</b>	
Location on Campus:	Carhart Science Building
No. & Description:	#18 Contingency Change – Construction
Change Order Amount:	\$0
Fund Source:	LB 309/Cash/Wayne State Foundation
Contractor:	Beckenhauer Construction, Norfolk, NE
Location on Campus:	College Center
No. & Description:	#10 Change exterior window size, add drywall, increase bookstore equipment, add damper
Change Order Amount:	\$17,587
Fund Source:	State Appropriation/Northeast Community College
Contractor:	L & L Builders, Sioux City, IA
Location on Campus:	Carhart Science Building
No. & Description:	#19 Contingency Change - Construction
Change Order Amount:	\$0
Fund Source:	LB 309/Cash/Wayne State Foundation
Contractor:	Beckenhauer Construction, Norfolk, NE

**Fiscal, Facilities and Audit Committee**

*Cap Peterson, Chair*  
*Bill Roskens*  
*Trevor Dietrich*

March 25, 2011

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PSC Fall 2010 One Rate Any State Tuition Program Report (Report 2 of 3)  
For Information Only

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategies: g. Continually find ways to stretch limited resources as far as possible  
k. Promote innovative funding programs  
o. Award additional scholarships

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In April 2009, the Board of Trustees approved a pilot project that provided a special tuition rate for non-resident onsite freshmen students at Peru State College. The three-year pilot program allowed Peru State to charge a special tuition rate for all on-campus non-resident freshmen, which is \$1 more per credit hour than the resident rates. In June 2009, the project was amended to include all new and returning non-resident onsite undergraduate students. Since this is a three-year pilot program, it was determined that the college would provide an annual report to the Board about the program. This is the second report.

**Fiscal, Facilities & Audit Committee**

*Cap Peterson, Chair  
Bill Roskens  
Trevor Dietrich*

March 25, 2011

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Fall 2010 NSCS Advantage Report for Information Only

Priority: Financial Strength of the System  
Goal: 2. Increase enrollment and retention

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As you will recall, the NSCS Advantage program guarantees that Pell Grant recipients at the state colleges will pay no tuition. The program enables the colleges to cover the cost of the tuition following the allocation of other types of aid the student may receive.

This information provides a snapshot of the cost of the program currently. The information will vary during the semester due to different start dates of some courses, as well as the ability of students to drop within specific time frames during the semester. Additional information will be provided to the Board at the meeting.

## Chancellor's Report

**Higher Education Opportunity Act**

The Higher Education Opportunity Act (HEOA) was enacted in August 2008 and was one of many reauthorizations of the Higher Education Act of 1965 (HEA) that was signed into law as part of President Lyndon Johnson's domestic agenda. President Johnson said that the HEA was intended to "strengthen the educational resources of our colleges and universities and to provide financial assistance for students in postsecondary and higher education." The HEA increased federal money given to universities, created scholarships, and provided low-interest loans for students.

Even though the original legislation is reauthorized every 5 or 6 years, many of the components of the original legislation still exist and are part of the everyday life at the Colleges. In President Johnson's speech in November of 1965, he remarked, "The President's signature upon this legislation, passed by this Congress, will swing open a new door for the young people of America. . . the most important door that will ever open – the door to education." The critical issue then, as it remains today, was providing affordable, quality education to students who could not afford to attend college. Pell Grants, Perkins, Trio and low-interest, subsidized loans all have their roots in the original legislation and are as significant today as in 1965. Unfortunately, Congress is currently considering reductions in federal financial aid by reducing the maximum Pell Grant award by about \$800. Several higher education colleagues and I met recently with Nebraska's Education Committee to discuss possible reductions in the Nebraska Scholarship Program linking those cuts to possible federal cuts.

As a result of the 2008 reauthorization, several policy and procedural changes have been enacted at the Colleges. College personnel have been involved in many activities, including but not limited to, implementing a college-cost calculator on the College website, developing policies and procedures for missing students, providing textbook information on the Internet, disclosing policies related to the transfer of credits, and monitoring distance learning opportunities to meet the HEOA requirements.

In October 2010, additional amendments were enacted after being clarified through the federal rule making process.<sup>1</sup> One particular section, "State Authorization for Institutions Offering Distance Education to Out-of-State Students," has resulted in national education and accrediting agencies to question the policy and its impact on institutions and students around the nation. The section requires in-state and out-of-state institutions, that offer postsecondary education to a state's residents (face-to-face or online), to meet the applicable state approval and/or licensure requirements and be "authorized by name." At first blush, this requirement does not appear to be too complicated; however, as we examine the issues and work with our colleagues around the state, we have discovered that the "devil is in the details."

In particular, we have been working with Marshall Hill, Executive Director of the Coordinating Commission for Postsecondary Education and Marty Mahler, Coordinator for the P-16 Initiative, and both encouraged a "wait and see" approach. There is speculation that the requirement should have been focused on for-profit institutions and not public institutions. There is a July 1, 2011 deadline to meet the requirement or demonstrate a "good faith effort" in seeking state authority. To that end, we have developed a letter for dissemination to all fifty (50) states seeking authority for the State Colleges. Approaching this issue systematically enables System Office personnel the opportunity to sort through state requirements, monitor state approvals, and track changes that take place in the states as well as at the federal level.

## 8.1.-2

### **Transfer Agreements**

As many of you know, the State Colleges boast of a “seamless transfer” process with the Nebraska Community Colleges. This seamless transfer process has its origin in work done in 1995 known as the Nebraska Transfer Initiative. At that time, representatives from the community colleges and the public and private baccalaureate degree granting institutions developed a transferable general education core curriculum offered by the community colleges. Recognizing the potential to attract qualified/quality students from the community colleges, the NSCS expanded the program to become a “seamless transfer” program for students who have earned an Associate of Arts (AA) degree or an Associate of Science (AS) degree at one of Nebraska’s community colleges. Students with an AA or AS degree can enroll in one of our Colleges and are deemed to have met the institution’s general education requirements.

The NSCS has also developed similar “seamless transfer” programs for students earning the Associate of Applied Science (AAS) degree at any of the community colleges. Students with an AAS can enroll in the Bachelor of Applied Science (BAS) degree at either Chadron State or Peru State or the Bachelor of Science (BS) degree with a major in technology at Wayne State without losing credit for their technology or science based courses. These transfer degree programs have been especially important to military personnel who often earn some type of AAS degree while in the military.

Sensing a renewed interest in the transferability of credits and programs from the community colleges, Dr. Tande and I recently participated in a meeting with folks from the community colleges and the university system to review the 1995 Transfer Initiative. The group agreed that it was time to update the document. Work will continue with an eye toward finalizing a new transfer document that can be signed at the Nebraska P-16 Planning College Access Summit to be held on May 12, 2011.

### **Farewell**

As many of you know, Sheri has resigned from her position here at the System Office. She has accepted a position with the College of Business at the University here in Lincoln. We appreciate her contributions to the Nebraska State College System and wish her well in her new position.

<sup>1</sup>Oct. 29, 2010 Amendments to the Higher Education Act, Program Integrity Issues, State Authorization, Section §600.9. See <http://edocket.access.gpo.gov/2010/pdf/2010-26531.pdf>.

**8.1.1-.2**

**2011-2012 Proposed Board Meeting Schedule  
(Five Meetings Per Year)**

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--PERU</b>	<b>September 8-9, 2011</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>November 3-4, 2011</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>January 18, 2012</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>March 29-30, 2012</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 7, 2012</b> Thursday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>June 8, 2012</b> Friday

**2012-2013 Proposed Board Meeting Schedule**  
(Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>September 6-7, 2012</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>November 8-9, 2012</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING—LINCOLN</b>	<b>January 15, 2013</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--PERU</b>	<b>March 14-15, 2013</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 6, 2013</b> Thursday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>June 7, 2013</b> Friday



8.1.1-.4

**2013-2014 Proposed Board Meeting Schedule**  
(Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>September 5-6, 2013</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>November 7-8, 2013</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>January 14, 2014</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--PERU</b>	<b>March 20-21, 2014</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 5, 2014</b> Thursday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 6, 2014</b> Friday

**2014-2015 Proposed Board Meeting Schedule**  
(Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>September 4-5, 2014</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>November 6-7, 2014</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>January 13, 2015</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--PERU</b>	<b>March 19-20, 2015</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 4, 2015</b> Thursday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>June 5, 2015</b> Friday

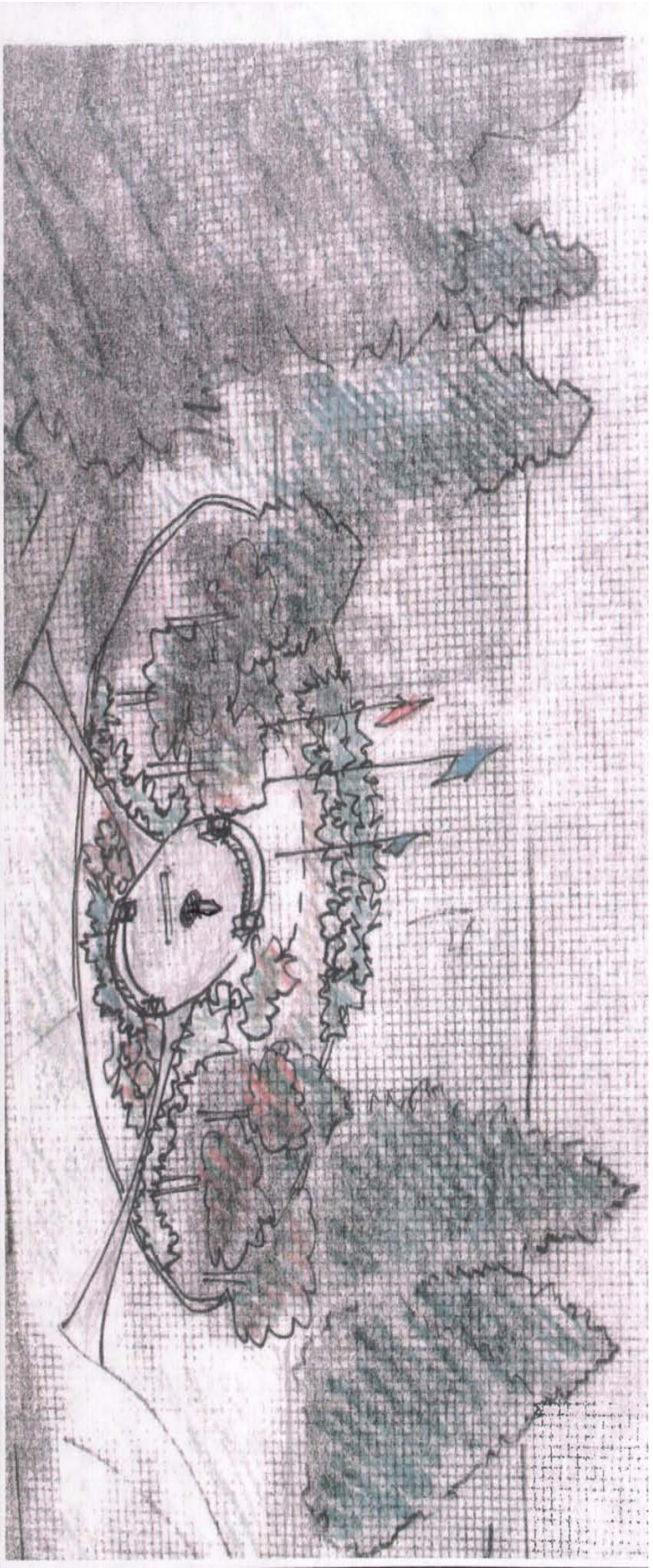
**8.1.1-.6**

**2015-2016 Proposed Board Meeting Schedule**  
(Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING--CHADRON</b>	<b>September 3-4, 2015</b> Thursday - Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING--WAYNE</b>	<b>November 5-6, 2015</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING—LINCOLN</b>	<b>January 12, 2016</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>March 17-18, 2016</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES RETREAT--LINCOLN</b>	<b>June 2, 2016</b> Thursday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING--LINCOLN</b>	<b>June 3, 2016</b> Friday

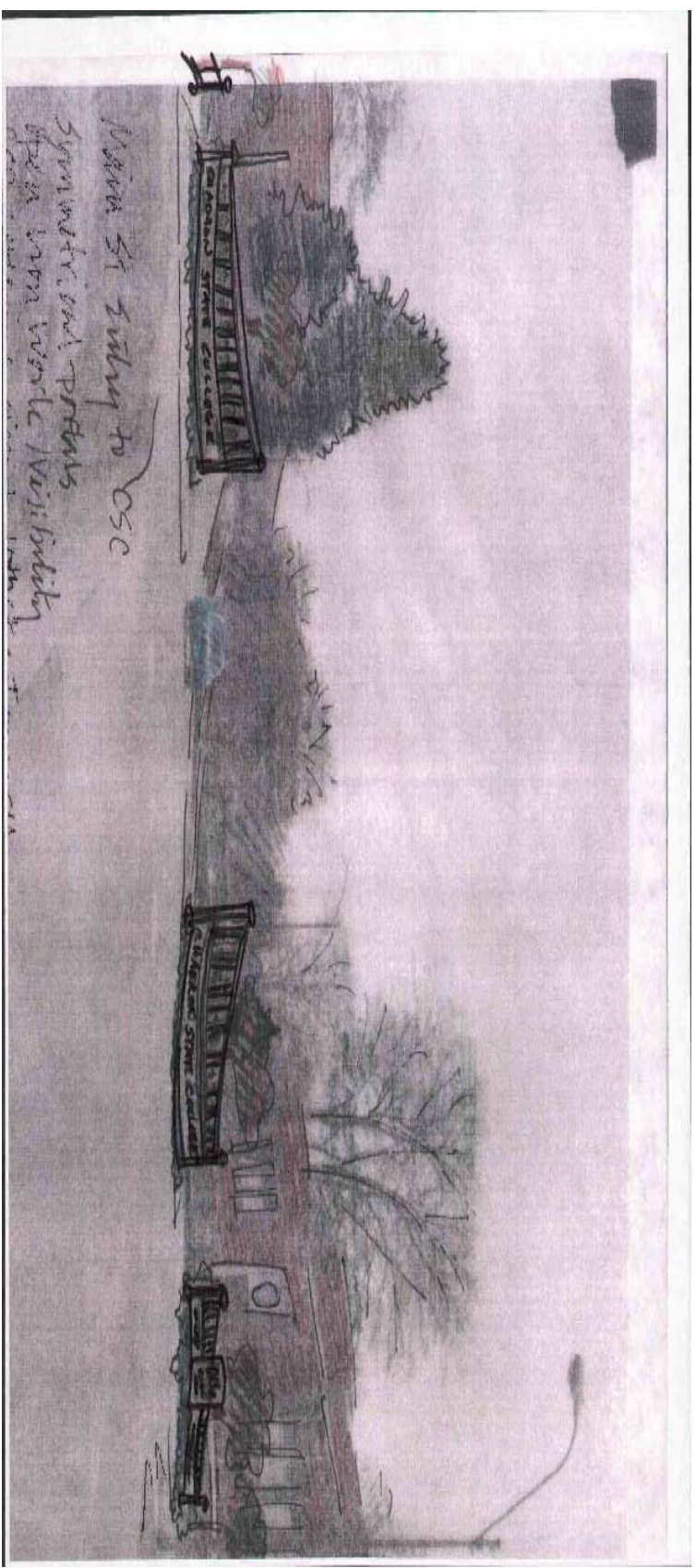
**Chadron State College  
President's Report  
March 2011**

Chadron State College's scenic Dean's Green, the area north of Old Admin, will soon have a long awaited pair of new features. Construction began on Wednesday, Nov. 17, 2010 on Chadron State's new Centennial Plaza and campus entrance signage – two projects that were initiated to help the college celebrate its centennial in 2011.



The Centennial Plaza will be located in the Dean's Green directly in front of Old Admin, the campus' oldest building. The design resembles the plaza that was constructed in 2009 east of Old Admin. When construction of the Centennial Plaza is complete, three new flag poles will stand near the north end of the plaza and its benches. Flags for the State of Nebraska and Chadron State College will flank the stars and stripes. Emphasis lighting will be installed to illuminate the Plaza and flag poles. The area surrounding the plaza will be beautifully landscaped. The 42 foot diameter circular Plaza will provide a gathering place for students.

The plans for the campus entrance, or portal, at the intersection of 10<sup>th</sup> and Main streets include a design of four semicircular structures, two on each side of Main Street. The structures range from 21 feet to 30 feet long and consist of two brick pilasters with a connecting concrete arc wall with an architectural concrete slab on top of the wall and decorative wrought iron railings. The concrete wall will be level, but the wrought iron railings will be sloped between the pilasters. In addition to prominent display of the college's name, the design allows for installation of digital signage. The new portal will have enhancement lighting for night time viewing.



The plans for the entrance portal required the removal of the remaining stone and mortar lamp post at the campus entrance of 10<sup>th</sup> and Main. Workers saved the remaining lamp post with the idea that one day it will be used to decorate another location on campus. The lamp post is one of four that were placed at the campus entrances near the Dean's Green in 1926. The one on the east side of Main Street was irreparably damaged the morning of Halloween 2005 when a driver lost control of a car and toppled the post and historical sign. Since then, only the post on the west side of Main Street and the foundation of the destroyed pillar has greeted visitors at the intersection.

The new features and complementary landscaping will serve as a permanent reminder of CSC's first 100 years. Both projects are expected to be completed in early spring, if the weather cooperates.

**Peru State College  
President's Report  
March 2011**

**Preparing for the Future: Strategic Planning at PSC**

**Background**

Peru State College is currently in the final stages of a strategic planning process. The College's last strategic plan was approved in the spring of 2003 and was designed to provide strategic direction for the College through the 2007/08 academic year. With the Chancellor serving as president during the 2008/09 academic year and a new president beginning in August of 2009, initiating a new strategic planning process was deferred until the summer of 2010. A completed plan will be presented to the Board of Trustees at the June 2011 Board meeting.

**Theme**

To provide direction for the planning process the theme, "Essential Engagement – enhancing institutional effectiveness and reputation" was chosen. This theme reflects current research on student achievement and the importance of engaging students in a supportive environment with high expectations. Educational engagement implies an active approach to teaching and learning that empowers students to connect personally with their educational experience, their faculty, other students, and the community. This theme suggests a new way of learning for students, a new way of interacting for college employees and a new way for the college to interact with the community and society at large.

In addition, the emphasis on reputation enhancement through engagement is purposeful and critical for the future of Peru State College. In recent years, it has become evident that the College continues to struggle with raising awareness of the quality of its academic programs and campus climate. There is also some distance to go before being firmly established as a preferred choice for a greater proportion of the market consisting of those interested in pursuing the kind of programs we offer. Addressing reputation enhancement benefits the NSCS and Peru State in a variety of ways, but most important among them is the political, economic and educational vigor associated with continued enrollment growth. Enhancing the reputation of the College requires in equal measure significant marketing/communications initiatives and continuous improvement of instructional and supporting programs. The strategic planning process was designed to explore both areas.

**Process**

A Strategic Planning Committee (SPC) was formed to include individuals representing students, faculty, staff, athletics, alumni, the PSC Foundation and the community. As President of the college, I serve as committee chair. The strategic planning process was developed to take advantage of the concurrent work of the College's Higher Learning Commission Self-Study Committee, the Enrollment Management Committee, the Strategic Marketing Committee, and the Athletic Strategic Planning Committee. Input from all constituencies, including students, has been crucial in developing the plan. This input has come from surveys, College senate and departmental meetings, focus group meetings, and town hall style meetings.

## 8.2.-4

### Outcomes

The planning process will result in a shared understanding of who we are as a college as expressed through our vision, mission and core values; the identification of key strategies; and a prioritized list of select initiatives that fit within the context of the NSCS Strategic Plan. It will give focus for the institution for the next five years, but develop a strategy to position the institution ten to twenty years into the future.

### Emerging Plan

The emerging plan includes identity documents that articulate a statement of strategic intent, the mission of the college, the purposes of the college, college goals and core values. The following statement of strategic intent provides direction for identity document development and strategic initiative development.

Peru State College will be a college of choice fostering excellence and student achievement through engagement in a culture of inquiry, discovery, and innovation.

To be this college of choice, Peru State College will direct resources to strengthening its foundation in response to the tremendous growth it has experienced in recent years, and target selected growth areas before pursuing a more extensive growth strategy. Themes that are emerging as priorities are as follows:

1. Improve the educational experience through increased staffing for core aspects of the College's mission (academic, student life, student service)
2. Improve the educational experience through engagement opportunities.
3. Enhance online programs and develop a regional online niche.
4. Invest in expanded admission and marketing efforts to develop and increase the College's recruitment base, while targeting specific geographic regions and programs.
5. Upgrade campus facilities with an emphasis on residence halls, the Student Center and the Oak Bowl.
6. Improve campus technology so that students experience a technological environment that is the same or better than they will find when they enter the work force.
7. Engage the communities of southeast Nebraska in collaborative efforts to improve life and to serve as an educational leader.
8. Develop comprehensive fundraising and alumni programs to support the mission of the college.

The plan presented in June 2011 will prioritize initiatives, refine the themes noted above, present an implementation timeline, identify potential resources, and outline an assessment and evaluation plan.

**Wayne State College  
President's Report  
March 2011**

Wayne State enjoys a dynamic partnership with the Wayne State Foundation that provides a wide array of support including funding for capital improvement projects. The Centennial Campaign, the largest in the history of the foundation, was a six-year comprehensive campaign that ended in September 2010. The initial fundraising goal of \$20 million was exceeded by more than \$1 million. The campaign initiatives, including; the Carhart Science Building Renovation, the Commons, Greatest Needs Fund, Annual and Endowed Scholarships, and other restricted gifts, were accomplished with the support of many Wayne State alumni and friends.

The Foundation was created in 1961 thanks to the persistent vision of community leaders Henry Ley, Adon Jeffrey, Ken Olds and former Nebraska governor, alumnus and Ambassador to Denmark, Val Peterson. Peterson served as the foundation's first director. While the foundation's distributions to campus activities were modest during its early years, it rapidly grew to become an important aspect of the overall operation of Wayne State.

As the economy dominated the school's attention in the mid-1980s, the alumni association, created through the foundation, came to the rescue of students struggling to pay for college. The foundation created the Nebraska Scholars program, now known as the Neihardt Scholars program, to address this need. This program provided scholarship funds for gifted high school graduates who participated in the college's four-year honors program.

The college's recent Centennial Campaign marked the 100th anniversary of Wayne State and addressed the strategic initiatives of the college, building a solid foundation for the next 100 years. The Centennial celebration took many forms and the Wayne State Foundation has played, and will continue to play, a leadership role in planning and funding many of these activities. The college celebrated its centennial with concerts, lectures and the publication of a centennial book. A centennial trip to Sweden and Denmark was taken by Foundation staff, alumni and the WSC President in May. Wayne State had institutes in those countries during the 1980s. The culmination of the celebration and the campaign occurred at homecoming this past September.

By the end of the campaign, the Foundation had raised nearly \$21.3 million. This included nearly \$3 million for annual scholarships, \$8 million for endowed scholarships, \$264,527 for the Commons project, \$2.5 million for the Carhart Science Building, and more than \$2.3 million in other restricted gifts.

The Commons was completed in the summer of 2009. The Phase I renovation of Carhart Science Building, a 40-year-old building constructed in 1970, was completed in May 2010. The project was phased to address some of the most serious issues with the building. The executive committee of the foundation has directed the staff to continue to focus on contributions to assist the college in moving into Phase II of the renovation, and almost one-half million dollars is already in place.

Wayne State alumni, friends and trustees have overwhelmingly supported scholarships for students. The goal was \$4.5 million, and the foundation raised \$9.7 million. It is gratifying to see Wayne State students receive the help they need and deserve.



## 8.2.-6

Because of the Centennial Campaign, the past few years have been record fund raising years for the foundation, with approximately \$3 million in gifts in each of those years. The foundation staff is committed to being good stewards of contributions and that keeps the operating costs low. As gift revenue has increased, so have the distributions from the foundation to Wayne State. In 2010, the foundation distributed \$2.7 million and a total of about \$8 million during the past five years.

The Centennial Campaign was led by Jeanne Gardner and Leslie Bebee as campaign co-chairs. Jeanne and Leslie collectively have had a role in every major campaign initiated at Wayne State. They not only provide leadership but they make major commitments through the Gardner Foundation. For the Centennial Campaign, they contributed \$1 million for the renovation of the Carhart Science Building. Their gift, along with other trustee gifts, positioned the Wayne State Foundation to secure a Kiewit Foundation challenge grant for \$500,000.

Strong leadership came from the campaign regional presidents who helped launch the public phase of the campaign with events across the country, bringing awareness and support. Regional leadership included California Regional Presidents Ron Holt '89 and Don '58 and Carol '54 Bremer; Arizona Regional Presidents George '56 and Susan '55 Menking; Nebraska Regional presidents Adrian Minks '68 and Terry McClain '70; Colorado Regional Presidents Darold Bobier '46 and Jeff Ingram '80; Minnesota Regional Presidents Dwain '55 and Carole '54 Petersen and Vicki Engelen '76; Kansas Regional Presidents George Shuck '76 and Doug Hutchinson '81; and Iowa Regional President Irv Hoffbauer '51.

The Wayne State Foundation continues to reach our graduates and engender a sense of appreciation for the outstanding education they received at WSC. That gratitude often translates into gifts that further the mission of the college. The foundation plays a pivotal role in ensuring that students have access to the resources they need to afford college. The Wayne State Foundation is dedicated and determined to continue significantly supporting Wayne State and its students through a strategic partnership with the college.