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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 14-15, 2013.

Executive Session	March 14 -	9:00 a.m.
Committee Meetings	March 14 -	1:00 p.m.
Executive Session (Tentative)	March 15	7:00 a.m.
Business Meeting	March 15 -	8:00 a.m.

An Executive Session will 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 --

FRIDAY, MARCH 15

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

Boxed Lunch Available in Outside of Room Upon Completion of Meeting

**March 15, 2013
1:30 – 3:00 PM
CATS 201**

ACADEMIC & PERSONNEL COMMITTEE MEETING

Consent agenda items:

No consent agenda items

Items for discussion and action:

- 2.1 Approve Teaching Excellence Award Nomination
- 2.2 Approve Program Review Recommendations
- 2.3 Approve Salary Policy 2013-2014
- 2.4 First and Final Round Approval of Board Policy 4141; Credit Hour Definition and Assignment to Course Modalities
- 2.5 First and Final Round Approval of Revisions to Board Policy 5032; Overtime; Overload Assignment; State College Employees
- 2.6 First and Final Round Approval of Revisions to Board Policy 5102; Faculty Employees Excluded from the SCEA Bargaining Unit
- 2.7 First and Final Round Approval of Revisions to Board Policy 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit
- 2.8 First and Final Round Approval of Revisions to Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

Items for information and discussion:

- 5.1 Promotion and Tenure Report
- 5.2 Fall Graduation Summaries
- 5.3 Fall Instructional Load Reports
- 5.4 Five-Year Academic Calendar
- 5.5 NSCS Funding Request for CSC Foundation
- 5.6 Report on Personnel Actions
- 5.7 Quantitative Academic Reports
- 5.8 Open Educational Resources (OER) Summit Report

**March 14, 2013
1:00 – 3:00 PM
CATS Conference Room**

STUDENT AFFAIRS, MARKETING & ENROLLMENT COMMITTEE MEETING

Consent agenda items:

No consent agenda items

Items for discussion and action:

3.1 First and Final Round Approval of Revisions to Board Policy 3050; Residency

Items for information and discussion:

- 6.1 Fall Enrollment Reports
- 6.2 Senator's Reception Update
- 6.3 Student Trustees Update
- 6.4 Update on Marketing Activities
- 6.5 Scholarship Luncheon Update

**March 14, 2013
1:00 – 3:00 PM
CATS 209**

FISCAL, FACILITIES & AUDIT COMMITTEE MEETING

Consent agenda items:

1.1 LB 309 Allocations and Retrievals

Items for discussion and action:

- 4.1 Ratify the Acceptance of A-133 Single Audit Report for the Year Ended June 30, 2012
- 4.2 Authorize Chancellor to Renew Insurance Coverages
- 4.3 Approve Contingency Maintenance Requests
- 4.4 Approve Contracts for Audits for 2012-13
- 4.5 Approval of Continuation of Food Service Contracts
- 4.6 Approval of Continuation of Bookstore Contracts
- 4.7 First and Final Round Approval of Revisions to Board Policy 3300; Student Organizations
- 4.8 First and Final Round Approval of Revisions to Board Policy 7010; Purchases; Bids; Public Lettings
- 4.9 First and Final Round Approval of Revisions to Board Policy 7012; Lease Purchase Agreements
- 4.10 First and Final Round Approval of Revisions to Board Policy 7014; Inventories and Disposal of Surplus Personal Property
- 4.11 First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions
- 4.12 First and Final Round Approval of Revisions to Board Policy 7016; Contracts; Consulting Services
- 4.13 First and Final Round Approval of Revisions to Board Policy 8006; Vacating Streets
- 4.14 First and Final Round Approval of Revisions to Board Policy 8027; Facilities; Leasing or Renting Off-Campus Space
- 4.15 First and Final Round Approval of Deletion of Board Policy 8028 Facilities; Leasing or Renting On-Campus Space
- 4.16 First and Final Round Approval of Revisions to Board Policy 8065; Capital Construction; Contracts; Approvals
- 4.17 First and Final Round Approval of Revisions to Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services
- 4.18 First and Final Round Approval of Revisions to Board Policy 8068; Capital Construction; Contracts; Forms, Payments

- 4.19 First and Final Round Approval of Revisions to Board Policy 8070; Capital Construction; Gifts and Bequests for Facilities
- 4.20 First and Final Round Approval of Revisions to Board Policy 9002; Revenue Bonds; Leases, Rental of Property, Pledge of Fees and Revenue
- 4.21 First and Final Round Approval of Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors
- 4.22 First and Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center
- 4.23 Authorize Chancellor to Sign Contracts – CSC
- 4.24 Accept and Approve Program Statement for Peru State Student Center
- 4.25 Intentionally Left Blank
- 4.26 Appoint Substantial Completion Committee for Carhart Science Building – WSC
- 4.27 Authorize Reallocation of Contingency Maintenance Funds – WSC
- 4.28 Authorize Chancellor to Sign Construction Contracts for Summer Projects - WSC
- 4.29 Contracts and Change Orders for Approval
- 4.30 Approve a Temporary Easement for City of Wayne – WSC
- 4.31 Approve Chadron State Resident Plus One Tuition Rate
- 4.32 Authorize Chancellor to Approve Use of Capital Improvement Fee Funds – WSC

Items for information and discussion:

- 7.1 Capital Construction Quarterly Reports (as of December 31, 2012)
- 7.2 Contingency Maintenance Progress Reports (as of December 31, 2012)
- 7.3 Financial Reports (July-December 2012)
- 7.4 Operating Expenditure Reports (July-December 2012)
- 7.5 LB 309 Project Status Reports (July-December 2012)
- 7.6 Revenue Bond Expenditure Reports (July-December 2012)
- 7.7 Fall Occupancy and Income Reports
- 7.8 Potential Occupancy and Income Reports
- 7.9 Physical Plant Status Reports (October-December 2012)
- 7.10 Report on “The Bridge” Tuition Program at the South Sioux City College Center - WSC
- 7.11 Grant Applications and Awards for Information
- 7.12 Contracts and Change Orders for Information

**MARCH 15, 2013
BOARD OF TRUSTEES MEETING**

CALL TO ORDER

1. APPROVAL OF MEETING AGENDA

APPROVAL OF MINUTES from January 15, 2013 meeting

PUBLIC COMMENT

ITEMS FOR CONSENT AGENDA

1.1 LB 309 Allocations and Retrievals

ITEMS FOR DISCUSSION AND ACTION

2. ACADEMIC & PERSONNEL

2.1 Approve Teaching Excellence Award Nomination

2.2 Approve Program Review Recommendations

2.3 Approve Salary Policy 2013-2014

2.4 First and Final Round Approval of Board Policy 4141; Credit Hour Definition and Assignment to Course Modalities

2.5 First and Final Round Approval of Revisions to Board Policy 5032; Overtime; Overload Assignment; State College Employees

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2.8 First and Final Round Approval of Revisions to Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

3. STUDENT AFFAIRS, MARKETING & ENROLLMENT

3.1 First and Final Round Approval of Revisions to Board Policy 3050; Residency

4. FISCAL, FACILITIES & AUDIT

4.1 Ratify the Acceptance of A-133 Single Audit Report for the Year Ended June 30, 2012

4.2 Authorize Chancellor to Renew Insurance Coverages

4.3 Approve Contingency Maintenance Requests

4.4 Approve Contracts for Audits for 2012-13

4.5 Approval of Continuation of Food Service Contracts

4.6 Approval of Continuation of Bookstore Contracts

- 4.7 First and Final Round Approval of Revisions to Board Policy 3300; Student Organizations
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- 4.14 First and Final Round Approval of Revisions to Board Policy 8027; Facilities; Leasing or Renting Off-Campus Space
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- 4.21 First and Final Round Approval of Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors
- 4.22 First and Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center
- 4.23 Authorize Chancellor to Sign Contracts – CSC
- 4.24 Accept and Approve Program Statement for Peru State Student Center
- 4.25 Intentionally Left Blank
- 4.26 Appoint Substantial Completion Committee for Carhart Science Building – WSC

- 4.27 Authorize Reallocation of Contingency Maintenance Funds – WSC
- 4.28 Authorize Chancellor to Sign Construction Contracts for Summer Projects - WSC
- 4.29 Contracts and Change Orders for Approval
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- 4.31 Approve Chadron State Resident Plus One Tuition Rate
- 4.32 Authorize Chancellor to Approve Use of Capital Improvement Fee Funds – WSC

ITEMS FOR INFORMATION AND DISCUSSION

5. ACADEMIC & PERSONNEL

- 5.1 Promotion and Tenure Report
- 5.2 Fall Graduation Summaries
- 5.3 Fall Instructional Load Reports
- 5.4 Five-Year Academic Calendar
- 5.5 NSCS Funding Request for CSC Foundation
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6. STUDENT AFFAIRS, MARKETING & ENROLLMENT

- 6.1 Fall Enrollment Reports
- 6.2 Senator's Reception Update
- 6.3 Student Trustees Update
- 6.4 Update on Marketing Activities
- 6.5 Scholarship Luncheon Update

7. FISCAL, FACILITIES & AUDIT

- 7.1 Capital Construction Quarterly Reports (as of December 31, 2012)
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- 7.10 Report on "The Bridge" Tuition Program at the South Sioux City College Center - WSC
- 7.11 Grant Applications and Awards for Information
- 7.12 Contracts and Change Orders for Information

8. MISCELLANEOUS ACTION & INFORMATION ITEMS

- 8.1 Chancellor's Report
 - 8.1.1 System Lobbyist Contract
 - 8.1.2 Board of Trustees Meeting Schedule 2013-2014 (5 or 6 meetings)
 - 8.1.3 Appoint Board Nominating Committee
 - 8.1.4 Recognize Outgoing and Incoming Student Trustees
 - 8.1.5 Remind Board Members Attending Spring 2013 Commencements (May 4)
 - Gary Bieganski - Chadron
 - Bob Engles & John Chaney - 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 25, 2013 in Lincoln.

**NEBRASKA STATE COLLEGE SYSTEM
BOARD OF TRUSTEES
MINUTES OF JANUARY 15, 2013 MEETING**

A meeting of the Board of Trustees of the Nebraska State College System was held at the Hillcrest Country Club, Lincoln, Nebraska on Tuesday, January 15, 2013.

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
Michelle Suarez, Lincoln
Bill Roskens, Omaha
Gary Bieganski, Chadron
Bob Engles, Auburn
Roger Breed, Lincoln
John Chaney, Auburn

Student Board Members present:

Morgan Nelson, Chadron State
Joseph Fauver, Peru State
Madison Becker, 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
Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology
Korinne Tande, Vice Chancellor for Student Affairs, Marketing, Enrollment & Public Information
Lois Podobnik, Associate Vice Chancellor for Academic Planning & Partnerships
Amy Hock, Director of Systemwide Accounting
Lynne Olson, Administrative Assistant to the Chancellor

CSC Staff Present:

Randy Rhine, President
Charles Snare, Vice President for Academic Affairs
Dale Grant, Vice President for Administration & Finance
Steve Taylor, Associate Vice President for Market Development
Aaron Prestwich, Interim Executive Director of Student Life
Tena Cook, Director of Admissions
Connie Rasmussen, Executive Director of Chadron State Foundation

PSC Staff present:

Dan Hanson, President
Todd Drew, Vice President for Academic and Student Affairs
Derby Johnson, Interim Vice President for Administration and Finance
Michaela Willis, Vice President for Enrollment Management/Student Affairs
Regan Anson, Director of Marketing and Public Affairs
Morgan Boyack, Director of Admissions
Todd Simpson, Executive Director of Peru State College Foundation

WSC Staff present:

Curt Frye, President

Michael Anderson, Vice President for Academic Affairs
Jean Dale, Vice President for Administration and Finance
Jeff Carstens, Vice President and Dean of Students
Tricia Moyer, Marketing Coordinator
Jay Collier, Director of College Relations
Kevin Halle, Director of Admissions

Others Present

James Bahensky, Student Senate President, Chadron
JoAnne Kissel, The Clark Enersen Partners
Eric Casper, The Clark Enersen Partners
Dan Worth, Bahr Vermeer Haecker
Dennis Coudriet, Olsson Associates
Dave Roberts, Olsson Associates
Justin Sanford, Sampson Construction
Mike Foley, Auditor of Public Accounts
Don Dunlap, NSCS Audit Manager, Assistant Deputy Auditor of Public Accounts
Alyssa Bish, WSC Student Senate President

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

Motion was made by Trustee Engles and seconded by Trustee Bieganski at 9:31 a.m. to move into executive session to discuss personnel issues. Motion was made by Trustee Roskens and seconded by Trustee Breed to move out of executive session at 11:40 a.m. No action was taken.

Dan Worth, Bahr Vermeer Haecker, Dennis Coudriet and Dave Roberts, Olsson Associates and Eric Casper, The Clark Enersen Partners gave a presentation regarding the design-development documents for the East Ridge project at Chadron State College. Justin Sanford, with Sampson Construction, also attended the meeting for the design-development documents presentation.

JoAnne Kissel and Eric Casper, The Clark Enersen Partners (TCEP) gave a presentation regarding the design-development documents for the football field turf and track refinishing project at Wayne State College. They also gave a presentation regarding the design-development documents for the soccer field expansion project at Wayne State College.

Lois Podobnik, Associate Vice Chancellor for Academic Planning & Partnerships, gave a presentation on the dual enrollment and open educational resources (OER) projects immediately following the design development documents presentations.

The Academic & Personnel Committee, the Student Affairs, Marketing & Enrollment Committee and the Fiscal, Facilities and Audit Committee met separately starting at 12:45 p.m. to discuss agenda items. No action was taken in the committee meetings. The committee meetings adjourned at 1:55 p.m.

CALL TO ORDER—BUSINESS MEETING

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

APPROVAL OF MEETING AGENDA

A motion was made by Trustee Engles and seconded by Trustee Bieganski to approve the January 15, 2013 meeting agenda. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. Motion was unanimously approved.

APPROVAL OF MINUTES

Minutes of the November 15-16, 2012 meeting were unanimously approved.

PUBLIC COMMENT

No public comment.

CONSENT AGENDA ITEM

A motion was made by Chair Peterson and seconded by Trustee Bieganski to approve the following consent agenda item. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. Motion was unanimously approved.

Approve LB 309 Allocations and Retrievals

Copy is attached to the official minutes.

ITEMS FOR DISCUSSION AND ACTION

Academic & Personnel Committee

Approve Appointment of Dr. Randy Rhine as CSC President

A motion to approve the appointment of Dr. Randy Rhine as the 11th President of Chadron State College with the salary of \$155,000 was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

Approve 2013-2015 NAPE Agreement

A motion to approve the 2013-2015 Agreement between the Board of Trustees of the Nebraska State Colleges and The Nebraska Association of Public Employees/American Federation State, County, and Municipal Employees (NAPE/AFSCME) Bargaining Unit was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Approve 2013-2015 NSCPA Agreement

A motion to approve the 2013-2015 Agreement between the Board of Trustees of the Nebraska State Colleges and The Nebraska State College System Professional Association (NSCPA) Bargaining Unit was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Approve 2013-2015 SCEA Agreement

A motion to approve the 2013-2015 bargaining Agreement between the Board of Trustees of the Nebraska State Colleges and State College Education Association (SCEA) Bargaining Unit was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First & Final Round Approval of Revisions to Board Policy 4320; Research

A motion to approve the revisions to Board Policy 4320; Research was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles,

Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 4400; Recommended College Preparatory Program

A motion to approve the revisions to Board Policy 4400; Recommended College Preparatory Program was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 4420; Academic Transfer College Courses Delivered to High School Students

A motion to approve the revisions and title change to Board Policy 4420; Academic Transfer College Courses Delivered to High School Students was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 4500; Distinguished Service Awards

A motion to approve the revisions to Board Policy 4500; Distinguished Service Awards was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 4510; Honorary Degrees

A motion to approve the revisions to Board Policy 4510; Honorary Degrees was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 4710; Off-Campus Course and Program Offerings

A motion to approve the revisions and title change to Board Policy 4710; Off-Campus Course and Program Offerings was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Deletion of Board Policy 4720; Out-of-State Course Offerings

A motion to approve the deletion of Board Policy 4720; Out-of-State Course Offerings was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Deletion of Board Policy 4740; Summer Session

A motion to approve the deletion of Board Policy 4740; Summer Session was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Approve Distinguished Service Award

A motion to approve the distinguished service award recommendation submitted by Chadron State College was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Student Affairs, Marketing & Enrollment Committee

No action items

Fiscal, Facilities & Audit Committee

Accept Nebraska State College Basic Financial Audit Report for the Year Ended June 30, 2012

A motion to accept the 2011-2012 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, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

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 basic financial or A-133 audits and all requirements had been met.

Authorize the Chancellor to Accept the Nebraska State College System A-133 (Single) Audit Report for the Year Ended June 30, 2012

A motion to authorize the Chancellor to accept the 2011-2012 Nebraska State College System A-133 (Single) Audit Report by KPMG and to provide distribution as necessary in order to meet the required deadlines was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

Approve Use of Appropriated Cash Funds for Capital Projects – CSC & WSC

A motion to approve the use of appropriated cash funds for the following capital projects was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Chadron State - \$550,000

Math/Science Lab Renovation	\$250,000
Band Shell in Memorial Hall	200,000
King Library	<u>100,000</u>
Total	\$550,000

Wayne State - \$560,000

Football Turf and Track Refinishing	\$370,000
Soccer Field Expansion	<u>190,000</u>
Total	\$560,000

Accept and Approve Naming – CSC

A motion to accept and approve the Chadron State President's recommendation to name areas of the Rangeland Agriculture Center and Pavilion in recognition of the following individuals who have provided substantial financial gifts for the project was recommended by the committee to the full Board, which

unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

John and Cheryl (Adamson) Ravenscroft Family Large Animal Laboratory
 WESTCO Plant and Soil Laboratory
 Ron Weedon Herbarium
 Casey and Tanja Frye Lobby
 Security First Bank Ticket Booth
 Dr. Margaret Crouse Faculty Office
 Dale and Leanna Scott-Timperley Pavilion Patio

Accept and Approve Design Development Documents for Eagle Ridge Project – CSC

A motion to accept and approve the design development documents for the Eagle Ridge project at Chadron State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

Reallocation of Contingency Maintenance Funds – PSC

A motion to authorize the following reallocation of contingency maintenance funds for Peru State with the correction of the item #5 in the first 4/20/12 reallocation should be item #3 was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

From:			
Resolution 4/20/12	\$23,326.55	#3	Repair & Replace Maintenance Equipment
To: Resolution 3/26/10	\$23,326.55	#1	Repair & Replace Equipment
From:			
Resolution 4/20/12	\$14,560.00	#1	Fire & Life Safety
To: Resolution 6/2/11	\$14,560.00	#1	Fire & Life Safety

In addition, the College has agreed not to spend the following balances that remain in resolutions to assure adequate surplus fund balances.

From:			
Resolution 4/20/12	\$ 5,000.00	#5	Repair & Replacement of Food Service Equipment
From:			
Resolution 4/20/12	\$26,673.45	#3	Repair & Replacement of Maintenance Equipment

Approve Increase in Contingency Maintenance Allocations – CSC & PSC

A motion to approve an increase of \$110,000 in contingency maintenance allocation for Chadron State and an increase of \$200,000 in contingency maintenance allocation for Peru State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copies attached to official minutes.)

Accept and Approve Design Development Documents – WSC

A motion to accept and approve the design development documents for the football field and track improvements project at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens

and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Accept and Approve Design Development Documents – WSC

A motion to accept and approve the design development documents for the soccer field expansion project at Wayne State was recommended by the committee to the full Board, which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

First and Final Round Approval of Revisions to Board Policy 8065; Capital Construction; Contracts; Approvals

A motion for first and final round approval of revisions to Board Policy 8065; Capital Construction; Contracts; Approvals was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson. (Copy attached to official minutes.)

Contracts and Change Orders

A motion to approve the following contract was recommended by the committee to the full Board; which unanimously approved the motion. Voting aye: Bieganski, Breed, Chaney, Engles, Peterson, Roskens and Suarez. Voting nay: None. Student Opinion aye: Becker, Fauver, and Nelson.

Wayne State College Contract

- Football Field & Track Surface – (design and construction documents) – \$64,050.

ITEMS FOR INFORMATION AND DISCUSSION

Academic & Personnel

Personnel Actions Reports

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

Off-Campus and Early Entry Course Offerings Report

The Board was provided a summary of off-campus and early-entry courses offered during 2011-12. Over 1,272 courses were offered at 84 locations throughout the state to 25,080 students. (Copy is attached to the official minutes.)

Student Affairs, Marketing & Enrollment

Trustee Suarez thanked the student trustees who serve on the committee for their insightful perspective on the work the committee is doing. The NSCS student conference, sponsored by each College's student senate, was being planned and additional details would be shared at a later date.

2013 Board of Trustees' Scholarship and Governors Opportunity Award Report

As of January 7, 2013 the System Office had received 61 Board of Trustees' scholarship applications. Of those applications, 13 were for Chadron, 12 were for Peru and 36 were for Wayne.

The Governor's Opportunity award reflects a partnership between the NSCS and Governor Dave Heinemann. One incoming freshman at each college will receive a scholarship for 2013-2014. The System Office received 265 applications. Of that number, 41 were for Chadron, 22 for Peru and 202 for Wayne.

Senator's Reception

The Board was reminded of the Senator's Reception scheduled from 4-7 p.m. at the Ferguson Center following the Board meeting.

2012 Scholarship Luncheon

The NSCS Scholarship Luncheon for Board of Trustee scholars, Governor's Opportunity Award recipients and Davis-Chambers scholars is scheduled to be held Friday April 12 at the Hillcrest Country Club from 12:00 noon to 1:30 p.m. Invitations will be sent in March.

Student Trustees' Selection

Aaron Prestwich, CSC; Michaela Willis, PSC and Jeff Carstens, WSC will coordinate the 2013-14 Student Trustees' nomination process at their respective colleges. The nominations are due to the NSCS Office by February 8. Governor Heineman will choose the new student trustees this spring.

Counseling Excellence Award & Banquet

The annual Counseling Excellence Award and Banquet will be held March 14, 2013 at Peru State. More information will be provided as the dates approach.

Annual Retreat & 2013-14 Plans

Vice Chancellor Tande will be meeting with the Council of Admissions and College Relations Officers for the annual retreat Wednesday, March 13, 2013. The group will evaluate the marketing efforts for 2012-2013 and recommend a list of marketing priorities for 2013-2014.

Fiscal, Facilities & Audit

Grant Applications and Awards

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

Chadron Award

- Kaleidoscope Open Project (Next Generation Learning Challenge [NGLC] funded by the Gates & Hewlett Foundations) -- \$45,000

Peru Awards

- Bystander Training Program (Nebraska Collegiate Consortium funded by the Nebraska Department of Highway Safety) -- \$4,700
- Biodiversity Discovery and Analysis (National Science Foundation) -- \$267,000
- Rural Futures Initiative Teaching Grant (University of Nebraska Lincoln) -- \$6,250
- United Health HEROES (Youth Service America) -- \$1,000

Wayne Award

- Wayne State College 2013 Martin Luther King (MLK) Day of Services (Corporation for National & Community Service through the Illinois Campus Compact) -- \$650

Contracts and Change Orders

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

Peru State Contract

- Administration Building – (masonry repairs) – \$3,000

Wayne State Contracts

- Campuswide – (install blue light emergency telephone) - \$2,783
- Athletics – (Build and install custom discus cage) - \$11,885
- Campuswide – (water system study project) - \$2,420
- Campuswide – (fire alarm system semi-annual inspections) - \$990
- Student Center – (demo areas, build walls) - \$18,744
- Campuswide – (fire suppression systems inspections) - \$1,260
- Natatorium Locker Rooms – (provide and install flooring) - \$9,296.70
- Student Center – (dryer vent installation in kitchen store room) - \$1,658
- Student Center – (remove temporary wall) - \$1,470
- Natatorium – (tear out and replace glass or clay tile blocks) - \$1,560
- Soccer Field – (design development and construction documents contract for renovation and expansion) - \$19,020
- College Center in South Sioux City – (additional mechanical/electrical design for additional cooling in Data Room 136 and 202A) - \$2,300
- Rec Center – (design roof replacement on Rec Center and Entry) - \$18,100
- Alumni House – (build deck to include boxing around furnace intake and exhaust, handrail, steps on east, relocate sprinkler system) - \$14,417
- College Center in South Sioux City – (repair turf areas and seed due to flood damage) - \$2,475
- Campuswide – (conduct semi-annual fire suppression system inspections) - \$1,185
- Student Center – (degrease hoods, filters, ducts and fans at all food service locations) - \$1,175
- Brandenburg Education – (core drill 3 holes) - \$670
- Campuswide – (bi-annual testing of elevators) - \$3,199
- Berry Hall – (install tub surround) - \$390
- Ley Theatre – (design of structural and plaster repair) - \$6,700
- Multicultural Center – (upgrades to ceiling, kitchen cabinets, basement door, front steps & walk, entry window, reception counter, kitchen work surface) - \$7,318.19
- Pile Hall – (provide and install mini blinds) - \$11,039
- Campuswide – (perform arc flash hazard analysis, provide and install warning labels, and onsite safety training) - \$35,738
- Hahn Administration Building – (building upgrade – Chancellor authorized to sign 6/2/11 Board meeting) - \$3,679,000
- U.S. Conn Library – (prepare program statement for renovation project – Chancellor authorized to sign 9/9/11 Board meeting) - \$TBD

Chadron State Change Order

- Armstrong Gym – (#1 phase I A & B design development and construction documents) – \$723,813

Wayne State Change Orders

- Campuswide – (#1 replace failed condensate & electrical meters) – (\$12,966)
- Willow Bowl – (#3 120 volt drivers in lieu of 12 [no. chg.]; additional stone veneer [no. chg.]; lawn sprinkler materials [gifted by alum]) – (\$3,500)
- Willow Bowl – (#4 replace existing sidewalk at NE and NW corners of Willow Bowl site) - \$1,685

Wayne Adjustments to Guaranteed Maximum Price (GMP) Agreements

- Carhart Science Phase III – (#4 contingency change) – (\$13,268)
- Carhart Science Phase III – (#5 contingency change) – (\$4,807)
- Carhart Science Phase III – (#6 contingency change) – (\$17,473)

MISCELLANEOUS ACTION AND INFORMATION ITEMS

Chancellor's Report

Chancellor Carpenter reported on the Governor's proposal of the tuition freeze for the NSCS and the University and on LB 162 regarding dual enrollments. Chancellor Carpenter further reported on another bill that had been introduced regarding reverse articulation whereby the Colleges would be required to keep track of transfer students from Nebraska community colleges and notify them when they have achieved the number of hours required to receive an associate's degree from a community college.

Chancellor Carpenter shared information on the upcoming Association of Governing Boards (AGB) conference to be held April 20-23 in San Francisco. If any trustee is interested in attending, the Chancellor requested they contact him and Lynne Olson to work on the travel arrangements.

The following will provide greetings from the Board of Trustees at the May 4, 2013 commencement ceremonies for each of the NSCS institutions:

Gary Bieganski – Chadron
Bob Engles and John Chaney – Peru
Carter 'Cap' Peterson – Wayne

Presidents' Reports

PSC President Hanson reported that many speakers and activities were held at PSC regarding diversity and inclusion. Most of the activities and speakers were integrated into academic courses and programs. The "Council of Inclusion" is spearheading the continuation of the activities and speakers. President Hanson further noted the first ever Peru Quest Trip, a trip to the country of Peru, would take place this summer. The trip would feature the study of Peruvian communities with a focus on education and medicine.

WSC President Frye highlighted various diverse and inclusive activities held throughout the year at WSC. President Frye noted that WSC had three international programs—Greece, Taiwan and Costa Rica. He also indicated the Willow Bowl project was progressing very well and looked great and would be completed in time for graduation ceremonies.

CSC President Rhine indicated the various diversity and inclusion activities at CSC were integrated into academic courses and programs, much like at PSC. CSC faculty incorporate diverse and inclusive activities into their curriculum. President Rhine indicated his inauguration was planned for April 26 and that Vice Chancellor Tande was working on this with CSC faculty and staff.

Student Trustees' Reports

Student Trustee Fauver reported on his trip to Washington DC with the PSC Rotaract Group as well as the various activities being held on campus. Student Trustee Fauver indicated everyone was excited to see the beginning of the construction activities at the Oak Bowl and Delzell Hall.

Student Trustee Nelson reported on the many activities being held at CSC. She indicated one of the clothing drives provided nearly 2,000 items of clothing from 240 participants.

Student Trustee Becker reported on the many activities being held at WSC. She reported the rugby team had received WSC's first ever national championship honors.

Next Meeting

The next regularly scheduled meeting of the NSCS Board of Trustees will be held at Peru State College March 14-15, 2013.

ADJOURNMENT -- The meeting was adjourned at 3:18 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.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve the Acceptance and Retrieval of LB 309 Allocations

Priority: Financial Strength of the System

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

5. Secure public and private funding sources

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

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

j. Maintain facilities and improve physical environment

The following items are submitted by Chadron and Wayne State for Board approval.

Chadron

1. Acceptance of \$120,000 for HVAC upgrades in Armstrong Gymnasium
Allocation Date/Amount 12/5/12 \$120,000.00
College Contribution Amount 00.00
Estimated Project Cost \$120,000.00

2. Retrieval of \$11,200 for design of ADA restrooms in Math/Science Building
Allocation Date/Amount 5/23/11 \$20,000.00
Retrieval Date/Amount 1/18/13 11,200.00
Estimated Project Cost \$8,800.00

3. Retrieval of \$11,450 for ADA restrooms in Math/Science Building
Allocation Date/Amount 6/14/12 \$140,000.00
Retrieval Date/Amount 1/18/13 11,450.00
Estimated Project Cost \$128,550.00

4. Retrieval of \$8,173 for switchgear replacement in King Library
Allocation Date/Amount 6/14/12 \$75,000.00
Retrieval Date/Amount 1/18/13 8,173.00
Estimated Project Cost \$66,827.00

Wayne

1. Acceptance of \$140,000 for water main upgrades Phase I
Allocation Date/Amount 1/14/13 \$140,000.00
College Contribution Amount 00.00
Estimated Project Cost \$140,000.00

1.1.-2

2.	Retrieval of \$7,565 for doors fire life safety upgrade in Rice Auditorium		
	Allocation Dae/Amount	5/10/12	\$98,000.00
	Retrieval Date/Amount	1/18/13	<u>7,565.00</u>
	Estimated Project Cost		\$90,435.00

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

ACTION: Approve the Recommendation of the Academic & Personnel Committee for the 2013 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 NSCS Teaching Excellence Award recognizes teaching excellence in the State College System with a \$3,000 cash award and public recognition of the recipient.

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

The Board has awarded the NSCS Teaching Excellence Award since 1984. The Award was established by FirstTier Bank in memory of George Rebensdorf, a long-time member of the Nebraska State College's Board of Trustees and a FirstTier officer. 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 and a check for \$3,000 is presented to the faculty member at his/her college during the Board meeting the following academic year.

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

2013 Teaching Excellence Award Nominees

Chadron State College	Dr. Sandy Schaefer, Professor of Music
Peru State College	Dr. Sheri Grotrian-Ryan, Associate Professor of Business
Wayne State College	Dr. Mark Leeper, Professor of Political Science

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

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:

Library Information Management – discontinue the program

Peru State College:

Follow-up Report: Mathematics – continue the program

Wayne State College:

Mass Communication – 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.

2.2.-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 2013.

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

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;

2.2.-4

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4200 Program Review; Procedure

Page 2 of 2

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 2013**

PROGRAM	Degree(s)	GRADUATES IN MAJOR (MEAN) 7.0 Bachelor 5.0 Masters 4.0 Specialist	SCH/FTE IN DEPARTMENT (MEAN) 300	COLLEGE RECOMMENDATION	SYSTEM OFFICE RECOMMENDATION
CHADRON STATE COLLEGE					
Library Information Management	(BA) (BSE)	2 .8	372.73	Discontinue	Discontinue
PERU STATE COLLEGE					
Mathematics	(BA) (BS)	3	441	Continue	Continue
WAYNE STATE COLLEGE					
Mass Communication	(BA) (BS)	0.2 8.6	399	Continue	Continue

2.2.-6

Program Review 2012-2013
Nebraska State College System

Comments
March 2013

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

Library Information Management (BA, BSE) – Discontinue the program. The program does not meet the graduate threshold and the SCH/FTE has declined. the number of graduates (2.8) and SCH/FTE (372.73).

Peru State College

Mathematics – Continue the program. The program meets the SCH/FTE threshold with 441 but does not meet the threshold for the number of graduates with 3.

Wayne State College

Mass Communication (BA, BS) – Continue the program. The program meets both of the CCPE threshold requirements: number of graduates (8.8) and SCH/FTE (399).

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

ACTION: Approve the 2013-2014 Salary Policy as Follows:

Non-Unionized Professional Staff. On July 1, 2013, each College and the System Office is authorized to provide a two percent (2%) salary increase to each non-union professional staff employee with satisfactory performance.

Non-Unionized Support Staff. On July 1, 2013, each College and the System Office is authorized to provide a two percent (2%) salary increase to each non-union support staff employee with satisfactory performance. No service date salary adjustments will be provided.

Background Information:

NAPE/AFSCME Support Staff Employees. The NSCS-NAPE/AFSCME Bargaining Agreement was ratified by the NAPE/AFSCME membership on January 3, 2013. The Board approved the terms of the Agreement on January 15, 2013. The Agreement provides a two percent (2%) salary annual increase on July 1, 2013 and 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 on January 10, 2013. The Board approved the terms of the Agreement on January 15, 2013. The Agreement provides for an eight hundred thirty five dollar (\$835) annual increase on July 1, 2013. That amount (\$835) was calculated by dividing a 2% salary pool increase among NSCPA members by virtue of FTE status.

SCEA Faculty Employees. All terms of the NSCS-SCEA Bargaining Agreement were ratified by the SCEA membership on January 10, 2013. The Board approved the terms of the Agreement on January 15, 2013. The Agreement provides for a two percent (2%) salary increase on July 1, 2013.

Academic & Personnel Committee

Gary Beiganski, Chair
Roger Breed

March 15, 2013

ACTION: First & Final Round Approval of Board Policy 4141; Credit Hour Definition and Assignment to Course Modalities

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

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

Goals: 1. Ensure financial accountability

4. Improve efficiency of operations

Regional accrediting bodies are now requiring colleges and universities to adopt policies that align with the federal definition of the credit hour. Beginning immediately all institutions applying for reaffirmation or new regional accreditation will need to cite and provide copies of board policies to this effect. In addition these policies must not only define the credit hour accordingly but also address explicitly how it should be assigned to non-traditional teaching modalities.

Board Policy 4141 is a new policy to ensure compliance with these new regional accreditation requirements. The System Office recommends first and final round approval of this policy.

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ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4141 Credit Hour Definition and Assignment to Course Modalities

Page 1 of 3

BOARD POLICY

This policy defines credit hour at Nebraska State Colleges in accordance with applicable federal and state regulations. This policy also provides parameters for the assignment of credit hours to courses using a variety of instructional modalities. The Federal Credit Hour Definition is endorsed by the Board and paraphrased below.

Federal Credit Hour Definition

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 1. One (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for approximately fifteen (15) weeks for one (1) semester or trimester hour of credit, or ten (10) to twelve (12) weeks for one quarter (1/4) hour of credit, or the equivalent amount of work over a different amount of time; or*
- 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)*

Course Modalities and Assignment of Credit Hours

The Board requires that:

1. Faculty shall ensure that the time involved in student learning per credit hour is the equivalent to that needed to attain the learning outcomes in comparable courses;
2. Learning outcome equivalency may be achieved through multiple course modalities;
3. Credit hour equivalencies are to be based on documented qualitative and quantitative expectations for the learning outcomes; and
4. Student learning outcome equivalencies reflect differences in delivery methods, quality of instruction and interaction, degree of supervision, measurements of student work, academic disciplines, academic calendars, and degree levels.

The following minimum guidelines shall be followed. These are thresholds and courses may utilize higher hourly requirements per credit hour. Where direct instruction and faculty to student interaction occurs, an “hour” consists of the normal fifty (50) minute periods set by the Colleges.

- 1. Traditional lecture courses** - a semester credit hour consists of the equivalent of fifteen (15) hours of direct faculty instruction and a minimum of thirty (30) hours of out of class student work for a combined total of forty five (45) hours during the instructional period.
- 2. Laboratory courses** - a semester credit hour consists of the equivalent of at least forty five (45) hours of combined direct instruction, laboratory work, and out of class study during the instructional period.
- 3. Studio courses** - a semester credit hour consists of the equivalent of at least forty five (45) hours of combined direct instruction, studio work, and out of class study during the instructional period.

4. **Individual self-paced/correspondence/independent study courses** - a semester credit hour consists of the equivalent of at least forty five (45) hours of individual work which may include direct instruction or student study during the instructional period.
5. **Courses offered in a shortened format** - a semester credit hour consists of the equivalent of at least forty five (45) hours of combined direct instruction and student learning activities which covers the same learning outcomes as those in the fifteen week, semester long course from which it is derived.
6. **Seminars, Institutes, Workshops and Topics courses** - a semester credit hour consists of the equivalent of at least forty five (45) hours of direct faculty instruction and student learning activities during the instructional period.
7. **Online courses** - a semester credit hour consists of the equivalent of at least forty five (45) hours of combined direct faculty interaction via instructor-led asynchronous or synchronous online learning activities and additional student to student, student to instructor, and individual learning activities during the instructional period. For existing traditional courses that are also taught online, the student learning outcomes and credit hours should be the same regardless of modality.
8. **Hybrid courses** – for courses which utilize a combination of two instructional modalities, namely face-to-face faculty instruction and online, instructor-led asynchronous or synchronous learning activities, a semester credit hour consists of the equivalent of at least fifteen (15) hours of direct faculty instruction via face-to-face and instructor-led asynchronous or synchronous online learning activities and a minimum of thirty hours of out of class student work for a combined total of forty five (45) hours during the instructional period.
9. **Internship courses** - a semester credit hour consists of at least forty five (45) hours of supervised internship during the instructional period.
10. **Field experiences /study abroad courses** - a semester credit hour consists of the equivalent of forty five (45) hours of combined direct instruction and student learning activities which may include among other activities shadowing, touring, visitations, written papers, formal presentations, and individual or group work, during the instructional period. If a program has specialized accreditation the field experience should follow the guidelines of the accrediting organization unless that amount is less than the stated hours above.
11. **Private music lessons and recital courses** - a semester credit hour consists of the equivalent of at least one half (1/2) hour per week of direct faculty instruction or supervision and a minimum of seven (7) hours per week of unsupervised out of class student practice during a fifteen (15) week period.
12. **Drama production courses** - a semester credit hour consists of the equivalent of at least fifteen (15) hours of instruction plus an additional thirty (30) hours of cast or crew work.
13. **Performance courses** – a semester credit hour consists of the equivalent of at least forty five (45) hours in varying combinations of rehearsal time, performances, and individual practice. Generally large ensembles include at least three (3) hours of rehearsal time per week; chamber groups, and small ensembles include at least two(2) hours of rehearsal time per week.
14. **Teaching internship courses** - a semester credit hour consists of at least one (1) full-time, five (5) day week of teaching experience. Current standards for teacher licensure require a minimum of twelve (12) credit hours during a semester-long experience.

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4141

**Credit Hour Definition and
Assignment to Course Modalities**

Page 3 of 3

- 15. Combination modalities** – any courses that include multiple modalities of instruction that are not explicitly outlined above, shall follow the federal guidelines and include at a minimum forty five (45) hours of instruction and student work per credit hour.

Policy Adopted:

Academic & Personnel Committee

Gary Beiganski, Chair
Roger Breed

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 5032; Overtime; Overload Assignment; State College Employees

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

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

Goals: 1. Ensure financial accountability

4. Improve efficiency of operations

“Overload” references have been deleted as overload is not a term applicable to professional staff employees. Overload references for faculty employees are addressed in the SCEA Bargaining Agreement.

The System Office recommends approval of the revisions to Board Policy 5032 and a copy is attached.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5032 Overtime; ~~Overload Assignment;~~
State College Employees**

Page 1 of 1

BOARD POLICY

Under provisions of the Fair Labor Standards Act, State College employees not exempted ~~by the Wage and Hour Law~~ from payment of overtime wages must be compensated for overtime hours worked. Compensatory time off shall be provided for overtime hours, in lieu of payment, as follows: may be given when one of the following conditions are met:

1. Compensatory time on a one-for-one basis must take place within the work week; e.g., employee works ten ~~(10)~~ hours Wednesday and can be compensated by working six ~~(6)~~ hours on Thursday to avoid exceeding the forty (40) hour limit in one work week. Individual campus units may establish their work week to accommodate departmental needs. Supervisors may direct employees to schedule work hours so as to avoid exceeding the forty (40) hour per week limitation.
2. Compensatory time on a one-and-one-half basis ~~must be granted within the same pay period during which overtime accrued as specified by the Fair Labor Standards Act. Overtime shall not be allowed to accumulate beyond the pay period, unless such overtime was accrued at the end of the pay period and, therefore, can only be taken in the subsequent pay period.~~ shall be provided for hours worked over the forty (40) hour per week limitation. Compensatory time should be scheduled as soon as possible, preferably within the same pay period as earned, to avoid large accumulations. Supervisors may direct employees when to schedule and use compensatory time. Employees shall be paid for unused compensatory time at the end of employment.

~~Support staff personnel must be paid at time and one half for overtime hours, unless given compensatory time off under the conditions outlined in Paragraphs 1 and 2 above.~~

~~Overload assignments should be limited, within guidelines developed by each campus President, and shall comply with the policy of the Board.~~

~~Professional staff members are not eligible to receive additional compensation for overload assignments.~~

Policy Adopted: 6/5/93

Policy Revised:

Academic & Personnel Committee

Gary Beiganski, Chair
Roger Breed

March 15, 2013

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: 2. Create a college experience that enriches the lives of our students and prepares them for their chosen careers
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
Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

The System Office recommends approval of the revisions to Board Policy 5102 and a copy is attached.

Revisions provide more information regarding background checks; insurance benefits; civil duty and crisis leave requirements; and, drug/alcohol testing policies.

Language has also been added to limit new grievances when dismissal actions are pending.

The policy also states that tuition remissions and tuition waivers do not apply to already discounted tuition rates for dual enrollment courses.

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.

BACKGROUND CHECKS

Offers of employment may be contingent on the applicant/employee successfully passing a background check.

BENEFITS

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time 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.

For medical and dental insurance, the Board will contribute a fixed dollar amount equivalent to eighty-five percent (85%) of the aggregate costs of the individual plan, with the employee responsible for the remaining amount of the cost of coverage. For those employees who opt for coverage under a family plan, the Board will contribute toward either family plan, employee/children or employee/spouse a fixed dollar amount equivalent to seventy-five percent (75%) of the aggregate costs of the family plan, with the employee responsible for the remaining amount of the cost of coverage. When both members of a married couple are employed and request family coverage, each individual will be required to contribute an amount equal to the contribution an employee makes toward single coverage.

The Board will contribute fifty percent (50%) toward the cost of single vision coverage for any plan option selected by the employee.

A life insurance plan offering group term life insurance coverage in the amount of thirty thousand dollars (\$30,000) will be provided at the Board's expense with the employee permitted to supplement the basic coverage with either a ten thousand dollar (\$10,000), twenty thousand dollar (\$20,000), fifty-thousand dollar (\$50,000), one-hundred thousand dollar (\$100,000), or one-hundred eighty thousand dollar (\$180,000) optional life insurance policy addition at the employee's expense. Employees may also purchase a two thousand dollar (\$2,000) dependent life policy on spouse and child, or a five-thousand dollar (\$5,000) dependent life policy on a child, or ten-thousand dollar (\$10,000) coverage for a spouse at the employee's expense. Eligible coverage for children begins at six (6) months of age. In accordance with current policy provisions, employees' life insurance benefits are reduced to 50% at seventy (70) years of age.

A group long-term disability plan will be provided which will pay sixty-six and two-thirds percent (66 2/3%) of salary after ninety (90) days of continuous disability as defined by the insurance carrier. The Board will provide seventy-five percent (75%) of the aggregate costs of this coverage.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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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.

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 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, the President, and the Chancellor, within ten (10) 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.

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**POLICY: 5102 Faculty Employees Excluded from the
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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.

DRUG AND ALCOHOL TESTING

In the interest of maintaining a safe, healthy, and efficient workplace for all employees, and to protect the Board's property, information, equipment, and reputation, the Board has established a program to test for drug and alcohol use in the workplace. Testing will be required when reasonable cause exists in the workplace to conduct such a test. The Board shall be responsible to pay for the costs of any such tests. Employees, who may be required under federal law or regulations to submit to random drug and alcohol testing, will be notified of the general testing requirements in writing in advance.

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. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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

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

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

- a) **Step 1.** A formal grievance shall be filed in writing with the 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 Academic Vice President 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.

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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 recording 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;
- 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.

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**POLICY: 5102 Faculty Employees Excluded from the
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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 the spouse of the 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. Copies of summons and subpoenas should be provided to the Human Resource Office in advance of the absence.

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

Crisis Leave Sharing Program.

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

The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety days (90) in a twelve (12) month period. To be eligible to receive donated leave, an employee must have been employed for at least twelve (12) consecutive months and 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:

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POLICY: 5102 Faculty Employees Excluded from the SCEA Bargaining Unit

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

Note: "Children" shall mean a biological, adopted or foster child, a step-child or legal ward.

A serious health condition is defined to include:

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

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

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

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.

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**POLICY: 5102 Faculty Employees Excluded from the
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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. 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 (1) 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.

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 be prorated as of the first day 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.

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**POLICY: 5102 Faculty Employees Excluded from the
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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.

TUITION PROGRAMS

Only full-time (at least .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 children who are twenty-four (24) years of age or younger) members 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. 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 under this program will be limited to one (1) course per

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**POLICY: 5102 Faculty Employees Excluded from the
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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. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

Policy Adopted: 3/19/82

Policy Revised: 6/5/93

Policy Effective: 7/1/09

Policy Effective: 7/1/11

Policy Effective: 7/1/13

Approved: 4/17/09

Approved: 3/25/11

Approved:

Academic & Personnel Committee

Gary Beiganski, Chair
Roger Breed

March 15, 2013

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

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

Goals: 1. Ensure financial accountability

4. Improve efficiency of operations

The System Office recommends approval of the revisions to Board Policy 5103 and a copy is attached.

Revisions provide more information regarding background checks; insurance benefits; civil duty and crisis leave requirements; pay policies; leave transfer opportunities; and, drug/alcohol testing policies.

Language has also been added to limit new grievances when dismissal actions are pending.

The policy also states that tuition remissions and tuition waivers do not apply to already discounted tuition rates for dual enrollment courses.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5103

**Professional Staff Employees Excluded
From the NSCPA Bargaining Unit**

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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.

BACKGROUND CHECKS

Offers of employment are contingent on the applicant/employee successfully passing a background check.

BENEFITS

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time 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.

For medical and dental insurance, the Board will contribute a fixed dollar amount equivalent to eighty-five percent (85%) of the aggregate costs of the individual plan, with the employee responsible for the remaining amount of the cost of coverage. For those employees who opt for coverage under a family plan, the Board will contribute toward either family plan, employee/children or employee/spouse a fixed dollar amount equivalent to seventy-five percent (75%) of the aggregate costs of the family plan, with the employee responsible for the remaining amount of the cost of coverage. When both members of a married couple are employed and request family coverage, each individual will be required to contribute an amount equal to the contribution an employee makes toward single coverage.

The Board will contribute fifty percent (50%) toward the cost of single vision coverage for any plan option selected by the employee.

A life insurance plan offering group term life insurance coverage in the amount of thirty thousand dollars (\$30,000) will be provided at the Board's expense with the employee permitted to supplement the basic coverage with either a ten thousand dollar (\$10,000), twenty thousand dollar (\$20,000), fifty-thousand dollar (\$50,000), one-hundred thousand dollar (\$100,000), or one-hundred eighty thousand dollar (\$180,000) optional life insurance policy addition at the employee's expense. Employees may also purchase a two thousand dollar (\$2,000) dependent life policy on spouse and child, or a five-thousand dollar (\$5,000) dependent life policy on a child, or ten-thousand dollar (\$10,000) coverage for a spouse at the employee's expense. Eligible coverage for children begins at six (6) months of age. In accordance with current policy provisions, employees' life insurance benefits are reduced to 50% at seventy (70) years of age.

A group long-term disability plan will be provided which will pay sixty-six and two-thirds percent (66 2/3%) of salary after ninety (90) days of continuous disability as defined by the insurance carrier. The Board will provide seventy-five percent (75%) of the aggregate costs of this coverage.

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**POLICY: 5103 Professional Staff Employees Excluded
From the NSCPA Bargaining Unit**

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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.

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 may, at the discretion of the President or designee, be suspended with pay and full benefits, 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.

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

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

Types of Disciplinary Action

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

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

- 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.

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.

- 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.

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.

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

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

The committee will then establish the date, time and place for the hearing and so inform the employee and the President. The committee shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The committee will arrange for the hearing to be 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

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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.

DRUG AND ALCOHOL TESTING

In the interest of maintaining a safe, healthy, and efficient workplace for all employees, and to protect the Board's property, information, equipment, and reputation, the Board has established a program to test for drug and alcohol use in the workplace. Testing will be required when reasonable cause exists in the workplace to conduct such a test. The Board shall be responsible to pay for the costs of any such tests. Employees, who may be required under federal law or regulations to submit to random drug and alcohol testing, will be notified of the general testing requirements in writing in advance.

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.

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. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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.

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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.

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.

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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. Copies of summons and subpoenas should be provided to the Human Resource Office in advance of the absence.

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 or 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. To be eligible to receive leave, employees must have been employed for at least twelve (12) consecutive months and have had 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 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 (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 absence of at least 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 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:

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- 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

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.

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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.

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.

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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:

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 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.

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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. Employees transferring as an employee from Nebraska State Government or the University of Nebraska System may be eligible to have sick leave hours transferred to the receiving College or System Office at the discretion of the receiving President or Chancellor. Employees transferring to Nebraska State Government or the University of Nebraska System may be eligible to have sick leave hours transferred to the new employer at the discretion of the new employer.

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 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.

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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. Employees transferring as an employee from Nebraska State Government or the University of Nebraska System may be eligible to have vacation leave hours transferred to the receiving College or System Office at the discretion of the receiving President or Chancellor. Employees transferring to Nebraska State Government or the University of Nebraska System may be eligible to have vacation leave hours transferred to the new employer at the discretion of the new employer.

PAY

Annual pay increases shall only be provided to employees with satisfactory or better performance evaluation reports.

Salary base increases may be paid upon the completion of each academic degree earned after the commencement of employment. Base salary increases will be awarded only on July 1st following completion of the degree program. Official transcripts or other appropriate documentation from the awarding institution must be provided to the Human Resources Office prior to July 1st in order to receive the salary increase. The amount of the salary base increase will be determined by the President, or by the Chancellor for employees in the System Office.

An employee assigned by a supervisor to perform the duties of another position may receive a temporary pay increase at the discretion of the President, or Chancellor for employees in the System Office.

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.

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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 (at least .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 shall be available for immediate family (children who are twenty-four (24) years of age or younger at the beginning of the semester or session and a spouse) of employees 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. 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. Employees 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. 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. 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)). Waivers are subject to the following conditions:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
- b) 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. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

Policy Adopted: 6/5/93
Policy Revised: 8/29/97
Policy Revised: 6/2/06
Policy Effective: 7/1/09
Policy Effective: 7/1/11
Policy Effective: 7/1/13

Approved: 4/17/09
Approved: 3/25/11
Approved:

Academic & Personnel Committee

Gary Beiganski, Chair
Roger Breed

March 15, 2013

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: 2. Create a college experience that enriches the lives of our students and prepares them for their chosen careers
 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
 Goals: 1. Ensure financial accountability
 4. Improve efficiency of operations

The System Office recommends approval of the revisions to Board Policy 5104 and a copy is attached.

Revisions provide more information regarding background checks; insurance benefits; civil duty and crisis leave requirements; pay policies; leave transfer opportunities; eligibility requirements for the Early Retirement Incentive Program; and, drug/alcohol testing policies.

The sixty-seven percent (67%) tuition remission program has been expanded to include employees, previously it was only available to immediate family members.

Language has also been added to limit new grievances when dismissal actions are pending.

The policy also states that tuition remissions and tuition waivers do not apply to already discounted tuition rates for dual enrollment courses.

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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.

BACKGROUND CHECKS

Offers of employment are contingent on the applicant/employee successfully passing a background check.

BENEFITS

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time 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.

For medical and dental insurance, the Board will contribute a fixed dollar amount equivalent to eighty-five percent (85%) of the aggregate costs of the individual plan, with the employee responsible for the remaining amount of the cost of coverage. For those employees who opt for coverage under a family plan, the Board will contribute toward either family plan, employee/children or employee/spouse a fixed dollar amount equivalent to seventy-five percent (75%) of the aggregate costs of the family plan, with the employee responsible for the remaining amount of the cost of coverage. When both members of a married couple are employed and request family coverage, each individual will be required to contribute an amount equal to the contribution an employee makes toward single coverage.

The Board will contribute fifty percent (50%) toward the cost of single vision coverage for any plan option selected by the employee.

A life insurance plan offering group term life insurance coverage in the amount of thirty thousand dollars (\$30,000) will be provided at the Board's expense with the employee permitted to supplement the basic coverage with either a ten thousand dollar (\$10,000), twenty thousand dollar (\$20,000), fifty-thousand dollar (\$50,000), one-hundred thousand dollar (\$100,000), or one-hundred eighty thousand dollar (\$180,000) optional life insurance policy addition at the employee's expense. Employees may also purchase a two thousand dollar (\$2,000) dependent life policy on spouse and child, or a five-thousand dollar (\$5,000) dependent life policy on a child, or ten-thousand dollar (\$10,000) coverage for a spouse at the employee's expense. Eligible coverage for children begins at six (6) months of age. In accordance with current policy provisions, employees' life insurance benefits are reduced to 50% at seventy (70) years of age.

A group long-term disability plan will be provided which will pay sixty-six and two-thirds percent (66 2/3%) of salary after ninety (90) days of continuous disability as defined by the insurance carrier. The Board will provide seventy-five percent (75%) of the aggregate costs of this coverage.

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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.

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 may be suspended with pay 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.

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

Types of Disciplinary Action.

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

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

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

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.

- 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.

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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.

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.

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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.

DRUG AND ALCOHOL TESTING

In the interest of maintaining a safe, healthy, and efficient workplace for all employees, and to protect the Board's property, information, equipment, and reputation, the Board has established a program to test for drug and alcohol use in the workplace. Testing will be required when reasonable cause exists in the workplace to conduct such a test. The Board shall be responsible to pay for the costs of any such tests. Employees, who may be required under federal law or regulations to submit to random drug and alcohol testing, will be notified of the general testing requirements in writing in advance.

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. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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.

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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.

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.

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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.

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. Copies of summons and subpoenas should be provided to the Human Resource Office in advance of the absence.

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.

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The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period. To be eligible to receive donated leave, an employee must have been employed for at least twelve (12) consecutive months and 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;
- 3) for the employee's own serious health condition;
- 4) for any qualifying exigency arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of any impending call or order to active duty) in the Armed Forces in support of a contingency operation.

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

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

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

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

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

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

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

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

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

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

Inclement Weather/College Closure Leave

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

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 employment.

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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 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 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.

Transfer. An employee who is transferred within the State College System shall have his or her accrued sick leave transferred to the receiving College or System Office. Employees transferring as an employee from Nebraska State Government or the University of Nebraska System may be eligible to have sick leave hours transferred to the receiving College or System Office at the discretion of the receiving President or Chancellor. Employees transferring to Nebraska State Government or the University of Nebraska System may be eligible to have sick leave hours transferred to the new employer at the discretion of the new employer.

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.

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

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

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

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Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

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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.

Transfer. An employee who is transferred within the State College System will have his or her accrued vacation leave transferred to the receiving College or System Office. Employees transferring as an employee from Nebraska State Government or the University of Nebraska System may be eligible to have vacation hours transferred to the receiving College or System Office at the discretion of the receiving President or Chancellor. Employees transferring to Nebraska State Government or the University of Nebraska System may be eligible to have vacation hours transferred to the new employer at the discretion of the new employer.

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.

PAY

Annual pay increases shall only be provided to employees with satisfactory or better performance evaluation reports.

Salary base increases may be paid upon the completion of each academic degree earned after the commencement of employment. Base salary increases will be awarded only on July 1st following completion of the degree program. Official transcripts or other appropriate documentation from the awarding institution must be provided to the Human

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Resources Office prior to July 1st in order to receive the salary increase. The amount of the salary base increase will be determined by the President, or by the Chancellor for employees in the System Office.

Salary base increases may be paid upon the completion of each certification program approved by the immediate supervisor in writing that relates to the employee's position and better qualifies the employee to perform assigned tasks. The amount of the salary base increase will be determined by the President, or by the Chancellor for employees in the System Office. After providing the salary increase, the Board has the right to continue to require the employee to maintain a current certificate without further compensation.

An employee assigned by a supervisor to perform the duties of a position in a classification higher than the classification currently held by the employee may receive a temporary pay increase at the discretion of the President, or Chancellor for employees in the System Office.

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 June 30, 2012~~4~~, shall in exchange for the surrender of such right,

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receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary with payment to be made in twelve (12) equal monthly installments following termination of employment. An eligible employee must be fifty-five (55) years of age with ten (10) or more years of consecutive service within the NSCS and must provide six (6) months of advanced written notice. Part-time employees (less than .75 FTE) shall not be eligible for this program.

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

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

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

No employee will be coerced into participating in this Voluntary Retirement Settlement Program, or have his or her employment terminated for the purpose of preventing him or her from becoming eligible to participate.

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. In order to be eligible for this program, the employee has to meet the five (5) year Educator's Health Alliance continuous coverage requirement.

TUITION PROGRAMS

Only full-time (at least .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 employees and immediate family (spouse and children who are twenty-four (24) years of age or younger) members of

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employees 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. Remissions are subject to the following conditions:

- a) The employee or 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. Employees 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. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) credit hours each fall and spring semester, and one (1) summer term. 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:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
- b) 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. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

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: 3/25/11
Policy Revised: Approved:

Student Affairs, Marketing & Enrollment Committee

Michelle Suarez, Chair
Bob Engles
Morgan Nelson
Joseph Fauver
Madison Becker

March 15, 2013

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

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
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: 4. Improve efficiency of operations

The revisions to Board Policy 3050 clarify the residency application process for undocumented aliens. In the past, there has been confusion as to whether or not all applicants seeking resident tuition were required to submit a notarized affidavit with their application for resident tuition. State Statute indicates that the affidavit is required only for undocumented aliens seeking resident tuition status, thus, changes have been made in the policy to clarify the application process for undocumented aliens as well as other applicants seeking resident tuition. The System Office recommends approval of the revisions to Board Policy 3050 and a copy is attached.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3050

Residency

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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~~ An individual ~~who~~ who has been enrolled at a Nebraska State College or at the University of Nebraska as a resident student, ~~he or she~~ 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 provided false information in support of his or her application for resident student determination for tuition purposes, 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 are undocumented aliens 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 are attesting to the truth and accuracy of their statements.

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 President or his or her designee shall be final in any such appeals.

2. Definitions

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

- a. Resident tuition shall mean the resident tuition rate set by the Board ~~of Trustees~~.
- b. Non-~~resident~~ Resident Tuition shall mean the non-resident tuition rate set by the Board ~~of Trustees~~.
- c. Legal age shall be the age of majority set by Nebraska statute.

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Residency

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- d. Emancipated minor shall mean an individual who, by virtue of marriage, financial status, or other reasons, has become independent of his or her parents or guardians.
- e. "Established a home" shall mean that the individual continuously maintains a primary place of residence in Nebraska where the individual is habitually present.
- f. For the purpose of determining tuition rates, students living in on-campus housing for 180 consecutive days have "established a home."
- g. Legal residence shall mean the place of domicile or permanent abode as distinguished from temporary residence.
- h. 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, 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; or
 - 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;

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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, full-time staff member holding at least a .75 FTE 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.

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- 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.

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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 guardian's 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; residence requirements
	RRS 85-503	State educational institutions; tuition
	RRS 85-504	State educational institutions; fees; waiver

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: 3/25/11
Policy Revised: 9/7/12
Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Ratify the Acceptance of Nebraska State College A-133 System Audit Report for the Year Ended June 30, 2012

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

Strategy: f. Keep Board of Trustees informed on the financial status of the colleges and system

KPMG performed the A-133 Single Audit and released the audit on January 30, 2013. A copy of the Audit Report is included with this mailing. At its January 15, 2013 meeting, the Board authorized the Chancellor to accept the audit, when completed, and distribute the audit information in order to meet required deadlines. The Chancellor has accepted the audit and it has been filed with the federal audit clearinghouse.

Ratification of the Chancellor's acceptance of the KPMG's audit report is requested.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Authorize the Chancellor to Secure 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

Authorization is requested for the Chancellor to secure insurance for the fiscal year 2012-13. Applications are being filed and coverage quotes are expected in the coming months. A summary report will be provided when the renewed and/or new policies are in place. The major policies include comprehensive general liability, umbrella liability, property and casualty, directors and officers and employee liability, and athletic injury.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

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

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

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

**CHADRON STATE COLLEGE
CHADRON, NE**

RESOLUTION TO WITHDRAW FUNDS

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of January 31, 2013 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Kent Hall	Sprinkler System	155,000
2. Revenue Bond Bldgs	Asbestos Abatement	25,000
3. Revenue Bond Bldgs	Replacement Flooring	15,000
4. Revenue Bond Bldgs	New Furnishings	85,000
5. Residence Halls	Mechanical Room Upgrades	25,000
6. West Court	Demolition	70,000
7. High Rise	Renovation	150,000
8. High Rise	Elevator Upgrades	15,000
9. Brooks Hall	Repairs	90,000
10. Student Center	Specialty Equipment	20,000
TOTAL - Not-to-Exceed -		\$650,000

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 15, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 15th day of March 2013.

Stan Carpenter, Chancellor

**PERU STATE COLLEGE
PERU, NE**

RESOLUTION TO WITHDRAW FUNDS

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of January 31, 2013 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Residence Hall, Apartment & Student Center	Repair, Replacement & Maintenance of Equipment and Infrastructure	92,500
2. Residence Hall, Apartments & Student Center	Repair and Replacement of Furnishings	30,000
3. Student Center	Food Service Equipment	2,500
TOTAL - Not-to-Exceed -		\$125,000

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 15, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 15th day of March 2013.

Stan Carpenter, Chancellor

**WAYNE STATE COLLEGE
WAYNE, NE**

RESOLUTION TO WITHDRAW FUNDS

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of January 31, 2013 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Anderson Hall	Roof/Windows Replacement	125,000
2. Berry Hall	Showers/Stalls Repair	130,000
3. Bowen Hall	Replace Hot Water Tank/Coil/Pump	40,000
4. Campuswide	Roof Repairs	50,000
5. Campuswide	Grounds Improvements/Equipment	20,000
6. Rec Center	HVAC Upgrade/Sprinklers/Fire Alarm Upgrade	182,000
7. Rec Center	Equipment/Repairs	42,500
8. Rec Center	Natatorium Floor Grout Seal	40,000
9. Residence Halls	Repairs, Equipment, Furniture, Carpet	51,500
10. Food Service	Repairs, Equipment	10,000
11. Student Center	Fire Alarm Upgrade	30,500
12. Student Center	Repairs, Equipment, Furniture, Carpet	53,500

TOTAL - Not-to-Exceed - \$775,000

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 15, 2013.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 15th day of March, 2013.

Stan Carpenter, Chancellor

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve Contract with BKD for 2012-13 Audits as Follows:

Revenue Bond	\$ 28,500
Facilities Corporation	\$ 8,150
A-133	\$ 16,850
*Additional Major Program (TRIO)	\$ 6,300

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

A formal Request for Proposals process was completed to select an auditing firm to conduct the Revenue Bond, Facilities Corporation, and A-133 audits for the year ending June 30, 2013. The Auditor Selection committee included:

Bill Roskens, Board of Trustees
 John Chaney, Board of Trustees
 Carolyn Murphy, System Office
 Amy Hock, System Office
 Dale Grant, Chadron State
 Susan Unruh, Peru State
 Bev Buhrman, Wayne State
 Sherry Douglas, Chadron State

Three auditing firms selected as finalists were interviewed by the committee on Friday, March 8. Based on the proposals and the interviews, the committee recommends approval to contract with BKD for the 2012-13 audits identified above, with the possibility of up to six annual renewals. Annual renewals will be brought to the Board for its approval.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve the 2013-2014 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 for food service contracts for 2013-2014. The System Office concurs with the recommendations.

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

CSC recommends approval of the contract Creative Dining Service signed with Chadron State effective July 1, 2012 through June 30, 2019 to provide management services for CSC dining services program with appropriate renewal and non-renewal provisions.

Chadron – rate per year \$88,158 plus additional operating costs
 Up from \$85,590 for 2012-13

Peru recommends approval of the continuation of the contract with Creative Dining Service to provide dining service for 2013-2014. This contract was approved by the Board to be effective July 1, 2012 through June 30, 2019. This is the second year of a seven year contract. The contract amount is \$65,000 plus the cost of food and operating costs for 2013-2014.

Peru – rate per year \$65,000 plus actual food cost and additional operating costs
 Up from \$63,500 for 2012-13

4.5.-2

Wayne recommends approval of the continuance of the food service with Chartwells Higher Education for the second year of a seven year contract, with no substantive changes to the contract.

Wayne – rates for 2013-2014 contract period

(All Rates are Per Person Per Meal)

	Per Meal Rate	
19-meal plan + \$100/7-Day plan	\$2.80	
15-meal plan + \$135/7-Day plan	\$3.76	
10-meal plan + \$165/7-Day plan	\$5.62	
5-meal plan+ \$50/5-Day plan	\$6.45	
3-meal plan + \$225/5-Day plan	\$10.74	

The rates above reflect an increase of 2.51% above the 2012-2013 rates.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve the 2013-2014 Bookstore Contract Renewals Submitted by the Colleges

Chadron

VALIDIS RESOURCES

Peru

VALIDIS RESOURCES

Wayne

FOLLETT HIGHER EDUCATION GROUP, INC.

Priority: Financial Strength of the System

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

5. Secure public and private funding sources

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

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

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. For the right to operate the bookstore, Validis pays the College a commission of 10% of all Gross Revenue up to \$1,500,000 plus 11% of any part of Gross Revenue over \$1,500,000 with a Guaranteed Annual Commission of \$100,000 per contract year.

Peru State recommends continuation of its bookstore contract, also with Validis Resources, for the operation of the bookstore for the 2013-14 fiscal year. This is the third year of a three year contract. The terms of the contract are for the period of July 1, 2011 through June 30, 2014. By mutual agreement no later than February 1, 2014, the parties shall have an option to extend the term for two (2) additional periods of one (1) year, from July 1, 2014 to June 30, 2016. For the right to operate the bookstore, Validis pays the College a commission of 6.5% of Net Revenue up to \$1,000,000, plus 7.5% of Net Revenue over \$1,000,000.

Wayne recommends continuation of the two year renewal with Follett Higher Education Group, Inc. for the operation of the bookstore. On April 20, 2012, the Board approved a renewal for the period of July 1, 2012 through June 30, 2014, renewable through June 30, 2016 unless terminated by either party giving at least one hundred twenty (120) days written notice to the other party. For the right to operate the bookstore, Follett Higher Education Group, Inc. pays the College a 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. Follett has met the \$160,000 minimum commission each year since the beginning of the contract in 2009-10.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

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

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 3300 and a copy is attached.

The change to the policy would require the sign-off of the President or Vice President for Administration and Finance when student organization contracts involve the use of college facilities or other resources.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3300 Student Organizations

Page 1 of 2

BOARD POLICY

Each of the Colleges shall have structured student organizations, including an organized student government, which shall be as the principal entity for student participation in the decision-making process of the College. All recognized student organizations shall have a charter agreement and/or constitution that is approved by the Student Senate and the Vice President responsible for student affairs.

Students shall be encouraged to participate in the student organizations.

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.

Advisors

Each student organization shall have a College employee advisor.

Advisors may either be assigned by the College to assist a particular student organization; or , advisors may work with the student organization in a volunteer capacity, if approved as a volunteer by the Vice President responsible for student affairs.

The role of an advisor is to communicate with, guide, and assist the organization; attend organization meetings, events, and fundraisers; be knowledgeable of all policies that may impact the organization; and monitor compliance with budgetary/financial guidelines established by the College and student government.

College Resources

College resources may be available to student organizations at a free or reduced rate at the discretion of the College including, but not limited to, copiers, computers, mail, email, postal services, building use, and state cars. College resources shall only be made available to the student organization if the organization has available allocations to cover the applicable resource cost from the Student Activity Fees, which are in the College accounts, or outside bank accounts. Use of any College resources must be in accordance with College policies.

Annually the College shall provide the following to each student organization:

- 1) A copy of Board Policy 3300;
- 2) Applicable College policies and forms; and
- 3) Information regarding recommended practices regarding cash handling, accountability, and record keeping.

Contracts

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 ensure that the contract does not create inappropriate or unanticipated liability for the College and the Board of Trustees. [Contracts that include the utilization of College facilities and/or other resources of the Colleges for an event must be approved in advance and signed by the College President or Vice President for Administration and Finance.](#)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3300 Student Organizations

Page 2 of 2

Finances

Student organizations are responsible to maintain their own bank accounts outside of the College and College Foundation for funds from student organization fundraising or other activities. No College or Foundation tax identification numbers shall be used on these accounts. Student organization funds held in such accounts do not belong to the College or Foundation and an accounting for those funds will not be included as part of the College's or Foundation's audit. Student organizations are financially and legally responsible for deposits to and expenditures from their accounts.

College employees including, but not limited to, student organization advisors may not be signatories on student organization bank accounts.

Fundraising Activities

Student organizations may wish to collect money through fundraising activities to support their activities and functions. For purposes of this policy, fundraising is defined as collecting money through donations, sales, and/or event programming for the purposes of budget enhancement.

Permission for conducting fundraising activities must be obtained in advance by completing the required College form and obtaining necessary College approvals.

The purpose of the funds that will be raised must be consistent with the Code of Conduct and other applicable policies of the College and all activities associated with the fundraising must be in compliance with applicable federal, state, local rules and regulations.

The Board acknowledges that this policy may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the Colleges have the right to impose reasonable restrictions and/or requirements with respect to the time, place and manner of fundraising activities.

Insurance

The Board of Trustees' insurance coverage for each College does not extend to student organizations. Student organizations should conduct business with that understanding and must accurately represent their insurance status to organization members and outside entities.

Student organizations are allowed to independently seek insurance coverage for the benefit for their members.

Policy Adopted: 6/5/93
Policy Revised: 3/25/11
Policy Revised: 6/15/12
Policy Revised:

Note: Colleges have until 12-31-2012 to implement necessary operational changes pursuant to this policy.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 7010; Purchases; Bids; Public Lettings

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 7010 and a copy is attached.

The changes include clean-up of language related to the state's drug-free workplace requirements and other minor clarifications.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

Page 1 of 5

BOARD POLICY

Public Lettings

All public lettings made by the Colleges and the System Office shall meet the requirements of state statute for such activities. Policies related to public lettings for capital construction projects are found in Policy Series 8000.

[Additional policies related to contracts are found in Policies 7015 and 7016.](#)

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

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

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

All contractors shall register and use a federal immigration system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

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

Purchases

The responsibility for the purchasing, receiving, storing and distributing of all materials, supplies, moveable furniture and moveable equipment, [as well as securing services, other than consulting services,](#) to support the activities and programs of each College and the System Office, unless otherwise provided, is delegated by the Board to the President of each College or to the Chancellor. The Vice President for Administration and Finance of the College shall serve as the Principal Purchasing Agent for the College and shall be responsible for the development and implementation of College processes and procedures which conform to the requirements of the Board of Trustees. Should such processes and procedures include the appointment of a College purchasing agent and a decentralized purchasing function, responsibility for conformance with Colleges' and Board of Trustees' requirements shall remain with the Principal Purchasing Agent.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

Page 2 of 5

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

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

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

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

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

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

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

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

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

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- 4) By a non-bidding process in all cases in which the purchases are of estimated value less than two thousand five hundred dollars (\$2,500). If it is determined by the College/System Office that solicitation of bids for items costing less than two thousand five hundred dollars (\$2,500) would result in a better quality product or lower cost, informal bids may be secured by telephone or in writing.
 - 5) All contracts for services, purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractionated in order to produce several contracts which are of an estimated value below that required for competitive bidding.
 - 6) Purchase Orders or Purchase Requisitions shall be prepared to serve as notification of award and documentation for the purchase of supplies, materials or equipment when the item(s) are being purchased under an existing State of Nebraska or College contract. Purchase orders are not required when purchasing supplies, materials, equipment or services that cost less than \$2,500. A contract document shall be used for capital construction projects, leases of property and services when the cost of the contract exceeds \$50,000. A Notice of Award shall be issued prior to the execution of contracts for capital construction projects, leases of property or for retainage of services.
 - 7) In addition to the requirements of this policy, acquisition of specialized equipment must also follow the purchasing requirements established by the Office of the CIO - Division of Communications (telecommunications equipment), Office of the CIO - Information Management Services (computer equipment), and DAS Transportation Services Bureau (motor vehicles).
 - 8) Items may be purchased without competitive bidding when the price has been established by the federal General Services Administration or participation in a contract competitively bid by another state or group of states or other appropriate public entity.
 - 9) Used vehicles, used equipment, used materials, or used supplies may be purchased by a non-bidding process up to the amount of \$25,000 with the approval of the appropriate President or the Chancellor. Documentation justifying the purchase should be included with the purchase order for future reference.
 - 10) Library acquisitions may be purchased by a non-bidding process when comparable pricing is checked through the Library's automation software or other specialized price comparison software available specifically for library acquisitions.
 - 11) Repairs to equipment and vehicles are not required to follow competitive bidding procedures. However, the Colleges/System Office shall negotiate for such repairs to assure quality work is performed at a reasonable cost.

Competitive Bids

The Department of Administrative Services/Materiel Division has delegated purchasing authority to each College and bidding shall follow the requirements of the Board. State purchasing assistance or State contracts and other procurement procedures may be utilized where found to be advantageous.

If articles are to be purchased by competitive bidding, the Colleges and System Office shall prepare standards and specifications for these articles in such a manner it will be possible for three or more manufacturers, vendors, or suppliers to submit competitive bids. If a requisition for articles exceeds ten thousand dollars (\$10,000) and bids

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7010

Purchases; Bids; Public Lettings

Page 4 of 5

cannot be obtained from three bidders, then the standards and specifications of the articles upon which bids are being sought shall be reviewed. If it then is determined by the College, in consultation with the System Office staff, that because of the special nature of the articles sought to be purchased, the standards and specifications should remain as written, bids may be accepted from a fewer number of bidders than three with the approval of the Chancellor.

All purchases, leases or contracts of articles, property or services which are required to be based on competitive bids, shall be made to the lowest responsible bidder, taking into consideration the best interest of the College, the quality of the articles proposed to be supplied, their conformity with specifications, the purposes for which required, and the times of delivery. In determining the lowest responsible bidder, in addition to price, the Colleges may develop criteria specific to a purchase or may give the following elements consideration where applicable:

- 1) The ability, capacity and skill of the bidder to perform the contract required;
- 2) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- 3) Whether the bidder can perform the contract within the time specified;
- 4) The quality of performance of previous contracts;
- 5) The previous and existing compliance by the bidder with laws relating to the contract;
- 6) The life-cycle costs of the personal property in relation to the purchase price and specific use of the item;
- 7) The performance of the personal property, taking into consideration any commonly accepted tests and standards of product usability and user requirements;
- 8) Energy efficiency ratio as stated by the bidder for alternative choices of appliances or equipment;
- 9) The information furnished by each bidder concerning life-cycle costs between alternatives for all classes of equipment, evidence of expected life, repair and maintenance costs, and energy consumption on a per-year basis;
- 10) The results of the United States Environmental Protection Agency tests on fleet performance of motor vehicles. Each bidder shall furnish information relating to such results; and
- 11) Such other information as may be secured having a bearing on the decision to award the contract.

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

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

No employee of the Colleges or the System Office shall be financially interested, or have any beneficial personal interest, directly, or indirectly, in the purchase or leasing of any articles or property, nor in any firm, partnership,

or association furnishing them. No such person shall receive or accept directly or indirectly from any person, firm or corporation submitting any bid or to whom a contract may be awarded, by rebate, gift or otherwise, any money or other thing of value whatsoever, or any promise, obligation or contract for future reward, or compensation.

Emergency Situations

In the event of a natural disaster or other catastrophic event, competitive bidding procedures may be waived with the approval of the Chancellor or designee.

Legal Reference:	RRS 4-114	Public employer and public contractor; register with and use federal immigration verification system; Department of Labor; duties
	RRS 73-101 through 105	Public Lettings
	RRS 81-153	Materiel division; powers and duties; enumerated
	RRS 81-161	Competitive bids; Award to lowest responsible bidder; Elements considered
	RRS 81-161.01	Competitive bids; time required to elapse between notice and opening of bids; waiver
	RRS 81-161.02	Competitive bids; rejection, grounds, new bids

Policy Adopted: 1/28/77
Policy Revised: 7/22/83
Policy Revised: 3/16/90
Policy Revised: 3/11/94
Policy Revised: 11/11/95
Policy Revised: 9/26/97
Policy Revised: 9/15/06
Policy Revised: 4/13/07
Policy Effective: 7/1/10
Policy Revised: 6/2/11
Policy Revised: 11/4/11

Approved: 6/3/10

Policy Revised:

Fiscal, Facilities & Audit Committee

*Bill Roskens, Chair
John Chaney*

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 7012; Lease Purchase Agreements

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 7012 and a copy is attached.

The changes to the policy include clarification of signatures required on lease-purchase contracts at various thresholds and clarification of reporting requirements.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7012 Lease-Purchase Agreements

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BOARD POLICY

Periodically it may be necessary or advantageous for the State Colleges or System Office to enter into Lease-Purchase contracts for the procurement of equipment, energy management projects, facilities management systems, vehicles, furnishings, fixtures, facilities, land and other essential types of purchases. When it has been determined that a lease-purchase agreement will be used, the following process shall be followed for all such contracts whereby the financing amount exceeds \$50,000:

1. Discuss proposed purchase with DAS representative for the State of Nebraska's Master Lease Program and obtain financial data for using that program
2. Solicit information on other available Lease-Purchase programs and analyze the advantages/ disadvantages of each program that is appropriate for use by the institution
3. Submit material to System Office staff with recommendation on designated program, including draft of proposed agreement which recognizes the following:
 - a) Since the State Colleges are not permitted, by law, to mortgage or grant a security interest in real or personal property to which it has title, the title to the property must be vested in the lessor until such time as all of the rental payments are made.
 - b) The State Colleges may not permit title to any equipment, fixture, etc. to remain in another party if its removal would impair the integrity of the building to which it is attached or in which it is housed.
 - c) The lease-purchase agreement for qualifying projects would be subject to an annual appropriation and be annually renewable.
 - d) Unless there are other restrictions imposed by other documents, there are no restrictions on the source of funds that may be used for payment of the colleges' obligation under the contract. However, the Board of Trustees must specifically approve the source of funds intended to be used.
 - e) The State Colleges may combine various sources of funds for lease purchase financing, but it must be recognized that failure of any one of the sources might cause a default for the entire contract.
4. Prepare recommendation to be submitted to the Board of Trustees for approval.
5. Submit document to System Office for signature by the Chancellor following Board approval. The Agreement, once approved by the Board, shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.

Lease-Purchase Agreements, in which the financing amount ranges from \$25,000 to \$50,000, shall be reviewed first with System Office staff ~~and, upon approval by the Chancellor, submitted to the System Office for signature and reporting to the Board.~~ Upon approval by the Chancellor, the Agreement shall be signed by the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

Lease-Purchase Agreements of less than \$25,000 may be approved by the College President ~~and, signed by the President or Vice President for Administration and Finance and then submitted to the Board as information in the campus's report on executed contracts.~~

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7012 Lease-Purchase Agreements

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

All System Office Lease-Purchase Agreements shall be signed by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

All College Lease-Purchase Agreements shall be reported to the Board by the College. Any System Office Lease Purchase Agreements shall be reported to the Board by the System Office.

Legal Reference: RRS 81-1107 State Administrative Departments; Lease Purchase Agreements

Policy Adopted: 6/19/98

Policy Revised: 9/15/06

Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

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: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 7014 and a copy is attached.

This policy is updated to clarify approval requirements on the disposal of surplus property.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7014 Inventories and Disposal of Surplus Personal Property

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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~~ [Vice President for Administration and Finance](#). The disposal of property for the System Office must be approved by the Chancellor [or Vice Chancellor for Finance and Administration or General Counsel](#), ~~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~~ [Vice President for Administration and Finance at the Colleges or by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel for the System Office](#) 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.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7014 Inventories and Disposal of Surplus Personal Property

Page 3 of 3

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 – Surplus firearms must be turned over to the Nebraska State Patrol or other local law enforcement agency. 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 in writing by the President or ~~his/her designee~~ Vice President for Administration and Finance for the Colleges or by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel for the System Office 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

Approved: 6/3/10

Policy Revised: 3/25/11

Policy Revised: 4/20/12

Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 7015 and a copy is attached.

One change would allow the Colleges to enter into agreements solely to explore future contracts, which is sometimes necessary in international agreements. In addition, clarification is provided on who is authorized to sign contracts.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015

Contracts; Limitations, Exemptions

Page 1 of 2

BOARD POLICY

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

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

Contracts, Memorandums of Understandings, or Agreements establishing collaborative, educational partnerships between the Colleges and external entities must be approved in advance by the Board and signed by the Chancellor. [Contracts that are solely for the purpose of exploring the potential for future substantive contracts do not require approval of the Board and shall be signed by the President.](#)

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

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

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

1. Any contract with individual students for room and board or deferred payment programs.
2. Any student internship, practicum or workforce training grant agreements.
3. Any community service and service learning contracts.
4. Any Northeast Nebraska Teacher Academy agreements (NENTA.)
5. Any articulation agreements to determine course equivalencies in accordance with Board Policies.
6. Any bus chartering contracts.
7. Any contract for the purchase of food and consumable food service items used in the regular course of business operations.
8. Any contract for the purchase of supplies and commodities used in the regular course of business operations.
9. Any contract for the purchase of installation services or movable equipment where the total cost does not exceed one hundred thousand dollars (\$100,000).
10. Any contract for the purchase of utilities, gasoline, oil, or diesel fuel used in the regular course of business operations.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7015

Contracts; Limitations, Exemptions

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11. Any contract dealing with the sale of College personal property, if Board Policy 7014 is followed. Any sale of real property, where the sale price does not exceed twenty four thousand dollars (\$24,000).
 12. Any granting of a lease or rental agreement to an external party, if the annual proceeds are less than twenty four thousand dollars (\$24,000) in accordance with Board Policy 80287.
 13. Any contract relating to the staging or performance of any cultural, artistic, musical, scholarly, recreational, or intercollegiate athletic event (at home or away).
 14. Any contract for the purchase of material to be added to the collection of any College library.
 15. Any contract that does not exceed twenty four thousand dollars (\$24,000), whereby a College will provide services to an external party, including, but not limited to, instruction, consulting, planning, technical assistance or program development courses. (For contracts to receive services, refer to Board Policy 7016.)

All exempt contracts shall be signed by the President or [the Vice President for Administration and Finance](#) ~~his/her designated Vice President~~. [In the event that the President and Vice President for Administration and Finance are not able to sign on behalf of their respective institution, the Chancellor is authorized to execute a contract on behalf of the institution. The Chancellor or Vice Chancellor for Finance and Administration or General Counsel are authorized to sign exempt contracts for the System Office.](#) A list of the exempt contracts over fifty thousand dollars (\$50,000), authorized and signed by the College [or System Office](#), shall be provided to the Board of Trustees in the proper format.

[All other contracts, once approved by the Board, shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.](#)

Legal Reference: RRS 85-304
RRS 85-411

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

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

[Policy Revised:](#)

Fiscal, Facilities & Audit Committee

*Bill Roskens, Chair
John Chaney*

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 7016; Contracts; Consulting Services

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 7016 and a copy is attached.

Proposed revisions would clarify procedures and authorized signers on consulting contracts.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7016

Contracts; Consulting Services

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BOARD POLICY

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

LEGAL COUNSEL AND AUDITOR

The hiring and retention of personnel not regularly employed by the Colleges and the System Office to act as legal counsel or auditor, for durations greater than five (5) days for any College or the System Office, shall be approved by the Chancellor. In each instance the Chancellor shall notify the Board.

ALL OTHER CONSULTING SERVICES

~~In all other cases,~~ The Presidents are delegated the responsibility for ~~selecting~~ selecting, and negotiating ~~and signing~~ on behalf of the Board, consulting contracts under twenty-five thousand dollars (\$25,000) ~~for consultation services.~~ Such contracts shall be signed by the President or Vice President for Administration and Finance. In the event that the President and Vice President for Administration and Finance are not able to sign on behalf of their respective institution, the Chancellor is authorized to execute a consulting contract on behalf of the institution.

For ~~such~~ consulting contracts where the fee is estimated to be between twenty-five thousand dollars (\$25,000) and fifty thousand dollars (\$50,000), the contracts shall be approved by the Chancellor and signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

All consulting contracts exceeding fifty thousand dollars (\$50,000) that are covered under this policy shall follow a competitive RFP process and be approved by the Board. These contracts, once approved by the Board, shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

Any consulting contracts not-requiring Board approval must be reported to the Board.

Legal Reference: RRS 85-304

Board of Trustees; Powers; Enumerated

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

Policy Revised: 4/13/07

Policy Revised: 6/15/12

Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8006; Vacating Streets

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8006 and a copy is attached.

Changes are made to clarify who is authorized to sign documents.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8006 Vacating Streets

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BOARD POLICY

When one of the ~~State~~ Colleges has determined that it is in the best interest of the institution to request the closing of a city-owned street that runs through or is adjacent to the campus, such proposal shall be brought to the Board for consideration and approval. Included in the information provided to the Board should be:

- a) rationale for vacating the street
- b) planned use of the street
- c) fiscal impact of vacating the street
- d) city's procedures for vacating the street
- e) results of preliminary discussions with city officials on the proposed closing

After the Board has approved the vacating of a street(s) within a college campus, ~~the college President and the Chancellor are authorized to sign, on behalf of the Board, the required documents to petition for the vacation of specific streets or alleys, and to submit them to the appropriate county or city.~~ shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel and submitted to the appropriate county or city.

Policy Adopted: 3/11/94
Policy Revised: 9/15/06
Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8027; Facilities; Leasing or Renting Off-Campus Space

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8027 and a copy is attached.

Changes include clarification of who is authorized to approve and sign lease agreements and reporting requirements and also incorporates Policy 8028 regarding on-campus space leases.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8027 Facilities; Leasing or Renting Off-Campus
Or On-Campus Space**

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BOARD POLICY

Off-Campus Space

When circumstances require the ~~state e~~Colleges to rent or lease additional space for one year or more for classroom, laboratory or office functions, the ~~college p~~President shall prepare a recommendation for submittal to the Board of Trustees. The following information shall be included in the recommendation provided to the Board:

- 1 Purpose for renting or leasing the space
2. Amount of square footage to be rented or leased
3. Cost per square foot of leased or rented space
4. Length of time that lease or rental agreement is in force
5. Disclosure of any additional financial, personnel or programming obligations related to leasing or renting the space
6. Disclosure of any other miscellaneous obligations related to leasing or renting the space

A copy of the leasing or rental agreement shall be forwarded to the System Office for review prior to asking the Board to approve the recommendation. Once approved by the Board, the Agreement shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

On-Campus Space

If state facilities are not needed for their original purpose or other college-related purposes, the Board authorizes the Colleges to enter into agreements with other entities for lease or rental of vacant space. All alterations or improvements on the leased property will be done by the College, following current board policy for all such work, with all costs the responsibility of the entity leasing the property, unless otherwise noted in a memorandum of understanding, lease agreement or rental contract. In general, the Colleges shall avoid leasing/renting College facilities in such a way that they are in direct competition with available commercial facilities in the community. Rental rates may be charged which are comparable to similar facilities in that geographic region. The President may waive or reduce rental charges for public service functions as described in Board Policy 4350. Agreements shall specify proof of insurance requirements as applicable. Revenue will be deposited in the appropriate cash fund or revolving (revenue bond) fund.

The President is authorized to approve a memorandum of understanding, lease agreement or rental agreement, if agreement is less than ten thousand dollars (\$10,000) per year (eight hundred thirty three dollars and thirty three cents [\$833.33] per month). The agreement shall be signed by the President or Vice President for Administration and Finance.

A memorandum of understanding, lease agreement or rental agreement between ten thousand dollars (\$10,000) and twenty four thousand dollars (\$24,000) annually (eight hundred thirty three dollars and thirty four cents [\$833.34] to one thousand nine hundred ninety nine dollars and ninety nine cents [\$1,999.99] per month) shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8027 Facilities; Leasing or Renting Off-Campus
Or On-Campus Space**

Page 2 of 2

If the memorandum of understanding for a lease or rental agreement equals or exceeds twenty four thousand dollars (\$24,000) annually, (two thousand dollars [\$2,000] per month), the document will be submitted to the Board for approval. After approval by the Board, the agreement shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. Subsequent agreements may be signed in accordance with the requirements for the original lease, unless the agreement has had substantial revisions.

Copies of all agreements, in the proper format, shall be filed with the System Office and reported to the Board.

Legal Reference: RRS 85-304 Board of trustees; power, enumerated
Legal Reference: RRS 85-314 Board of trustees; rules and regulations

Policy Adopted: 9/26/97
Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Deletion of Board Policy 8028; Facilities; Leasing or Renting On-Campus Space

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the deletion of Board Policy 8028 and a copy is attached.

This policy is being incorporated into Policy 8027.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8028 Facilities; Leasing or Renting On-Campus Space

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BOARD POLICY

~~If state facilities are not needed for their original purpose or other college-related purposes, the Board authorizes the Colleges to enter into agreements with other entities for lease or rental of vacant space. All alterations or improvements on the leased property will be done by the College, following current board policy for all such work, with all costs the responsibility of the entity leasing the property, unless otherwise noted in a memorandum of understanding, lease agreement or rental contract. In general, the Colleges shall avoid leasing/renting College facilities in such a way that they are in direct competition with available commercial facilities in the community. Rental rates may be charged which are comparable to similar facilities in that geographic region. The President may waive or reduce rental charges for public service functions as described in Board Policy 4350. Agreements shall specify proof of insurance requirements as applicable. Revenue will be deposited in the appropriate cash fund or revolving (revenue bond) fund.~~

~~The President is authorized to approve and sign a memorandum of understanding, lease agreement or rental agreement, if agreement is less than ten thousand dollars (\$10,000) per year (eight hundred thirty three dollars and thirty three cents [\$833.33] per month). The agreement shall be signed by the President or Vice President for Administration and Finance.~~

~~The Chancellor, upon recommendation of the President, is authorized to sign A memorandum of understanding, lease agreement or rental agreement, if agreement is between ten thousand dollars (\$10,000) and twenty four thousand dollars (\$24,000) annually (eight hundred thirty three dollars and thirty four cents [\$833.34] to one thousand nine hundred ninety nine dollars and ninety nine cents [\$1,999.99] per month), shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.~~

~~If the memorandum of understanding for a lease or rental agreement equals or exceeds twenty four thousand dollars (\$24,000) annually, (two thousand dollars [\$2,000] per month), the document will be submitted to the Board for approval prior to the agreement taking effect. After approval by the Board, the agreement shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. ~~Subsequent agreements may be signed in accordance with the requirements for the original lease by the Chancellor, unless the agreement has had substantial revisions.~~~~

~~Copies of all agreements, in the proper format, willshall be filed with the System Office and reported to the Board.~~

~~Legal Reference: RRS 85-304 Board of trustees; power, enumerated
RRS 85-314 Board of trustees; rules and regulations~~

Policy Adopted: 6/19/98
Policy Revised: 9/15/06
Policy Revised: 11/4/11
Policy Deleted:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8065; Capital Construction; Contracts; Approval

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8065 and a copy is attached.

The changes provide clarification on who is authorized to sign the contracts.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8065 Capital Construction; Contracts; Approvals

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BOARD POLICY

The Board of Trustees is responsible for all capital construction contracts. No contract may commit funds for a project until the fund resource has been identified and approved by the Board of Trustees with the exception of Task Force for Building Renewal funds which require approval by the Chancellor. While Task Force projects must follow all other requirements in this policy, unless otherwise noted, 309 funding does not have to be accepted by the Board prior to committing funds in accordance with this policy. Further, for state-funded projects, the appropriation must have been received before construction contracts are submitted for approval. For revenue bond projects, bond proceeds or Surplus Funds must be available and their expenditure approved by the Board before construction contracts are submitted for approval.

The following types of contracts are to be submitted to the Board for approval:

1. Construction contracts and land purchases amounting to one hundred thousand dollars (\$100,000) or more with the following exception if approval is critical to the schedule of the project:

The Chancellor shall be authorized to approve construction contracts and land purchases above one hundred thousand dollars (\$100,000) so long as the Board has authorized the project and compliance with all specifications, bidding and contract procedures has taken place. Notification of these approvals shall be provided in the Chancellor's report to the Board at a subsequent Board meeting.

2. Any contract or agreement with an engineer or architect if the fee would exceed fifty-five thousand dollars (\$55,000).
3. Contract change orders involving additional expenditure over twenty thousand dollars (\$20,000). Total change order amount shall include increases to architect or engineer fees, construction contract, equipment purchases and all other miscellaneous expenditure items related to that change order.

If approval of the change order is critical to the schedule of the project, change orders involving an expenditure in the range from twenty thousand dollars (\$20,000) up to and including sixty thousand dollars (\$60,000) may be approved by the Chancellor and such action reported for ratification at the next Board meeting.

~~The Chancellor is authorized to sign all of the above documents on behalf of the Board once the required approval has been received and the documents signed by the contractor and the College President. Once approved by the Board, the documents shall be signed by the vendor, the President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration, or General Counsel.~~

The President or Vice President for Administration and Finance of each College, or his/her designee is delegated the responsibility for bidding, negotiating and signing on behalf of the Board the following types of construction contracts and change orders:

1. Any contract for the construction, alteration, renovation, remodeling, repair, or demolition of any building or other improvement to real property under which payment by the college will not exceed one hundred thousand dollars (\$100,000).
2. Contracts with architects or engineers where the fee will be less than fifty-five thousand dollars (\$55,000).
3. Contract change orders involving each additional expenditure under twenty thousand dollars (\$20,000).

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8065 Capital Construction; Contracts;
Approvals**

Page 2 of 2

Appropriate bidding/contracting procedures will be followed in all circumstances. Contracts for construction-type projects of less than one hundred thousand dollars (\$100,000), architectural/engineering contracts whereby the fee is less than fifty-five thousand dollars (\$55,000) and contract change orders amounting to less than twenty thousand dollars (\$20,000) shall be reported by the College at the next Board meeting in a format developed by the System Office.

All contracts for construction and other related services in excess of one hundred thousand dollars (\$100,000) will be reviewed and approved by the legal counsel prior to submission to the Board for consideration and action. Contract forms developed by the System Office shall be used for all construction projects and other related services where the cost will be less than one-hundred thousand dollars (\$100,000).

Legal Reference: RRS 85-304 Board of trustees; powers; enumerated.
RRS 85-306 State Colleges; presidents; duties.
RRS 85-316 State Colleges; funds; contingencies; disbursements; travel expenses
RRS 85-325 Construction projects; board of trustees; powers.

Policy Adopted: 3/11/94
Policy Revised: 6/19/98
Policy Revised: 4/13/00
Policy Revised: 2/12/04
Policy Revised: 9/15/06
Policy Revised: 9/14/07

Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8066 and a copy is attached.

The changes clarify who is authorized to sign contracts and removes the Vice Chancellor for Finance and Administration as a required participant on the selection committee.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8066 Capital Construction; Contracts;
Professional Consulting Services**

Page 1 of 3

BOARD POLICY

For consulting services related to construction projects, the State College System will follow the procedures established by the Nebraska Consultant's Competitive Negotiation Act (RRS 81-1701 through 81-1721) in [their](#) selection of professionals needed for capital construction projects.

PROCEDURE

For projects whose basic construction costs are estimated to be more than four hundred fifty thousand dollars (\$450,000) and the estimated fee is anticipated to exceed forty-five thousand dollars (\$45,000), except in cases of public emergencies so certified by the College President, the following procedures shall be followed:

1. A Request for Proposal advertisement for the project shall be drafted by the college and reviewed by System Office staff before publication. The advertisement shall include a general description of the project and the name of the person at the college to contact for additional information. This advertisement must be published once a week (weekdays only) for three consecutive weeks in a publication based in or near the locality of the project and in other widely circulated publications as deemed necessary by the college. A timeline shall be noted in the advertisement for letters of interest to be submitted by the professional consultants. The college shall then notify the interested firms of the deadline for submittal of proposals and direct the firms to include specific forms/information with their proposals.
2. The college President is authorized to appoint a campus screening committee to review the professional consultants' proposals and to select three or four firms for interviews by the selection committee. It is suggested that the local committee include the Chair/Dean of the College/Division/Department for which the facility is being constructed/renovated; the college's Vice President/Dean of Administration; the campus Director of Physical Plant; and others deemed appropriate by the President.

In evaluating the proposals, the screening committee shall give consideration to the following criteria:

- a) Demonstrated interest in project
 - b) Relevant experience in projects of similar nature
 - c) Background of key personnel to be involved in project
 - d) Planned use of outside consultants
 - e) Approach in working with campus staff, students, faculty
 - f) Past performance in meeting budget limits and time schedules
 - g) Evaluation of firm's work on other state projects
 - h) Evaluation of proposal
 - i) Current workload and past volume of work for State Colleges to promote an equitable distribution of contracts among qualified firms
3. The college President shall recommend the membership of the Selection Committee to the Board of Trustees for approval. Included as members of the committee will be a Board of Trustee member; the Chair of the Fiscal, Facilities & Audit Subcommittee; ~~the Vice Chancellor for Finance and Administration,~~ the Vice Chancellor for Facilities, Planning, and Information Technology; and appropriate campus personnel as desired by the President. If the consultant being sought is an engineer, a licensed engineer shall also be on the selection committee; if architectural firms are being interviewed, the selection committee shall have one member who is a certified architect. NOTE: If the project is a state-funded project, a representative of the State Building Division shall also serve on the selection committee.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8066 Capital Construction; Contracts;
Professional Consulting Services**

Page 2 of 3

4. The college representative in charge of the selection process shall consult with the System Office staff in scheduling the date for the interviews. Once the firms to be interviewed have been identified by the screening committee, notification and appropriate material shall be forwarded to the selection committee for review prior to the interviews. The objective criteria shall be similar to that identified in the preceding paragraph 2.
5. Unless time is not available, each firm shall be interviewed for one hour, including questions from the selection committee. When the interviews have all been completed, the committee shall discuss the strengths of the firms in relation to the proposed project and shall arrive at agreement on the first-, second- and third-place firms. The college shall then negotiate a contract, in consultation with System Office staff, with the selected firm, keeping in mind the budget for professional fees. If the negotiations are concluded within the budget limitations and all other issues resolved, a recommendation shall be made by the college President to the members of the Fiscal, Facilities & Audit Subcommittee who shall then submit a recommendation to the Board of Trustees for approval. If the fee cannot be negotiated with the first-place firm within the budget limits and required terms, negotiations shall be held with the second-place firm. If agreement cannot be reached with the second qualified firm, negotiations shall be undertaken with the third-place firm. If those negotiations do not result in a satisfactory agreement, the college and System Office staff will determine the next steps.

The Presidents are delegated the responsibility for the selection process and for negotiating, ~~and signing~~ on behalf of the Board and reporting the same to them, contracts for architectural or engineering services, under twenty-five thousand dollars (\$25,000) which have been included in the operations budget, revenue bond budget or capital construction budgets. These contracts shall be signed by the President or Vice President for Administration and Finance. Contracts for architectural or engineering services with a fee that is more than twenty-five thousand dollars (\$25,000) but less than forty-five thousand dollars (\$45,000) shall be submitted to the Chancellor for approval prior to acceptance by the college and signature by the President or Vice President for Administration and Finance. The ~~Chancellor/College~~ will include information on these contracts in his/her-its subsequent report to the Board.

For contracts above forty-five thousand dollars (\$45,000), once approved by the Board, the contract shall be signed by the consultant, President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

A consultant services contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the consultant to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the program statement contained in the request for proposals.

The Board of Trustees/Professional Consultants form shall be used for all agreements entered into by the colleges. The short form may be used for services to develop a Program Statement. The long form must be used for all other professional design phases of a construction project.

The Department of Administrative Services "Open End Agreement" as defined by DAS Standard Form of Consulting Services: Design and Contract Administration, Nebraska Open End Agreement may be substituted as defined by DAS policy. The policy applies to projects not to exceed one million dollars (\$1,000,000). The policy recognizes the DAS-BD Open End Agreement as an already complete Proposal Request.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8066 Capital Construction; Contracts;
Professional Consulting Services**

Page 3 of 3

All contracts and professional consulting service agreements involving the use of Building Renewal funds must conform to Project Procedures/Standards as promulgated by the Task Force for Building Renewal.

Legal Reference: RRS 81-1701 through Nebraska Consultant's Competitive Negotiation Act
RRS 81-1721
RRS 85-411 Campus buildings and facilities; board; powers
RRS 85-306 State college; president; duties; responsible to board
RRS 85-304 Board of Trustees; powers; enumerated

Policy Adopted: 3/11/94
Policy Revised: 6/19/98
Policy Revised: 9/10/02
Policy Revised: 2/12/04
Policy Revised: 9/15/06
Policy Revised: 11/13/09
Policy Revised: 4/22/10
Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8068; Capital Construction; Contracts; Forms, Payments

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8068 and a copy is attached.

The changes clarify who is authorized to sign contracts.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8068 Capital Construction; Contracts;
Forms, Payments**

Page 1 of 2

BOARD POLICY

No capital construction contract for a project costing more than one hundred thousand dollars (\$100,000) may be executed before approval has been granted by the Board or the Chancellor, as stipulated in Policy 8065. After Board approval, the contract will be signed in this order:

1. Contractor
2. ~~College~~ President [or Vice President for Administration and Finance](#)
3. Chancellor [or Vice Chancellor for Finance and Administration or General Counsel](#)

Form

If a contract is for labor and material costing less than one hundred thousand dollars (\$100,000), a short form may be used. The short form should include the following elements:

1. Owner is the _____ State College/Board of Trustees
2. Detailed Scope of Work
3. Contract Sum
4. Progress Payment Schedule (if applicable)
5. Time of Commencement and Completion
6. Fair Labor Standards Statement
7. Equal Employment Opportunities statement
8. Listing of contract documents (attachments)
9. Binding Parties statement
10. Signature blocks for contractor and college President

The latest AIA Abbreviated Form of Agreement Between Owner and Contractor, may be used or the short form document developed by the System Office.

If the contract is for labor and material costing more than one hundred thousand dollars (\$100,000), the latest AIA contract, Standard Form of Agreement Between Owner and Contractor, shall be used. Attached to the base contract shall be the contractor's proposal form, the Notice to Proceed, general conditions of the contract, supplemental conditions of the contract, certificate of insurance as specified in the bid documents, the index of the specifications for the project, and any other documents deemed a part of the contractual agreement.

A capital construction contract may be conditioned upon later refinements in scope and price and may permit the College in agreement with the contractor to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the program statement contained in the request for proposals.

All contracts shall contain the following clause: Continuance of this contract beyond the limits of funds available shall be contingent upon appropriation or allocation of the necessary funds, and the termination of this contract for lack of funds shall be without penalty.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 8068 Capital Construction; Contracts;
Forms, Payments**

Page 2 of 2

Payments

For construction contracts with phased payments, the payment schedule shall be as follows:

1. Every application of payment shall be based on a portion of the Contract sum, properly allocable to the completed portion of work, and shall be reviewed and payment authorized by the architect/engineer. A retainage of five percent (5%) shall be kept until the project is complete.
2. When the project reaches final completion, the retainage will be paid in full.

Legal Reference: RRS 85-304

Board of trustees; powers enumerated

Policy Adopted: 3/11/94

Policy Revised: 9/26/97

Policy Revised: 2/12/04

Policy Revised: 9/15/06

Policy Revised: 11/13/09

Policy Revised: 4/22/10

[Policy Revised:](#)

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 8070; Capital Construction; Gifts and Bequests for Facilities

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 8070 and a copy is attached.

The changes clarify authorized signators.

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8070 Capital Construction; Gifts and Bequests for Facilities

Page 1 of 1

BOARD POLICY

Grants, gifts and/or bequests of private funds offered to any of the State Colleges for use in constructing, renovating or equipping facilities or for the purpose of acquiring real estate shall be submitted to the Board of Trustees for acceptance prior to any commitment by the College. This shall include funds from private corporations, college foundations and other non-state sources.

Such gifts and/or bequests cannot require the commitment of State College capital funds but may be sought and accepted for the purpose of providing funds for projects not adequately funded by state appropriations, bond proceeds/surplus funds, or other revenue resources.

PROCEDURE

When the College receives notification of a grant, gift or bequest, the Board of Trustees shall be asked to take action to accept the funds and to authorize the project. Authorization for the project and the understanding of the project scope shall be incorporated into an agreement form developed by the System Office and signed by a representative of the donor and the ~~System's~~ [Chancellor or Vice Chancellor for Finance and Administration or General Counsel](#).

The process for advertising the project and selecting the contractor must follow Board policies for capital construction projects.

One of the following two options for finalizing the contract for the project shall be selected.

1. The contract for the project shall be between the contractor and the donor of the funds (or an appointed representative). The project funds shall remain under the control of and expended by the donor (or the appointed representative). A campus representative, appointed by the College Presidents, is authorized by the Board to coordinate the billing and payment activities with the donor.
2. The contract for the project shall be between the Board of Trustees/State College and the contractor. The College shall be in control of the funds and is authorized to approve all payments upon proper billing by the contractor.

If the project involves major renovation of a facility or construction of a new facility, the procedures adopted by the Board of Trustees for review of design documents, oversight during construction, capital construction reports, and final acceptance of the project, shall be followed.

While state law does not require the approval of projects by various state agencies when private funds are used for capital construction projects in the State College system, information will be provided to the Budget Office, Building Division, Legislative Fiscal Office and Coordinating Commission for Postsecondary Education after such projects have been approved by the Board of Trustees.

Legal Reference: RRS 85-317.01 State colleges; endowments and gifts; acceptance

Policy Adopted: 3/11/94

Policy Revised: 9/15/06

[Policy Revised:](#)

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 9002; Revenue Bonds; Leases, Rental of Property, Pledge of Fees and Revenue

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 9002 and a copy is attached.

The changes clarify who is authorized to sign lease agreements.

REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 9002 Revenue Bonds; Leases, Rental of Property, Pledge of Fees and Revenue

Page 1 of 2

BOARD POLICY

The Board of Trustees is authorized to lease to any persons, firms or corporations portions of the respective campuses under their control as may be necessary to be used as sites for construction of fireproof buildings for dormitories, boarding, housing and student activity purposes, athletic structures and parking, or as sites for the establishment of parking facilities; and they may acquire lands adjacent to the campus of any such institution by donation or purchase with any funds they may have available for that purpose to be leased as sites for such buildings and facilities.

The Board may also lease from any person, firm or corporation an athletic structure or structures constructed on a site or sites owned by the State of Nebraska when the person, firm or corporation has the permission of the Legislature to construct on such site or sites.

The State of Nebraska shall incur no liability by reason of the exercise of the authority herein granted to the Board of Trustees other than is hereinafter specifically set forth. The Buildings and facilities so erected or established shall be used solely for dormitories, student centers, medical care, food service, athletic activities and for parking as the case may be.

The Board has the authority to contract with the owners of the buildings and facilities so erected to pay as rental or otherwise for the use of said buildings and facilities a sum sufficient to pay, on the amortization plan, the principal and interest thereon of the cost of construction or establishment of said buildings and facilities, such contracts to run not over forty (40) years. The rate of interest allowed on the cost of construction or establishment shall be fixed by the Board, payable annually or semiannually as may be determined by the Board. Said contract shall provide that when the cost of construction or establishment has been paid, together with interest thereon, the buildings and facilities so constructed or established shall become the property of the State of Nebraska.

The Board may, by resolution or agreement, ~~to~~ pledge all or any part of the revenues and fees derived from operation of the dormitories, residence halls, single or multiple dwelling units, buildings and facilities for parking and other facilities for housing, boarding, athletic purposes, medical care, and physical development, and other activities of students, faculties or employees of such institutions referred to in Section 85-403, or any of them erected or acquired, or previously erected or acquired by such Board, and contract as to the care, insurance, management, and operation of such buildings and facilities and the charges to be made and the rights of the holders of the revenue bonds. When the Board contracts that the operation of any building or facility or part thereof shall be performed other than by the Board itself, the Board shall at all times maintain supervision and control over the fees and charges imposed for the use thereof.

If such facilities are not needed for their original purpose, the Board may authorize the colleges to enter into agreements with other entities for rental of vacant space. Lease agreements shall contain a restriction prohibiting the lessee from making material alterations or improvements on or to the leased property without prior written authorization of the college President and Board's Chancellor. The ~~campus~~ President is authorized to approve ~~and sign~~ all lease agreements with rental of less than ~~\$5,000~~\$10,000 annually. Such agreements shall be signed by the President or Vice President for Administration and Finance. The Chancellor, upon recommendation of the ~~campus~~ President, is authorized to approve ~~and sign~~ lease agreements with rental between ~~\$5,10,000~~ and ~~\$1024,000~~ annually. Lease agreement between \$10,000 and \$24,000 annually shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. All lease agreements exceeding \$10,000 shall be submitted to the Board of Trustees for approval

REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9002 Revenue Bonds; Leases, Rental of Property,
Pledge of Fees and Revenue**

Page 2 of 2

prior to entering into them. [Lease agreements exceeding \\$24,000, once approved by the Board, shall be signed by the President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.](#) Renewal of lease agreements approved previously by the Board may be approved ~~and signed~~ by the Chancellor [and signed in accordance with the requirements for the original lease agreement](#) unless substantial revisions are proposed for the terms of the agreement. Copies of all signed lease agreements shall be filed with the System Office. Rental charged shall be comparable to that charged in that geographic region for similar facilities. Revenue from such rental shall be deposited into the revenue bond revenue fund of that institution.

When the Board proposes to pledge all or any part of the revenues and fees from buildings and facilities other than the building or facility to be constructed, the plans for such building or facility to be constructed, including financing plans, shall first be submitted to the Coordinating Commission for Postsecondary Education and the Legislature or the Executive Board of the Legislative Council, as the case may be, and they shall have by resolution or motion approved or disapproved such plans within the time limits established by law.

Legal Reference:	RRS 85-401	Board of Regents; Board of Trustees; Campus buildings and facilities; lease-purchase agreements authorized
	RRS 85-402	Campus buildings and facilities; pledge of income and appropriations authorized; limitations
	RRS 85-404	Dormitories; housing facilities; parking facilities; other facilities; revenue bonds; issuance; approval; submission to Coordinating Commission for Postsecondary Education and Legislature

Policy Adopted: 3/11/94
Policy Revised: 11/11/95
Policy Revised: 9/15/06

[Policy Revised:](#)

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 9015; Food Service; Operations; Contracts; Vendors

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 9015 and a copy is attached.

Changes clarify who is authorized to sign food service contracts.

REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 9015 Food Service; Operations;
Contracts; Vendors**

Page 1 of 1

BOARD POLICY

Objectives of the college food service are to 1) serve high quality foods at reasonable prices and at convenient times; 2) provide vending machine services at hours the food kitchens are closed; 3) provide catering to college groups and others in the college interest; 4) and provide a teaching resource for training students in foods and food service activities.

Food services of the colleges are to operate within said intent and shall be provided so as to avoid competing with local commercial eating establishments.

Should a college choose to provide food service through contract with a food service vendor, such contract is to be approved by the Board upon recommendation by the ~~College~~ President.

Proposals are to be solicited from food service vendors every seven years. A copy of the proposed contract is to be submitted to the System Office for review prior to submitting it to the Board for approval. When approval has been granted by the Board, at least three (3) copies of the primary contract will be signed by the vendor, the ~~College~~ President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel (or his/her designee) and then submitted to the System Office for the Chancellor's signature. Annual renewals of the contract, as recommended by the ~~College~~ President, are to be submitted to the Board for approval. Annual renewal agreements, once approved by the Board, will also be signed by the vendor, the ~~College~~ President or Vice President for Administration and Finance and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. (or his/her designee) and submitted to the System Office for the Chancellor's signature, upon approval by the Board of Trustees.

Policy Adopted: 1/28/77
Policy Revised: 1/27/78
Policy Revised: 2/3/89
Policy Revised: 3/11/94
Policy Revised: 11/11/95
Policy Revised: 12/2/04
Policy Revised: 9/15/06
Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: First & Final Round Approval of Revisions to Board Policy 9020; Services; Bookstore, Student Center

Priority: Financial Strength of the System

Goals: 1. Ensure financial accountability
4. Improve efficiency of operations

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

The System Office recommends approval of the revisions to Board Policy 9020 and a copy is attached.

Changes clarify who is authorized to sign bookstore contracts.

**REVENUE BOND - AUXILIARY OPERATIONS;
NEBRASKA STATE COLLEGE SYSTEM**

POLICY: 9020 Services; Bookstore, Student Center

Page 1 of 1

BOARD POLICY

Bookstore

The Colleges shall provide facilities for the sale of books, equipment and supplies necessary or convenient for the use of students and staff. Should a College choose to provide bookstore services to the students through a contract with a bookstore operator, proposals are to be solicited from qualified bookstore vendors. The contract offered to the selected bookstore vendor is to be approved by the Board upon recommendation by the ~~College~~ President.

Each College contracting for bookstore operation is to solicit proposals from bookstore vendors every seven (7) years. A copy of the proposed contract is to be submitted to the System Office for review prior to submitting it to the Board for approval. When approval has been granted by the Board, at least three (3) copies of the primary contract will be signed by the vendor, the ~~College~~ President or Vice President for Administration and Finance and then the Chancellor or Vice Chancellor for Finance and Administration or General Counsel. (or his/her designee) and then submitted to the System Office for the Chancellor's signature.

Student Center

Student Center receipts and disbursements shall be handled through the Revenue Bond Revenue Account of each college. All monies received shall be deposited daily in the official local depositories approved by the Board and transmitted to the Revenue Bond Trustee on the schedule required by state law and the indentures.

Policy Adopted: 1/28/77

Policy Revised: 3/11/94

Policy Revised: 6/6/08

Policy Effective: 7/1/10

Approved: 6/3/10

Policy Revised:

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Authorize Chancellor to Sign Contracts for Chadron State College

Priority: Financial Strength of the System

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

Strategy j. Maintain facilities and improve physical environment.

Lee Davies Architecture is completing design documents for roof replacements on Edna Work Hall/Wing, Andrews Hall, Kent Hall, and Phase I of the Student Center. Funding for these roof projects is included in the recently concluded revenue bond sale which also includes funding for the CSC Eagle Ridge Housing Project.

CSC is also planning to implement a single 'one-card' ID capable of integrating with building access control, dining service, event entry, and eventually point of sale services.

To enable these projects to continue to move forward, the System Office and CSC recommend approval for the Chancellor to be given authority to sign the contracts after negotiations are complete.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Accept and Approve Program Statement for Student Center Renovation at Peru 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

On January 18, 2012, the Board appointed an architecture selection committee to prepare a program statement for the Student Center upgrade and renovation project and authorized the Chancellor to sign the professional services contract. Bahr Vermeer Haecker and The Clark Enersen Partners were chosen to do the programming for this project.

The program statement provides detail for a project to bring the Peru State Student Center up to 21st century design and functionality, and renew its importance as the centerpiece of the College. The System Office and Peru State recommend the Board of Trustees' accept and approve the final program statement and authorize the submission of the document for Nebraska Coordinating Commission for Postsecondary Education review.

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Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

**ACTION: Appoint Substantial Completion Committee for Carhart Science Building
Phase III Renovation at Wayne State**

Priority: Financial Strength of the System

Goal: 5. Strengthen fiscal, environmental, technological and physical resources

Strategy: j. Maintain facilities and improve physical environment

The third and final phase of the renovation of the Carhart Science Building is nearing completion. The System Office and Wayne State recommend the following individuals to participate in the Substantial Completion walk-through in late April, 2013.

Cap Peterson, Chair, Board of Trustees

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

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

Curt Frye, President, WSC

Jean Dale, Vice President for Administration & Finance, WSC

Phyllis Conner, Vice President of Development/Executive Director of the WS Foundation

Chad Altwine, Director of Facilities Services, WSC

Representative from Beckenhauer Construction

Steve Hotovy, Architect, Administrator of Task Force for Building Renewal

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve the Following Reallocation of Contingency Maintenance Funds for Wayne State College

Wayne State

From:			
Resolution 3/25/11	\$28,000		#5 – Residence Halls Furniture Replacement
To:			
Resolution 4/20/12	\$28,000		#7 – Residence Halls Repairs/Equipment/Furniture/Carpet
From:			
Resolution 4/20/12	\$58,607		#5 – Rec Center Roof Replacement
To:			
Resolution 4/20/12	\$58,607		#6 – Anderson Hall Roof Replacement

Priority: Financial Strength of the System

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

Strategy j. Maintain facilities and improve physical environment.

The replacement of furniture in Pile Hall and beds in Berry Hall is almost complete. The remaining balance of \$28,000 will provide funding to pursue the priority project of re-keying residence hall doors this summer.

The Rec Center roof replacement project has been completed and the final invoice for the retainage processed. The balance remaining in this project will provide a portion of the additional funding required for the replacement of Anderson Hall's roof and windows this summer.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Authorize Chancellor to Sign Construction Contracts for Summer Projects for Wayne State College

**Water Line Repairs
Football Field and Track Improvements
Soccer Field Expansion**

Priority: Financial Strength of the System

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

Strategy j. Maintain facilities and improve physical environment.

Wayne State has completed a study of the water lines on the campus. The Task Force for Building Renewal has concurred that immediate repairs are needed and has agreed to issue an emergency allocation. Specifications for the project are being prepared by Olsson Associates. WSC requests that the Chancellor be authorized to sign the construction contract for the necessary repairs. The cost is expected to be approximately \$120,000.

The Board approved design development documents for WSC Football Field and Track Improvements at its January 15 meeting.

The Board also approved design development documents for the WSC Soccer Field Expansion project at its January 15 meeting.

WSC and the System Office request the Board to authorize the Chancellor to approve contracts for the projects identified above at project costs not to exceed available funding.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve the Following Contract as Submitted by Wayne State College

Wayne State

- Carlson Natatorium and Recreation Center (construction services – chilled water project) – \$333,785

Priority: Financial Strength of the System

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

Strategy: j. Maintain facilities and improve physical environment

Board policies 7015, 7016 and 8065 require that the following types of contracts and change orders be submitted to the Board for approval.

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

Wayne State	
Location on Campus:	Carlson Natatorium and Recreation Center
Contracted Work:	Construction Services (Chilled Water Project)
Contract Amount:	\$333,785
Fund Source:	Revenue Bond
Contractor:	Merit Mechanical, Inc.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

June 15, 2012

ACTION: Approve a Temporary Utility Easement for the City of Wayne for 10th Street Paving Project

Priority: Financial Strength of the System

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

Strategy: j. Maintain facilities and improve physical environment

The City of Wayne has requested cooperation from Wayne State for the paving project of 10th Street from Main Street to Walnut Street, along the south edge of the campus. The paving project is scheduled to begin following May graduation and be completed prior to the beginning of the fall 2013 semester. Parking along 10th Street and entry into the turn-around between Terrace and Morey Halls will be affected by the project, but the College will be able to accommodate needed adjustments during the summer.

STATE OF NEBRASKA
**LOCAL POLITICAL
 SUBDIVISION
 ACQUISITION CONTRACT**

Copies to:

1. Local Public Agency
2. Owner State of Nebraska - Wayne State College
3. Buyer City of Wayne

Project No.: E. 10th Street
 Control No.: _____
 Tract No.: A4

THIS CONTRACT, made and entered into this 22nd day of January, 2013 by and between, State of Nebraska - Wayne State College
 Address: 1111 Main Street
 Wayne, Nebraska 68787
 hereinafter called the OWNER, and the City of Wayne, hereinafter called the BUYER.

TEMPORARY EASEMENT

WITNESSETH: In consideration of the payment or payments as specified below, the OWNER hereby grants to the BUYER a Temporary Easement to certain real estate described in exhibit 1. (The description may be stated in either "metes and bounds" or "station and offsets")

The south 15 feet of Wayne State College between Main Street and Schreiner Drive, City of Wayne, Nebraska.

It is understood that the easement area(s) may be used for the temporary relocation of utilities during the construction of the project.

The BUYER agrees to purchase the above described Temporary Easement(s) and to pay, therefore, upon the delivery of said executed Temporary Easement(s). If the OWNER so desires, they shall have the right to receive 100% of the final payments due under this contract prior to vacating the premises being acquired.

Approximately _____ acres at \$ _____ per acre	\$ _____
Approximately _____ acres at \$ _____ per acre	_____
Approximately _____ acres at \$ _____ per acre	_____
Moving and replacing approximately _____ rods of fence at \$ _____ per rod	_____
Moving and replacing approximately _____ rods of fence at \$ _____ per rod	_____
Other Damages:	_____

TOTAL	\$ 0.00

It is agreed and understood that the BUYER is hereby granted an immediate right of entry upon the premises described above.

The above payments shall cover all damages caused by the establishment and construction of the above project except for CROP DAMAGE, if any, which will be paid for in an amount based on the yield from the balance of the field less expenses of marketing and harvesting. CROP DAMAGE shall mean damage to such crops as are required to be planted annually and which were planted at the time of the signing of this contract and which are actually damaged due to construction of this project, but in no case shall damages be paid for more than one year's crop. The OWNER agrees to make a reasonable attempt to harvest any crop so as to mitigate the crop damage.

If any other party shall hold any encumbrance against the aforementioned property at the time of delivery of the aforementioned property, such payments as are due under this contract shall be made to the OWNER jointly with the party or parties holding such encumbrance, unless said party or parties holding such encumbrance shall have in writing waived their right to receive such payment.

Expenses for partial release of mortgages will be paid by the BUYER, if required.

This contract shall be binding on both parties as soon as it is executed by both parties, but should none of the above real estate be required, this contract shall terminate upon the payment of \$10.00 by the BUYER to the OWNER.

This contract may be executed in more than one copy, each copy of which, however, shall serve as an original for all purposes, but all copies shall constitute but one and the same contract.

REMARKS

The property will be returned in the same condition in which it was found prior to the project or with improvements installed per the approved project plans.

THIS IS A LEGAL AND BINDING CONTRACT - READ IT.

The representative of the BUYER, in presenting this contract has given me a copy and explained all its provisions. A complete understanding and explanation has been given of the terminology, phrases, and statements contained in this contract. It is understood that no promises, verbal agreements or understanding, except as set forth in this contract, will be honored by the BUYER.

BUYER

OWNER

City of Wayne

State of Nebraska - Wayne State College

By

Lowell Johnson

By

Date January 22, 2013

Dated this 22nd day of January, 2013

Dated this _____ day of _____, 2013

On the above date, before me a General Notary Public duly commissioned and qualified, personally came

On the above date, before me a General Notary Public duly commissioned and qualified, personally came

Lowell Johnson

to me known to be the identical person _____ whose name is _____ affixed to the foregoing instrument as grantor _____ and acknowledged the same to be a voluntary act and deed.

to me known to be the identical person _____ whose name _____ affixed to the foregoing instrument as grantor _____ and acknowledged the same to be a voluntary act and deed.

WITNESS my hand and Notarial Seal the day and year above written.

WITNESS my hand and Notarial Seal the day and year above written.

Notary

Betty A. McGuire

Notary

STATE OF Nebraska

STATE OF Nebraska

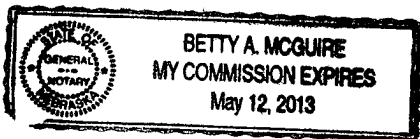
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Wayne

County

County



Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Approve a Special Tuition Rate for Chadron State College

Priority: Financial Strength of the System

Goal: 2. Increase enrollment and retention

Strategy: e. Increase number of out-of-state students

Chadron State is proposing a special tuition rate for on-site undergraduate students at the resident tuition rate plus one dollar. This rate would be available to all new and returning non-resident undergraduate students. The proposal would be a three year pilot project that would commence the fall of 2013, with annual reports due to the Board of Trustees. The program will be renewed annually and shall continue during the three year pilot project unless other action is taken by the Board.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

ACTION: Authorize Chancellor to Approve Use of Capital Improvement Fee Funds up to \$200,000 for Construction Manager Pre-Bid Services for the U.S. Conn Library Project

Priority: Financial Strength of the System

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

Strategy j. Maintain facilities and improve physical environment.

In June, 2012, the Board authorized WSC to utilize the Construction Manager at Risk Contract Delivery System for the Conn Library Codes Update and Renovation Project. The initial source of funding for the project is Capital Improvement fees. These funds will be used until a capital appropriation is secured and funds from the Task Force for Building Renewal are available. The Board has authorized the use of Capital Improvement funds for architectural planning services. The System Office and WSC recommend the Chancellor be authorized to approve the use of additional Capital Improvement Fees as needed to pay Construction Manager (CM) pre-bid services. Wayne State has sufficient Capital Improvement fees to pay for these services.

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

Reports on Promotion Granted and Tenure Awarded
(For Information Only)

Core Value: Recruit and Retain Quality Faculty and Staff

Priority: Educational Excellence Throughout the System

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

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

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

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

Impact of Rank Promotion

	Instructor		Assistant Professor		Associate Professor		Professor		Total
Chadron	4	5%	26	31%	22	26%	33	39%	
Promoted into Rank	N/A		+0		+6		+3		
Promoted to next Rank	<u>-0</u>		<u>-6</u>		<u>-3</u>		<u>N/A</u>		
IMPACT	4	5%	20	24%	25	30%	36	43%	85
Peru	12	23%	13	25%	10	19%	17	33%	
Promoted into Rank	N/A		+1		+0		+0		
Promoted to next Rank	<u>-1</u>		<u>-0</u>		<u>-0</u>		<u>N/A</u>		
IMPACT	11	21%	14	27%	10	19%	17	43%	52
Wayne	9	7%	25	20%	23	19%	66	54%	
Promoted into Rank	N/A		+2		+4		+3		
Promoted to next Rank	<u>-2</u>		<u>-4</u>		<u>-3</u>		<u>N/A</u>		
IMPACT	7	6%	23	19%	24	20%	69	56%	123
System Total	25	10%	64	25%	55	21%	116	44%	
Promoted into Rank	N/A		+3		+10		+6		
Promoted to next Rank	<u>-3</u>		<u>-10</u>		<u>-6</u>		<u>N/A</u>		
IMPACT	22	8%	57	22%	59	23%	122	47%	260

5.1.-2

Tenure & Rank Promotion Applications and Approvals 2013			
	Chadron	Peru	Wayne
Number of Faculty Applied for Tenure	5	1	3
Number of Faculty Approved for Tenure	5	1	3
Number of Faculty Applied for Rank Promotion	10	1	9
Number of Faculty Approved for Rank Promotion	9	1	9

RANK PROMOTION
Chadron State College
2013

Name	Division OR School	Present Rank AND Promotion Rank	Degree/ Additional Hours	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.						
Brown, Linda	Education	Assistant Professor to Associate Professor	Ed.D.	2	3	5
Bruehlman, August	Business	Associate Professor to Professor	Ph.D.	2	8	10
Brust, Mathew	Physical & Life Sciences	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Donahue, Mary	Visual & Performing Arts	Associate Professor to Professor	MFA	2	9	11
Ellington, Elisabeth	English & Humanities	Assistant Professor to Associate Professor	Ph.D.	1	5	6
Frink, Teresa	Applied Sciences	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Jamison, Wendy	Physical & Life Sciences	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Knight, Robert	Social & Communication Arts	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Moody, Yvonne	Applied Sciences	Associate Professor to Professor	Ed.D.	0	34	34

5.1.-4

RANK PROMOTION
Peru State College
2013

Name	Division OR School	Present Rank AND Promotion Rank	Degree/ Additional Hours	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>						
Nies, Kristi	Arts and Sciences	Instructor to Assistant Professor	M.S. + 30 grad hrs.	0	5	5

RANK PROMOTION
Wayne State College
2013

Name	Division OR School	Present Rank AND Promotion Rank	Degree/ Additional Hours	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>						
Elliott, Steve	Arts and Humanities	Associate Professor to Professor	MFA	1	9	10
Garvin, Sharon	Business and Technology	Associate Professor to Professor	Ph.D.	0	11	11
Hepworth, Elise	Arts and Humanities	Assistant Professor to Associate Professor	D.A.	0	5	5
Loggins, Ronald	Natural and Social Sciences	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Maas, Chad	Natural and Social Sciences	Assistant Professor to Associate Professor	MSE + 30 grad hrs	0	6	6
Marek, Michael	Arts and Humanities	Associate Professor to Professor	Ed.D.	1	8	9
Murphy, Richard	Arts and Humanities	Instructor to Assistant Professor	MS + 30 grad hrs	0	3	3
Newcomb, Lori	Arts and Humanities	Instructor to Assistant Professor	MSE + 30 grad hrs	0	5	5
Weixelman, Joseph	Natural and Social Sciences	Assistant Professor to Associate Professor	Ph.D.	0	6	6

5.1.-6

Impact of Tenure

	Total Full-time Faculty*	Tenured Faculty	Tenure Awarded 2013	Result of 2013 Tenure Awarded	% of Faculty with Tenure
Chadron					
Men	51	30 (59%)	4	34 (67%)	
Women	35	19 (54%)	1	20 (57%)	63%
Peru					
Men	30	18 (60%)	1	19 (63%)	
Women	22	10 (45%)	0	10 (45%)	56%
Wayne					
Men	68	51 (75%)	3	54 (79%)	
Women	55	35 (64%)	0	35 (64%)	72%
System Total					
Men	149	99 (66%)	8	107 (72%)	
Women	112	64 (57%)	1	65 (58%)	66%

*CSC & WSC include Lecturer

TENURE
Chadron State College
2013

Name	Division OR School	Present Rank	Terminal 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.					
Buchmann, Ann	Physical & Life Sciences	Associate Professor	Ph.D.	0	6
Rahman, Shafiqur	Social & Communication Arts	Associate Professor	Ph.D.	0	6
Stephens, Michael	Music	Associate Professor	Ph.D.	0	6
Varpness, Zachary	Physical & Life Sciences	Associate Professor	Ph.D.	0	6
Wada, James	Justice Studies	Associate Professor	Ph.D.	0	6

5.1.-8

TENURE
Peru State College
2013

Name	Division OR School	Present Rank	Terminal 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.					
Ryan, Kyle	Education	Associate Professor	Ph.D.	2	4

TENURE
Wayne State College
2013

Name	Division OR School	Present Rank	Terminal 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.					
Maas, Chad	Natural and Social Sciences	Assistant Professor	MSE - Ph.D. to be awarded May 2013	0	6
Ras, Gerard	Business and Technology	Associate Professor	Ph.D	1	5
Weixelman, Joseph	Natural and Social Sciences	Assistant Professor	Ph.D	0	6

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

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 2012 for number of graduates (headcount) and number of degrees awarded. The data includes August and December graduates.

Fall Graduation Summary							
	Chadron		Peru		Wayne		Total
	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Degrees Awarded
2012	180	196	215	236	300	331	763
2011	120	125	158	181	297	321	627
2010	139	159	196	212	314	338	709
2009	171	181	178	201	177	197	579
2008	108	119	168	197	214	247	563
2007	143	156	154	196	210	235	587
2006	158	176	162	196	219	245	617
2005	177	196	121	150	181	207	553
2004	151	151	103	127	224	240	518
2003	158	159	173	209	204	225	593

Chadron State College
 Summary of Graduates by Major and Degree
 Fall, 2012

Undergraduate Students		
Applied Sciences Department		
Family & Consumer Science (comprehensive major)	BA	1
Family & Consumer Science Field Endorsement (7-12)	BSE	0
Construction Management (comprehensive major)	BSN	0
Design Technology Field Endorsement (7-12)	BSE	0
Trade and Industrial Education Field Endorsement (7-12)	BSE	0
Range Management (comprehensive major)	BSN	4
Business & Economics Department		
AgriBusiness	BA	0
Business Education Field Endorsement (7-12)	BSE	0
Business Subject Endorsement (7-12)	BSE	1
Business Administration (comprehensive major)	BA	17
General Business	BA	2
Communication Arts Department		
Communication Arts	BA	1
Journalism	BA	0
Speech Communications	BA	0
Counseling, Psychology, and Social Work Department		
Psychology	BA	6
Social Work	BA	0
Education Department		
Early Childhood Education Subject Endorsement (Birth-Grade 3)	BSE	5
Elementary Education Field Endorsement (K-8)	BSE	24
Middle Grades Field Endorsement (4-9)	BSE	2
Unified Early Childhood (B-3 rd grade)	BSE	1
Mild & Moderate Disabilities Field Endorsement (7-12) or (K-12)	BSE	9
English & Humanities Department		
English Subject Endorsement (7-12)	BSE	2
Language Arts Field (7-12)	BSE	0
Literature	BA	0
Human Performance Department		
Health Education Subject Endorsement (7-12)	BSE	0
Health & Physical 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	0
Recreation	BA	2
Justice Studies Department		
Justice Studies	BA	4
Mathematical Sciences Department		
Information Science and Technology	BSN	0
Mathematics	BSN	5
Mathematics Subject Endorsement (4-9)	BSE	0
Mathematics Field Endorsement (7-12)	BSE	5
Mathematics Subject Endorsement (7-12)	BSE	0
Music Department		
Music (comprehensive major)	BA	2
Vocal Music Subject Endorsement (K-8)	BSE	2
Music Field Endorsements (K-12)	BSE	0
Physical and Life Sciences Department		
Biology (comprehensive major)	BSN	2
Biology Subject Endorsement (7-12)	BSE	0
Chemistry	BSN	0
Clinical Laboratory Science	BSN	0
Natural Science Field Endorsement (7-12)	BSE	0
Physical Science (comprehensive major)	BSN	1
Health Sciences	BSN	0

Undergraduate Students		
Social Science and Justice Studies Department		
History	BA	2
History Subject Endorsement (7-12)	BSE	0
Social Science Subject Endorsement (4-9)	BSE	0
Social Science Field Endorsement (7-12)	BSE	0
Visual and Performing Arts Department		
Art	BA	2
Art Field Endorsement	BSE	4
Theatre	BA	1
Theatre Subject Endorsement (7-12)	BSE	0
Interdepartmental Undergraduate Degree Programs		
Electronic Information Management	BA	0
Library Media	BA	0
Technical Occupations	BAS	6
Interdisciplinary Studies (comprehensive major)	BA	15
Undergraduate Headcount		113
Undergraduate Degrees Awarded		129
Graduate Students		
Master of Business Administration	MBA	17
History	MA	0
Community Counseling	MA	14
Science/Mathematics	MA	2
Educational Administration-Elementary/Secondary/Special Education Coordinator	ME	4
Curriculum & Instruction-Elementary General/Elementary Field/Secondary	ME	14
School Library Media	ME	0
School Counseling 7-12	ME	5
Organizational Management/Human Services/Sports Management/Natural Resources	MS	11
Graduate Student Headcount		67
Graduate Student Degrees Awarded		67
Total Graduate Headcount		180
Total Degrees Awarded		196

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

5.2.-4

Peru State College
 Summary of Graduates by Major and Degree
 Fall, 2012 (includes August grads)

Undergraduate Students		
Business Department		
Business Administration Major	BA	0
	BS	19
Business Administration Technology Major	BAS	28
	BT	0
Criminal Justice Department		
Criminal Justice Major	BA	0
	BS	13
Psychology Department		
Psychology Major	BA	0
	BS	9
Education Department		
Teacher Education Major	BA	0
	BS	56
Physical Education Major	BA	0
	BS	9
English Department		
English Major	BA	0
	BS	0
Liberal Arts Department		
Liberal Arts Major	BA	2
Performing & Fine Arts Department		
Art Major	BA	0
	BS	8
Music Major	BA	0
	BS	2
Social Science Department		
Social Science Major	BA	2
	BS	8
Science & Technology Department		
Computer and Information Services Major	BA	0
	BS	1
Mathematics Major	BA	0
	BS	0
Natural Science Department		
Natural Science Major	BA	0
	BS	2
Graduate Students		
Curriculum and Instruction Major	MSED	61
Organizational Management	MSOM	15
(139 undergraduates; 76 graduates) Total Graduate Headcount		215
Total Degrees Awarded		236

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

Wayne State College

Summary of Graduates by Major and Degree
 Fall, 2012 (includes August graduates)

Undergraduate Students		
School of Arts & Humanities		
Art & Design Department		
Art Major	BA	0
	BS	6
Communication Arts Department		
Mass Communication Major	BA	0
	BS	4
Speech Communication Major	BA	0
	BS	3
Language & Literature Department		
English Major	BA	1
	BS	6
Spanish Major	BA	1
Music Department		
Music Major	BA	2
	BS	3
School of Business & Technology		
Business & Economics Department		
Business Administration Major	BA	0
	BS	39
Computer Technology & Information Systems Department		
Computer Information Systems Major	BA	0
	BS	13
Computer Science Major	BA	0
	BS	3
Technology & Applied Sciences Department		
Early Childhood Major	BA	0
	BS	1
Family & Consumer Science Major	BA	0
	BS	5
Industrial Technology Major	BA	0
	BS	10
Technology Major	BA	0
	BS	0

5.2.-6

School of Education & Counseling		
Counseling & Special Education Department		
Human Service Counseling Major	BA	0
	BS	29
Special Education Major	BA	0
	BS	4
Educational Foundations & Leadership Department		
Early Childhood Education Major	BA	0
	BS	9
Elementary Education Major (Certified)	BA	0
	BS	23
Elementary Education Major (Non-Certified)	BA	0
	BS	2
Middle Level Education Major	BA	0
	BS	3
School of Natural & Social Sciences		
Health, Human Performance & Sport Department		
Applied Human & Sport Physiology Major	BA	0
	BS	5
Exercise Science Major	BA	0
	BS	11
Health & PE Major	BA	0
	BS	2
Sport Management Major	BA	1
	BS	6
History, Politics & Geography Department		
Geography Major	BA	0
	BS	6
History Major	BA	0
	BS	4
Political Science Major	BA	1
	BS	3
Social Sciences Education Major	BA	0
	BS	3
Life Sciences Department		
Life Sciences Major	BA	0
	BS	6
Physical Sciences & Mathematics Department		
Chemistry Major	BA	0
	BS	6
Mathematics Major	BA	0
	BS	1
Natural Sciences Major	BA	0
	BS	1
Physical Sciences Major	BA	0
	BS	0

Sociology, Psychology & Criminal Justice Department		
Criminal Justice Major	BA	0
	BS	23
Psychology Major	BA	0
	BS	7
Social Sciences Major	BA	0
	BS	2
Sociology Major	BA	0
	BS	6
Interdisciplinary Studies		
Interdisciplinary Studies Major	BA	0
	BS	3
Graduate Students		
Business Administration Major	MBA	13
Organizational Management/Sport & Recreation Management	MSOM	6
Counseling Major	MSE	19
Curriculum & Instruction Major	MSE	13
Physical Education Major (Non-Teaching)	MSE	2
School Administration Major	MSE	5
Special Education Major	MSE	2
School Administration -- Ed. Specialist	EdS	7
Total Degrees Reported (includes Double Majors)		331
Total Graduate Headcount (233 undergraduates; 67 graduates)		300

Distinguished Service Award(s) Granted:
 Dr. Ron Holt – Alumni Achievement Award

Honorary Degrees Granted: None

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

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 increased approximately 1% and FTE faculty has increased approximately 8.2%. Student credit hour/FTE faculty at the undergraduate level has decreased approximately 7.8%. Student credit hour/FTE faculty at the graduate level has decreased 1.2%. Overall student credit hour/FTE has decreased approximately 7.6%.

		Fall 2012				2011
		Undergraduate Level	Graduate Level	Total	System Total	System Total
Student Credit Hour Production	Chadron	28,951	3,468	32,419	99,566	98,677
	Peru	21,280	1,522	22,802		
	Wayne	41,488	2,857	44,345		
Total FTE Faculty	Chadron	100.9	20.0	120.9	405.05	374.37
	Peru	103.1	8.9	112.0		
	Wayne	154.71	17.44	172.15		
Student Credit Hour/FTE Faculty	Chadron	287	173	268	UG Avg: 254 Grad Avg: 169 Avg: 243	UG Avg: 276 Grad Avg: 171 avg: 263
	Peru	206	171	204		
	Wayne	268	164	258		
FTE Students/ FTE Faculty	Chadron	19	14			19/14
	Peru	14	14			18/15
	Wayne	18	14			18/14

**CHADRON STATE COLLEGE
INSTRUCTIONAL LOAD REPORT**

Term: Fall 2012

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	2011
SCH Production (Ranked Faculty)	11,583	8,319	19,902	2,401	22,303	23,824
SCH Production (Adjunct/Part-Time)	5,496	2,703	8,199	1,067	9,266	7,353
SCH Production (Graduate Assistant)	850	0	850	0	850	663
Total SCH Production	17,929	11,022	28,951	3,468	32,419	31,840

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	2011
Professor	11.5	14.9	26.4	6.6	33.0	30.8
Associate Professor	9.8	8.4	18.1	3.1	21.2	24.3
Assistant Professor	11.6	6.0	17.6	4.7	22.3	25.8
Instructor	2.7	1.7	4.3		4.3	5.2
Lecturer	2.4	2.0	4.4		4.4	0
Adjunct/Part-Time	14.6	5.4	20.1	5.7	25.7	22.4
Professional Staff	3.3	4.5	7.8		7.8	6.6
Graduate Assistant	2.2	0.0	2.2		2.2	2.3
Total FTE Faculty	58.0	42.9	100.9	20.0	120.9	117.3
Total Headcount Faculty					167	169
FTE Students	1195	735	1930	289	2219	2,174

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty -- On-Campus*	30.7	23.9	54.7	3.1	57.7	58.5
FTE Adjunct/Part-Time -- On-Campus*	8.1	5.2	13.3	0.1	13.4	11.7
FTE Graduate Assistant -- On-Campus*	2.2	0.0	2.2		2.2	2.3
SCH Production -- On-Campus*	12,506	5,666	18,172	294	18,466	18,764
FTE Ranked Faculty -- Off-Campus**	0.5	0.8	1.3	0.0	1.3	0.8
FTE Adjunct/Part-Time -- Off-Campus**	0.7	0.7	1.3	0.9	2.2	2.6
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	559	1,307	1,866	117	1,983	1,369

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty-OnLine/Hybrid***	6.7	8.3	15.0	11.2	26.2	26.5
FTE Adjunct/Part-Time-OnLine/Hybrid***	9.2	4.0	13.2	4.7	17.8	14.6
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	4,565	3,848	8,413	3,018	11,431	11,117
FTE Ranked Faculty-Other Asynch****	0.0	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	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	299	201	500	39	539	590

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
SCH/FTE Ranked Faculty	306	253	281	168	262	277
SCH/FTE Adjunct/Part-Time	376	497	409	188	360	328
SCH/FTE Graduate Assistant	392	0	392	0	392	285
Total SCH/FTE Faculty	309	257	287	173	268	271
FTE Student/FTE Ranked Faculty	20	17	19	14	18	19
FTE Student/FTE Adjunct/Part-Time	25	33	27	16	25	23
FTE Student/FTE Graduate Assistant	26	0	26	0	26	19
Total FTE Student/FTE Faculty	20.60	17.14	19.13	14.45	18.35	18.53

*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 2012

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	2011
SCH Production (Ranked Faculty)	6,318	5,872	12,190	1,002	13,192	11,995
SCH Production (Adjunct/Part-Time)	6,010	3,044	9,054	520	9,574	10,829
SCH Production (Graduate Assistant)	36	0	36	0	36	162
Total SCH Production	12,364	8,916	21,280	1,522	22,802	22,986

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
Professor	7.8	7.3	15.0	1.3	16.3	16.8
Associate Professor	3.5	4.3	7.8	0.0	7.8	6.8
Assistant Professor	6.7	9.2	15.8	3.7	19.5	14.5
Instructor	5.3	10.2	15.5	0.0	15.5	9.3
Lecturer	0.0	0.0	0.0	0.0	0.0	0.0
Adjunct/Part-Time	25.8	22.8	48.6	3.9	52.5	41.4
Graduate Assistant	0.3	0.0	0.3	0.0	0.3	0.7
Total FTE Faculty	49.4	53.7	103.1	8.9	112.0	89.6
Total Headcount Faculty					144	151
FTE Students	824	594	1419	127	1546	1,559

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty -- On-Campus/Hybrid*	20.8	22.8	43.5	0.0	43.5	31.4
FTE Adjunct/Part-Time -- On-Campus/Hybrid*	5.3	3.0	8.3	0.0	8.3	9.3
FTE Graduate Assistant -- On-Campus/Hybrid*	0.3	0.0	0.3	0.0	0.3	0.7
SCH Production -- On-Campus/Hybrid*	6,737	4,153	10,890	0	10,890	11,044
FTE Ranked Faculty -- Off-Campus**	0.0	0.7	0.7	0.0	0.7	1.0
FTE Adjunct/Part-Time -- Off-Campus**	9.7	15.1	24.7	0.0	24.7	11.9
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	1,668	983	2,651	0	2,651	2,299

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty-OnLine	2.5	7.5	10.0	5.0	15.0	15.1
FTE Adjunct/Part-Time-OnLine	10.9	4.7	15.6	3.9	19.5	20.2
FTE Graduate Assistant-OnLine	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine	3,959	3,780	7,739	1,522	9,261	9,643
FTE Ranked Faculty-Other Asynch****	0.0	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	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	0	0	0

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
SCH/FTE Ranked Faculty	272	190	225	200	223	253
SCH/FTE Adjunct/Part-Time	233	134	186	134	182	261
SCH/FTE Graduate Assistant	108	0	108	0	108	243
Total SCH/FTE Faculty	250	166	206	171	204	257
FTE Student/FTE Ranked Faculty	18	13	15	17	15	17
FTE Student/FTE Adjunct/Part-Time	16	9	12	11	12	18
FTE Student/FTE Graduate Assistant	7	0	7	0	7	16
Total FTE Student/FTE Faculty	17	11	14	14	14	17

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

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

****CD, video

**WAYNE STATE COLLEGE
INSTRUCTIONAL LOAD REPORT**

Term: Fall 2012

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	2011
SCH Production (Ranked Faculty)	18,428.5	13,418.0	31,846.5	1,626.0	33,472.5	32,092
SCH Production (Adjunct/Part-Time)	6,247.0	2,466.0	8,713.0	1,231.0	9,944.0	10,618
SCH Production (Graduate Assistant)	910.0	18.0	928.0	0.0	928.0	1,141
Total SCH Production	25,585.5	15,902.0	41,487.5	2,857.0	44,344.5	43,851
DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
Professor	28.25	31.46	59.71	5.22	64.93	61.34
Associate Professor	11.04	11.33	22.37	1.00	23.37	17.66
Assistant Professor	13.79	9.33	23.12	1.00	24.12	25.42
Instructor	5.59	2.58	8.17	0.67	8.84	13.12
Adjunct/Part-Time	23.29	15.13	38.42	9.55	47.97	46.43
Graduate Assistant	2.75	0.17	2.92	0.00	2.92	3.50
Total FTE Faculty	84.71	70.00	154.71	17.44	172.15	167.47
Total Headcount Faculty					238	235
FTE Students	1706	1060	2766	238	3004	2,973
DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty -- On-Campus*	56.34	48.87	105.21	0.67	105.88	104.62
FTE Adjunct/Part-Time -- On-Campus*	20.29	11.63	31.92	0.55	32.47	30.84
FTE Graduate Assistant -- On-Campus*	2.75	0.17	2.92	0.00	2.92	3.50
SCH Production -- On-Campus*	24,512	14,193	38,705	423	39,128	39,255
FTE Ranked Faculty -- Off-Campus**	0.50	2.00	2.50	0.00	2.50	1.75
FTE Adjunct/Part-Time -- Off-Campus**	0.25	1.58	1.83	5.00	6.83	6.98
FTE Graduate Assistant -- Off-Campus**	0.00	0.00	0.00	0.00	0.00	0.00
SCH Production -- Off-Campus**	123	385	508	843	1,351	1,516
DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
FTE Ranked Faculty-OnLine/Hybrid***	1.83	3.83	5.66	7.22	12.88	11.17
FTE Adjunct/Part-Time-OnLine/Hybrid***	2.75	1.92	4.67	2.00	6.67	6.17
FTE Graduate Assistant-OnLine/Hybrid***	0.00	0.00	0.00	0.00	0.00	0.00
SCH Production - OnLine/Hybrid***	951	1,324	2,275	1,496	3,771	2,995
FTE Ranked Faculty-Other Asynch****	0.00	0.00	0.00	0.00	0.00	0.00
FTE Adjunct/Part-Time-Other Asynch****	0.00	0.00	0.00	2.00	2.00	2.44
FTE Graduate Assistant-Other Asynch****	0.00	0.00	0.00	0.00	0.00	0.00
SCH Production-Other Asynch****	0	0	0	95	95.00	85
PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION						
	Lower Div	Upper Div	UG Total	Grad Div	Total	
SCH/FTE Ranked Faculty	314	245	281	206	276	273
SCH/FTE Adjunct/Part-Time	268	163	227	129	207	229
SCH/FTE Graduate Assistant	331	106	318	0	318	326
Total SCH/FTE Faculty	302	227	268	164	258	262
FTE Student/FTE Ranked Faculty	21	16	19	17	19	18
FTE Student/FTE Adjunct/Part-Time	18	11	15	11	14	16
FTE Student/FTE Graduate Assistant	22	7	21	0	21	22
Total FTE Student/FTE Faculty	20	15	18	14	17	18

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

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

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****CD, video

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

2013-2014 through 2017-2018 Systemwide Academic Calendars

Priority: System Prominence

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 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017
Faculty Orientation	8/16	8/15	8/21	8/19	8/18
Classes Begin	8/19	8/18	8/24	8/22	8/21
Labor Day Holiday	9/2	9/1	9/7	9/5	9/4
Fall Mid-Term Break	10/14-15	10/13-14	10/19-20	10/17-18	10/16-17
Fall Break	11/27-29	11/26-28	11/25-27	11/23-25	11/22-24
Last Day of Classes	12/9	12/8	12/14	12/12	12/11
Exam Week	12/10-13	12/9-12	12/15-18	12/13-16	12/12-15
Fall Commencement	12/13	12/12	12/18	12/16	12/15

	Spring 2014	Spring 2015	Spring 2016	Spring 2017	Spring 2018
Classes Begin	1/13	1/12	1/11	1/9	1/8
Spring Mid-Term Break	3/10-14	3/9-13	3/7-3/11	3/6-3/10	3/5-3/9
Spring Break	4/21	4/6	3/28	4/17	4/2
Last Day of Classes	5/5	5/4	5/2	5/1	4/30
Exam Week	5/6-9	5/5-8	5/3-6	5/2-5	5/1-4
Spring Commencement	5/10	5/9	5/7	5/6	5/5

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

Funding Request To CSC Foundation (For Information Only)

Priority: Educational Excellence Throughout the System
 Goal: 3. Recruit, retain and invest in excellent faculty and staff
 Strategies: c. Develop practices that foster a culture of inclusion, openness and collaboration among administrators, faculty, staff, and students
 e. Support an environment that promotes collaborative research and service

Priority: Financial Strength of the System
 Goal: 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

Priority: Greater System Prominence
 Goal: 4. Promote collaboration within the system
 Strategy: c. Publicize collaborative efforts and programs

According to the Board's Agreement with the Chadron State Foundation, a formal request for funding must be submitted, no later than June 15 each year. Following is the request that will be submitted for 2013-2014.

- Unrestricted funds to a discretionary account for the CSC President in the amount of \$4,500
- Unrestricted funds to a discretionary account for the NSCS Chancellor in the amount of \$1,500
- Annually provide one-third (1/3) of the payment made in support of the NSCS Senators' Reception
- Provide \$3,000 for the NSCS Teaching Excellence Award when the recipient is a Chadron State College faculty member

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

Reports of Personnel Actions
(For Information Only)

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

Board Policy 5021 states that all full-time (0.75 FTE or more) and part-time (less than .75 FTE) personnel appointments, overload assignments and summer school contract extensions be approved by the Presidents and reported to the Chancellor. The 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 15, 2013

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
Andersen, Vonne	Teacher	NA	28,000.00	Child Development Center	07/24/2012 - 02/28/2013	1.00	Resignation	NA
Binkard, Daniel	Digital Graphic Designer	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	ART 343-0001	Special
Dressel, Sonja	Licensed Student Counselor	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	PSYC 442-0991	Special
Gimeson, M. Dewayne	Publications Specialist	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	ART 323-0001	Special
Haag, Justin	Marketing Coordinator	NA	51,412.00	State	07/17/2000 - 01/24/2013	1.00	Resignation	NA
Wright, Ottley	Academic Advisor	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	HPER 437/537-79B1	Special
Zeller, LaWayne	Certification Officer	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	EDUC 131-0791	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
Cook, Tena	Interim Marketing Coordinator	NA	58,800.00 prorated (25,565.22)	State	01/25/2013 - 06/30/2013	1.000	Interim appointment; replaces Justin Haag	Special
Hansen, Jon	Interim Vice President Enrollment Management & Marketing	NA	93,000.00 prorated (31,400.00)	State	02/18/2013 - 06/30/2013	1.000	Interim appointment; replaces Richard Rhine	Special
Prestwich, Aaron	Interim Executive Director Student Life	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.100	PSYC 421-0991	Special
Smith-Bruehlman, Martha	Project Director - Upward Bound	NA	700.00	State	01/07/2013 - 05/04/2013	0.030	COLG 100-0002	Special
Stein, Lisa	Interim Director of Admissions	NA	46,000.00 prorated (18,016.67)	State	02/11/2013 - 06/30/2013	1.00	Interim appointment; replaces Tena Cook	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Chadron State College
MEETING DATE: March 15, 2013

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Albertazzi, Teri	Applied Sciences	Instructor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - FCS-314B-0891	Special
Basnet, Hem	Business	Assistant Professor	2,845.42	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - FIN 631-79A1 - 8 students	Special
Basnet, Hem	Business	Assistant Professor	1,960.98	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - ECON 232-79A1 - 7 students	Special
Bentz, Laura	Visual & Performing Arts	Associate Professor	840.42	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - ART 239-79A1 - 3 students	Special
Bentz, Laura	Visual & Performing Arts	Associate Professor	280.14	State	08/22/2012 - 12/14/2012	NA	Independent Study - ART 400-01 - 3 cr hrs - 1 student	Special
Brammer, Dawn	HPER	Assistant Professor	1,774.22	State	08/21/2012 - 12/14/2012	NA	Independent Study - HPER 400-02 - 3 cr hrs - 6 students & HPER 400-02 - 1 cr hr - 1 student	Special
Bruehlman, August	Business	Associate Professor	3,556.78	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - MGMT 620-79A1 - 10 students	Special
Butterfield, Charles	Applied Sciences	Professor	280.14	State	10/08/2012 - 12/14/2012	NA	Independent Study - AGRI 400-02 - 3 cr hrs - 1 student	Special
Butterfield, Charles	Applied Sciences	Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - AGRI-438A-538A-0891	Special
Cary, Philip	Mathematical Sciences	Associate Professor	500.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - MATH 239-0891 & MATH 252-0891	Special
Cavin, Scott	Visual & Performing Arts	Assistant Professor	675.00	State	12/14/2012 - 01/22/2013	NA	13.5 hrs event assistance; \$50/hour	Special
Donahue, Timothy	Business	Professor	1,500.00	State	12/21/2012 - 01/03/2013	NA	Online Course Development; MKTG 439-79B1	Special
Donahue, Timothy	Business	Professor	3,641.82	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - MKTG 335-79A1 - 13 students	Special
Enos, Karen	Education	Associate Professor	666.68	State	01/07/2013 - 05/04/2013	NA	IDL courses - EDUC 322-40 & 65 and EDUC 323-40 & 65; 2 cr hrs - 2 sites per course	Special
Frink, Teresa	Applied Sciences	Assistant Professor	840.42	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - AGRI 431-0791 - 3 students	Special
Frink, Teresa	Applied Sciences	Assistant Professor	560.28	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - BIOL 337-0791 - 2 students	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Chadron State College
MEETING DATE: March 15, 2013

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Gallegos, Nathaniel	Business	Assistant Professor	1,120.56	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - BA 432-79A1 - 4 students	Special
Gallegos, Nathaniel	Business	Assistant Professor	1,400.70	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - BA 337-79A1 - 5 students	Special
Hoem, Bruce	Counseling, Psychology & Social Work	Associate Professor	250.00	State	01/07/2013 - 05/04/2013	NA	IDL course - SW 331-40; 3 cr hrs - 1 site	Special
Keith, Tim	Physical & Life Sciences	Professor	2,241.12	State	08/21/2012 - 12/13/2012	NA	Independent Study - BIOL 400-02 - 4 cr hrs - 6 students	Special
Kendrick, Roger	Physical & Life Sciences	Assistant Professor	280.14	State	08/23/2012 - 12/14/2012	NA	Independent Study - PHYS 400-02 - 3 cr hrs - 1 student	Special
Kenney, Richard	Counseling, Psychology & Social Work	Assistant Professor	166.66	State	01/07/2013 - 05/04/2013	NA	IDL course - SW 330-40; 2 cr hrs - 1 site	Special
Knight, Robert	Social & Communication Arts	Assistant Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - PS 434/534-8901	Special
Madsen, Kim	Applied Sciences	Professor	750.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - FCS 239-0891, FCS 448 & 448L-0891, EDUC 231-0891	Special
Margetts, James	Music	Associate Professor	1,155.00	State	01/07/2013 - 05/04/2013	0.03	Overload	Special
Mays, Roger	Visual & Performing Arts	Professor	186.76	State	08/20/2012 - 12/05/2012	NA	Independent Study - TH 400-03 - 1 cr hr - 2 students	Special
McCallum, Henry	Education	Assistant Professor	635.82	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - SPED 438/538-0791 - 2 students	Special
McCallum, Henry	Education	Assistant Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - SPED 335-0891	Special
Moeller, Janet	Education	Instructor	280.14	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - SPED 230-0791 - 1 student	Special
Moeller, Janet	Education	Instructor	500.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - SPED 334-0891 & SPED 337-0891	Special
Moody, Yvonne	Applied Sciences	Associate Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - FCS 435-0891	Special
Nealeigh, Norma	Applied Sciences	Professor	560.28	State	07/18/2012 - 12/10/2012	NA	Independent Study - CTE 400-02 - 3 cr hrs - 2 students	Special
Nealeigh, Norma	Applied Sciences	Professor	355.68	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - CTE 632-0791 - 1 student	Special
Nealeigh, Norma	Applied Sciences	Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - FCS 417/517-0891	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Chadron State College
MEETING DATE: March 15, 2013

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Nesheim, David	Social & Communication Arts	Assistant Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - HIST 548-0891	Special
Poole, Loren	Mathematical Sciences	Assistant Professor	500.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - MATH 330-0891 & MATH 334-0891	Special
Rahman, Shafiq	Social & Communication Arts	Associate Professor	1,500.00	State	01/07/2013 - 02/13/2013	NA	Online Course Development; FYI 169B-991	Special
Ritzen, Donna	HPER	Assistant Professor	186.76	State	08/27/2012 - 12/01/2012	NA	Independent Study - HPER 400-03 - 1 cr hr - 2 students	Special
Ritzen, Scott	HPER	Professor	1,680.84	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - HPER 220-79A1 - 1 student & HPER 335-79A1 - 5 students	Special
Schaefer, George	Music	Professor	4,726.00	State	01/07/2013 - 05/04/2013	0.12	Overload	Special
Schreuder, Joel	Music	Professor	2,345.00	State	01/07/2013 - 05/04/2013	0.06	Overload	Special
Sealey, Jesse	Education	Assistant Professor	333.32	State	01/07/2013 - 05/04/2013	NA	IDL course - EDUC 321-40 & 65; 2 cr hrs - 2 sites	Special
Smith, Thomas	Social & Communication Arts	Assistant Professor	355.68	State	08/22/2012 - 12/07/2012	NA	Independent Study - HIST 500-02 - 3 cr hrs - 1 student	Special
Stack, Robert	Mathematical Sciences	Professor	355.68	State	09/26/2012 - 12/14/2012	NA	Independent Study - MATH 600-02 - 3 cr hrs - 1 student	Special
Stack, Robert	Mathematical Sciences	Professor	500.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - MATH 433/533-0891 & MATH 631-0891	Special
Stephens, Michael	Music	Associate Professor	1,070.00	State	01/07/2013 - 05/04/2013	0.03	Overload	Special
Taylor, Una	Music	Associate Professor	366.00	State	01/07/2013 - 05/04/2013	0.01	Overload	Special
Tucker, T. Deane	English & Humanities	Professor	1,500.00	State	01/07/2013 - 02/08/2013	NA	Online Course Development; FYI 169B-991	Special
Vogl, Michael	Mathematical Sciences	Assistant Professor	280.14	State	08/16/2012 - 12/14/2012	NA	Independent Study - MATH 400-03 - 3 cr hrs - 1 student	Special
Vogl, Michael	Mathematical Sciences	Assistant Professor	500.00	State	01/07/2013 - 05/04/2013	NA	Blended courses - MATH 339-0891 & MATH 429-0891	Special
Waugh, Wendy	Business	Professor	1,422.71	State	01/07/2013 - 03/01/2013	NA	Over 30 in an online course - BIS 632-79A1 - 4 students	Special
Wentworth, Beth	Mathematical Sciences	Associate Professor	280.14	State	08/17/2012 - 12/14/2012	NA	Independent Study - MATH 400-02 - 3 cr hrs - 1 student	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Chadron State College
MEETING DATE: March 15, 2013

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Wentworth, Beth	Mathematical Sciences	Associate Professor	250.00	State	01/07/2013 - 05/04/2013	NA	Blended course - MATH 401-0891	Special
Woods, Kathleen	Counseling, Psychology & Social Work	Assistant Professor	355.68	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - COUN 532-0791 - 1 student	Special
Woods, Kathleen	Counseling, Psychology & Social Work	Assistant Professor	500.00	State	01/07/2013 - 05/04/2013	NA	IDL courses - COUN 531-40 & 65; 3 cr hrs - 2 sites	Special

NON-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
Shuler, Sidney	Music	Visiting Assistant Professor	3,705.00	State	01/07/2013 - 05/04/2013	0.15	Overload	Special
Sparkman, Nathan	Counseling, Psychology & Social Work	Visiting Assistant Professor	1,778.39	State	01/07/2013 - 05/04/2013	NA	Over 30 in an online course - PSYC 538-0791 - 5 students	Special

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
Balmat, Jennifer	Physical & Life Sciences	NA	8,400.00	State	01/07/2013 - 05/03/2013	0.40	GEOS 130-0001 & 0002; GEOS 230-0001; FYI 169P-0791	Special
Benson, Gary	Business	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	MKTG 336-79B1; MKTG 338-79A1; MKTG 439-79B1	Special
Bernhardt, Sarah	Counseling, Psychology & Social Work	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	PSYC 435-0791	Special
Brochtrup, Paul	Education	NA	4,200.00	State	01/07/2013 - 05/03/2013	0.20	Student Teacher Supervision	Special
Caporaso, Jeanice	Counseling, Psychology & Social Work	NA	1,400.00	State	01/07/2013 - 05/03/2013	0.10	SW 330-0991	Special
Caporaso, Jeanice	Counseling, Psychology & Social Work	NA	166.66	State	01/07/2013 - 05/03/2013	NA	IDL course - SW 330-40; 2 cr hrs - 1 site	Special
Chenette, Vikki	Visual & Performing Arts	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	ART 334-0841	Special
Cressy, Charles	Education	NA	700.00	State	01/07/2013 - 05/03/2013	0.03	Student Teacher Supervision	Special
Crouse, Kerma	Education; Health, Physical Education & Recreation; and Visual & Performing Arts	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	ART 334-0065; HPER 233-0791; EDUC 270-79B1, 79B2, 79A1	Special
Degnan, Paula	Education	NA	1,400.00	State	01/07/2013 - 05/03/2013	0.07	Student Teacher Supervision	Special

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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
Dorwart, Jennifer	Business	NA	2,100.00	State	01/07/2013 - 03/01/2013	0.10	FIN 330-79A1	Special
Erwin, Sean	English & Humanities	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	PHIL 432-792	Special
Evans, Evan	Business	NA	2,100.00	State	01/07/2013 - 03/01/2013	0.10	MKTG 231-79A1	Special
Follis, Nikki	Business	NA	2,100.00	State	01/07/2013 - 03/01/2013	0.10	ECON 130-79A1	Special
Funk, Meggin	Education	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	SPED 332-0792	Special
Gardener, Clark	Education	NA	2,800.00	State	01/07/2013 - 05/03/2013	0.13	Student Teacher Supervision	Special
Granade, Allyn	Counseling, Psychology & Social Work	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	PSYC 421-0791	Special
Jost, Rhea	Social & Communication Arts	NA	2,100.00	State	03/11/2013 - 05/03/2013	0.10	CA 125-79B1	Special
Knott, Allen	Education	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	Student Teacher Supervision	Special
Kraybill, Jeanine	Social & Communication Arts	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	PS 231-0791	Special
Leibach, Brent	Education	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	EDUC 475-0841	Special
Leland, Dana	Business	NA	8,400.00	State	01/07/2013 - 05/03/2013	0.40	FIN 432/532-79B1 & 79B2; FIN 439-79B1; FIN 631-79A2	Special
Littrel, Tammi	Social & Communication Arts	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	HIST 231-79A1; HIST 232-79B1 & 79B2	Special
Margetts, Colleen	Music	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	MUS 333-0991	Special
Martin, Mark	Social & Communication Arts	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	HIST 231-0991 & 0992; HIST 232-0991	Special
McCarty, Joseph	Social & Communication Arts	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	PS 231-0001	Special
McCreery, Janan	Education	NA	5,600.00	State	01/07/2013 - 05/03/2013	0.27	Student Teacher Supervision	Special
McDermott, David	Social & Communication Arts	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	GEOG 232-0791	Special
McFadden, Stacie	Education	NA	2,800.00	State	01/07/2013 - 05/03/2013	0.13	EDUC 475-0841	Special
McPherron, Michael	Education	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	Student Teacher Supervision	Special
Miller, Ron	Social & Communication Arts	NA	2,100.00	State	03/11/2013 - 05/03/2013	0.10	SOC 230-0002	Special
Neugebauer, Ronda	English & Humanities	NA	4,200.00	State	01/07/2013 - 05/03/2013	0.20	READ 125-0891 & COLG 121-0891	Special
Neuharth, Marvin	Counseling, Psychology & Social Work	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	PSYC 234-0791 & 0991 and PSYC 334-0001	Special
Ocken, Dave	Education	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	Student Teacher Supervision	Special

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Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
O'Hare, Daryl	English & Humanities	NA	4,200.00	State	01/07/2013 - 05/03/2013	0.20	ENG 135-79A1 & 79B1	Special
Parton, John	Business	NA	4,200.00	State	01/07/2013 - 05/03/2013	0.20	MKTG 231-99A1 & 99B1	Special
Plummer, Scott	Education	NA	1,400.00	State	01/07/2013 - 05/03/2013	0.07	EDUC 224-0791	Special
Pogue, Laura	Business	NA	6,300.00	State	01/07/2013 - 05/03/2013	0.30	MGMT 330-79B1; MGMT 620-79A2 & 79A3	Special
Pollard, Tracie	Education	NA	4,900.00	State	01/07/2013 - 05/03/2013	0.24	EDUC 475-0841 & Student Teacher Supervision	Special
Ritzen, John	Health, Physical Education & Recreation	NA	7,000.00	State	01/07/2013 - 05/03/2013	0.33	HPER 233-99A2 & 99B2; HPER 426-0001; HPER 107-0992	Special
Sanchez, Dawn	Applied Sciences	NA	2,100.00	State	03/11/2013 - 05/03/2013	0.10	AGRI 331-79B1	Special
Scala, Jodi	English & Humanities	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	ENG 136-0079	Special
Schartz, Amy	Graduate Assistant	NA	3,000.00	State	01/07/2013 - 05/04/2013	0.25	New Appointment; Replaces Christina Lewis	Special
Schumacher, Elizabeth	English & Humanities	NA	4,200.00	State	01/07/2013 - 05/03/2013	0.20	ENG 136-79A1 & 79B1	Special
Seger, Russell	Applied Sciences	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	FCS 320-0991	Special
Sharps, Nancy	Visual & Performing Arts	NA	1,400.00	State	01/07/2013 - 05/03/2013	0.07	ART 230-0001	Special
Shuler, Pamela	Music	NA	2,401.00	State	01/07/2013 - 05/03/2013	0.11	MUS 18, 100E, 115E, 315E, 515W	Special
Smith, Dawn	Social & Communication Arts	NA	2,100.00	State	03/11/2013 - 05/03/2013	0.10	CA 250-79B1	Special
Sorenson, Corey	Social & Communication Arts	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	CA 160-0001	Special
Truitt, Benjamin	English & Humanities	NA	2,100.00	State	03/11/2013 - 05/03/2013	0.10	HUM 235-79B1	Special
Waugh, Barbara	Mathematical Sciences	NA	4,900.00	State	01/07/2013 - 05/03/2013	0.23	MATH 142-0003; MATH 15-0001	Special
Welch, Steve	Physical & Life Sciences	NA	700.00	State	01/07/2013 - 05/03/2013	0.03	CHEM 132L-0002	Special
Wess, Roger	Education	NA	7,700.00	State	01/07/2013 - 05/03/2013	0.37	EDUC 431M-0791 & Student Teacher Supervision	Special
Wilkinson, Kevin	Education	NA	700.00	State	01/07/2013 - 05/03/2013	0.03	SPED 316S-0791	Special
Winchester, Caroline	Education	NA	2,100.00	State	01/07/2013 - 05/03/2013	0.10	EDUC 539-0791	Special

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NON-UNIONIZED PROFESSIONAL STAFF (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
McLain, Joseph	Game Management Assistant	NA	2,100.00	State	01/07/2013 - 05/04/2013	0.10	MATH 133-0001	Special
Stephens, Lauren	Test Coordinator/Academic Advisor	NA	700.00	State	01/07/2013 - 05/03/2013	0.03	MUS 100F & 115F	Special
Welch, Cheryl	Test Coordinator/Academic Advisor	NA	18,892.00	Grant	08/09/2010 - 05/31/2013	0.50	Resignation	NA

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
Allen, Jarrod	Electrician	NA	2,500.00	.60 State & .40 Revenue Bond	2/1/2013	1.00	New appointment; replaces Casey Roberts	Probationary
Brown, Brenda	Office Assistant II	NA	2,002.75	State	2/1/2013	1.00	Reclassification	NA
Cummings, Kristol	Office Assistant II	NA	1,502.17	State	2/1/2013	0.75	Reclassification	NA
Cummings, Kristol	Office Assistant I	NA	40.90	State	01/02/2013 - 01/31/2013	1.00	99.75 Hours in higher classification; OA II	NA
Downs, Joanne	Office Assistant II	NA	1,844.25	State	2/1/2013	0.83	Reclassification	NA
Gilmore, Roberta	Office Assistant II	NA	1,876.33	State	2/1/2013	1.00	Reclassification	NA
Merchen, Laura	Custodian	NA	1,659.00	Revenue Bond	1/4/2013	1.00	New Appointment; replaces Patrick Bergen	Probationary
Mittleider, Stacie	Office Assistant II	NA	1,520.17	State	2/1/2013	0.75	Reclassification	NA
Speirs, Christopher	Custodian	NA	1,659.00	Revenue Bond	1/4/2013	1.00	New Appointment; replaces Jessica Pourier	Probationary
Walter, Roger	Custodian	NA	1,894.83	Revenue Bond	06/04/2007 - 01/31/2013	1.00	Resignation	NA

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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
Albury, Renetta	School of Arts and Sciences	Instructor	\$563	State	01/07/13-05/04/13	.10 AY	Directed Study, MATH 497-000B	Special
Amen, Melissa	School of Education	Instructor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, EDUC 497-000C	Special
Barger, Michael	School of Arts and Sciences	Professor	\$281	State	01/07/13-05/04/13	.10 AY	Independent Study, BIOL 499-000B	Special
Barger, Michael	School of Arts and Sciences	Professor	\$281	State	01/07/13-05/04/13	.10 AY	Independent Study, BIOL 499-000A	Special
Clemente, William	School of Arts and Sciences	Professor	\$281	State	01/07/13-05/04/13	.10 AY	Independent Study, ENG 497-000A	Special
Crook, Sara	School of Arts and Sciences	Professor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, GEOG 297-000A	Special
Davis, Spencer	School of Arts and Sciences	Professor	\$563	State	01/07/13-05/04/13	.20 AY	Directed Study, HIST 497-000A, HIST 497-000B	Special
Ediger, Thomas	School of Arts and Sciences	Professor	\$563	State	01/07/13-05/04/13	.10 AY	Independent Study, MUSC 499-000A,	Special
Gardner, Kelli Anne	School of Professional Studies	Associate Professor	\$281	State	01/07/13-05/04/13	.10 AY	Independent Study, HP 499-000A	Special
Hayes, Daniel	School of Professional Studies	Instructor	\$250	State	01/07/13-05/04/13	.10 AY	Blended Courses, CJUS 495-000A and 049A	Special
Hinrichs, Paul	School of Arts and Sciences	Associate Professor	\$1,032	State	01/07/13-05/04/13	.13 AY	Directed Study, MATH 497-000A, MATH 497-000C	Special

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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
Knape, Aaron	School of Professional Studies	Instructor	\$844	State	01/07/13-05/04/13	.10 AY	BUS 339-049A	Special
Kunkel, Margaret	School of Education	Associate Professor	\$844	State	01/07/13-05/04/13	.10 AY	Directed Study, HPER 497-00A	Special
Murray, Johann	School of Education	Assistant Professor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, EDUC 497-00B	Special
Nies, Kristi	School of Arts and Sciences	Instructor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, JOUR 297-000A	Special
Parriott, Lisa	School of Professional Studies	Instructor	\$563	State	01/07/13-05/04/13	.10 AY	Blended Courses, CMIS 420-000A, 049A	Special
Ruskamp, Judith	School of Education	Associate Professor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, EDUC 497-00A	Special
Waln, Randy	School of Arts and Sciences	Professor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, ART 297-000A	Special
Wusk, Evi	School of Education	Assistant Professor	\$281	State	01/07/13-05/04/13	.10 AY	Directed Study, EDUC 497-00D	Special

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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
Gebre, Tadiyos	Math-Science Skills Specialist	N/A	\$32,500 pro-rated (\$15,896.72)	Federal, TRIO Grant	01/04/13-08/31/13	.84 FY	Appointment	Special
Harshbarger, Ted	Associate Athletic Director	N/A	\$568	State	01/01/13-03/01/13	.03 AY	COLL 401-049X	Special
Haveman, Debra	Business Process Specialist	N/A	\$45,000 pro-rated (\$22,500)	State	01/01/13-06/30/13	1 FY	Appointment	Special
Melvin, Brent	Athletic Trainer	N/A	\$1,400	State	01/07/13-05/04/13	.07 AY	HPER 215-00C	Special
Melvin, Vickie	Athletic Trainer	N/A	\$2,100	State	01/07/13-05/04/13	.10 AY	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, Gregory	Dean, School of Professional Studies	N/A	\$5,706	State	01/05/13-05/04/13	.17 AY	BUS 496-049X, COLL 201-049X, COLL 201-049Y	Special
Kupper, Jodi	Dean, School of Education	N/A	\$2,520	State	01/05/13-02/01/13	.10 AY	EDUC 600 OHAX	Special
Rippe, Pat	Dir. Of Field Experiences/ Teacher Certification Officer	N/A	\$2,100	State	01/07/13-05/04/13	.10 AY	EDUC 308-01A, EDUC 309-01A	Special
Seay, Gregory	Dean, Graduate Programs	N/A	\$1,350	State	01/07/13-03/01/13	.10 AY	EDUC 569-049X	Special

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NON-UNIONIZED PROFESSIONAL STAFF PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Denn-Young, Devon	School of Arts and Sciences	N/A	\$2,000	State	01/07/13-05/04/13	N/A	Coordinate Costume and Scenery	Special
Ritchie, Monty	Graduate Assistant-Men's Basketball/Residence Life	N/A	\$600	State	01/01/13-04/30/13	N/A	Cross Country Recruiting	Special
Webb, Tiffany	Graduate Assistant-Athletic Training	N/A	\$2,800	State	01/07/13-05/03/13	.13 AY	HPER 215-00A, HPER 215-00B	Special

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RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Barger, Michael	School of Arts and Science	Professor	\$5,124	State	01/07/13-05/04/13	.13 AY	Overload, HP320-000A and HP 305-000A	Special
Bartlett, Jacob	School of Arts and Science	Assistant Professor	\$5,100	State	01/07/13-05/04/13	.17 AY	Overload, Applied Music	Special
Ediger, Thomas	School of Arts and Science	Professor	\$3,533	State	01/07/13-05/04/13	.10 AY	Overload, MUSC 321-000A	Special
Griffin, Kenneth Brad	School of Professional Studies	Instructor	\$3,560	State	01/07/13-05/04/13	.10 AY	Overload, BUS 335-000A	Special

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
Albers, Stephanie	School of Professional Studies	N/A	\$3,234	State	01/07/13-03/01/13	.10 AY	PSYC 121-049X	Special
Anderson, Josh	School of Arts and Sciences	N/A	\$4,152	State	01/07/13-03/01/13	.10 AY	ART 206-049X	Special
Benscoter, Andrew	School of Arts and Sciences	N/A	\$1,704	State	01/07/13-03/01/13	.10 AY	SPCH 154-049X	Special
Brand, Lesa	Graduate Programs	N/A	\$2,826	State	01/07/13-03/01/13	.10 AY	EDUC 510-049X	Special
Cain, Ellen	School of Education	N/A	\$1,400	State	01/07/13-05/03/13	.07 AY	SPED 307-01A	Special
Clark, James	School of Arts and Sciences	N/A	\$4,278	State	01/07/13-03/01/13	.20 AY	HIST 113-049X, HIST 201-049X	Special
Clark, James	School of Arts and Sciences	N/A	\$2,100	State	01/07/13-05/03/13	.10 AY	HP 315-000A	Special
DeFrain, Debbie	School of Arts and Sciences	N/A	\$2,338	State	01/07/13-05/03/13	.11 AY	MUSC 120-000E, MUSC 220-000E	Special

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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
Dreier, Libby	School of Education	N/A	\$2,622	State	01/07/13-03/01/13	.10 AY	EDUC 255-49X	Special
Engel, Linda	School of Education	N/A	\$2,100	State	01/07/13-05/03/13	.10 AY	EDUC 301-01A, EDUC 302-01A, EDUC 304-01A	Special
Falcon, Lori	Graduate Programs	N/A	\$2,010	State	01/07/13-03/01/13	.10 AY	EDUC 553-049X	Special
Goyal, Anissa	School of Professional Studies	N/A	\$5,172	State	01/07/13-05/03/13	.10 AY	BUS 335-049A	Special
Hoehn, Jorja	School of Education	N/A	\$1,952	State	01/07/13-03/01/13	.07 AY	HPER 101-49X	Special
Judkins, Laura	School of Education	N/A	\$1,806	State	01/07/13-03/01/13	.10 AY	EDUC 434-49X	Special
Kearney, James	School of Arts and Sciences	N/A	\$2,100	State	01/07/13-05/03/13	.10 AY	HIST 114-000B	Special
Langstraat, Rick	School of Professional Studies	N/A	\$9,426	State	01/07/13-05/03/13	.20 AY	BUS 231-049A, BUS 232-049A	Special
Lee, Chris	School of Arts and Sciences	N/A	\$2,112	State	01/07/13-03/01/13	.10 AY	HIST 411-049X	Special
Maddox, James	School of Professional Studies	N/A	\$4,662	State	01/07/13-03/01/13	.10 AY	BUS 373-049X	Special
Odum, Jay	School of Professional Studies	N/A	\$4,050	State	01/07/13-03/01/13	.10 AY	BUS 313-049X	Special
Odum, Jay	School of Professional Studies	N/A	\$4,254	State	01/07/13-03/01/13	.10 AY	CJUS 360-049X	Special

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Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Olson, Nicole	School of Education	N/A	\$1,398	State	01/07/13-03/01/13	.10 AY	EDUC 334-00Z	Special
Pemberton, Michael	School of Professional Studies	N/A	\$4,254	State	01/07/13-03/01/13	.10 AY	SOC 201-049X	Special
Radell, David	School of Arts and Sciences	N/A	\$4,356	State	01/07/13-03/01/13	.10 AY	ESCI 215-049X	Special
Ridge, Ashley	School of Professional Studies	N/A	\$4,866	State	01/07/13-03/01/13	.10 AY	PSYC 380-049X	Special
Roberts, Laura	School of Professional Studies	N/A	\$3,132	State	01/07/13-03/01/13	.10 AY	PSYC 250-049X	Special
Sheedy-Gardner, Anne	School of Arts and Sciences	N/A	\$2,362	State	01/07/13-05/03/13	.09 AY	MUSC 120-000B, MUSC 220-000B, MUSC 320-000B, MUSC 340-000B, MUSC 420-000B, MUSC 440-000B	Special
Snyder, Randall	School of Arts and Sciences	N/A	\$4,254	State	01/07/13-03/01/13	.10 AY	MUSC 215-049X	Special
Stokebrand, Ellen	School of Education	N/A	\$1,500	State	01/07/13-05/03/13	.10 AY	SPED 430-00Z	Special
Tiner, John	School of Professional Studies	N/A	\$2,600	State	01/07/13-05/03/13	.10 AY	ECON 222-000A	Special
Anderson, Marian	School of Education	N/A	\$1,400	State	01/07/13-05/03/13	.07 AY	Student Teacher Supervision	Special
Bennett, Shelby	School of Education	N/A	\$2,100	State	01/07/13-05/03/13	.10 AY	Student Teacher Supervision	Special
Cook, Jan	School of Education	N/A	\$700	State	01/07/13-05/03/13	.03 AY	Student Teacher Supervision	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: PERU STATE COLLEGE
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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
Drake, Thomas	School of Education	N/A	\$135	State	01/07/13-05/03/13	.01 AY	Student Teacher Supervision	Special
Fethkenher, Larry	School of Education	N/A	\$1,885	State	01/07/13-05/03/13	.09 AY	Student Teacher Supervision	Special
Green, Mary Jane	School of Education	N/A	\$3,635	State	01/07/13-05/03/13	.17 AY	Student Teacher Supervision	Special
Hicks, Russ	School of Education	N/A	\$4,200	State	01/07/13-05/03/13	.20 AY	Student Teacher Supervision	Special
Kearney, James	School of Education	N/A	\$2,800	State	01/07/13-05/03/13	.13 AY	Student Teacher Supervision	Special
Lotspeich, Patricia	School of Education	N/A	\$3,500	State	01/07/13-05/03/13	.17 AY	Student Teacher Supervision	Special
MacLauchian, Donna	School of Education	N/A	\$875	State	01/07/13-05/03/13	.04 AY	Student Teacher Supervision	Special
McConkey, Mary Ellen	School of Education	N/A	\$700	State	01/07/13-05/03/13	.03 AY	Student Teacher Supervision	Special
Naprstek, Dale	School of Education	N/A	\$700	State	01/07/13-05/03/13	.03 AY	Student Teacher Supervision	Special
Porter, Judy	School of Education	N/A	\$5,600	State	01/07/13-05/03/13	.27 AY	Student Teacher Supervision	Special
Thompson, Gary	School of Education	N/A	\$5,600	State	01/07/13-05/03/13	.27 AY	Student Teacher Supervision	Special
Toms, Paul	School of Education	N/A	\$2,275	State	01/07/13-05/03/13	.11 AY	Student Teacher Supervision	Special
Yohe, Susan	School of Education	N/A	\$700	State	01/07/13-05/03/13	.03 AY	Student Teacher Supervision	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: PERU STATE COLLEGE
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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
Engert, Nicholas	OA II	N/A	\$1,900 mo	State	12/17/12- 06/30/13	1.0 FY	Appointment	NA

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

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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
Hamilton, Terry	Counseling and Special Education	Professor	\$73,422.00	State	8/27/90 – 5/8/13	1.0	Resignation	N/A
Marcellus, Stephanie	School of Arts and Humanities; Language and Literature Department	Assistant Professor	\$46,000.00	State	8/16/13 – 5/14/14	1.0	New hire; replaced Jessica Pitchford	Specific Term
Strate, Shane	History, Politics and Geography	Assistant Professor	\$44,374.00	State	8/19/10 – 5/31/13	1.0	Resignation	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
Airen, Osaro	Director, Multicultural Affairs	N/A	\$48,985.00	State	8/29/11 – 1/22/13	1.0	Resignation	N/A
Anderson, Derek	Manager-Student Center	N/A	\$2,025.00	Revenue Bond	1/1/13 – 5/15/13	N/A	Additional duties due to resignation of Director of Student Activities and Student Center	Special
Derechailo, Melissa	Theatre Technician	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	MUS 110-0003	Special
Johnson, Jennifer	Information Technology Support	N/A	\$32,000.00; prorated \$12,800.02	State	2/7/13 – 6/30/13	1.0	New hire; replaced Brett Parker	Special
Tiedtke, Teresa	Student Activities Coordinator	N/A	\$7,425.00	Revenue Bond	1/1/13 – 5/15/13	N/A	Additional duties due to resignation of Director of Student Activities and Student Center	Special
Willhite, Brady	Admissions Representative	N/A	\$31,271.00	State	8/27/07 – 3/15/13	1.0	Resignation	N/A

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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
Dalager, Jon	Dean, School of Natural and Social Sciences	N/A	\$97,930.00	State	7/1/10 – 3/12/13	1.0	Resignation	N/A
Lichty, Dennis	Interim Dean, School Education and Counseling	N/A	\$15,000.00	State	1/1/13 – 5/10/13	1.0	Interim Appointment	Special
O'Donnell, James	Dean, School of Arts and Humanities	N/A	\$106,993.00	State	7/1/01 – 6/1/13	1.0	Resignation	N/A
Reddic, Ron	Manager, Campus Security	N/A	\$740.00	State	1/7/13 – 5/8/13	.033	PED 220-0004	Special
Schwartz, Debra	Learning Skills Specialist	N/A	\$32,813.00; prorated \$16,406.50	Grant	1/1/13 – 5/10/13	.917	Interim Appointment	Special
Spethman, Phyllis	Director, Professional Education Services	N/A	\$5,000.00	State	1/1/13 – 5/10/13	1.0	Additional duties while search for Dean of Education and Counseling is underway	Special
Weber, Dorothy	Director, Holland Academic Success Center	N/A	\$57,045.00	State	8/22/88 – 6/30/13	.92	Resignation	N/A

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Agoumba, Darius	Physical Sciences and Mathematics	Associate Professor	\$3,655.00	State	1/7/13 – 5/8/13	.111	PHS 102-0001/0002	Special
Anderson, Wayne	Art and Design	Professor	\$2,598.00	State	1/7/13 – 5/8/13	.053	ART 345-0001	Special
Bauer, Jeffrey	Physical Sciences and Mathematics	Professor	\$2,205.00	State	1/7/13 – 5/8/13	.056	MAT 105-0001	Special
Bohnert, David	Music	Professor	\$5,150.00	State	8/17/12 – 12/18/12	.133	MUS 307, MUS 113/313	Special
Bohnert, David	Music	Professor	\$3,863.00	State	1/7/13 – 5/8/13	.10	MUS 204	Special

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RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Calkin, Josh	Physical Sciences and Mathematics	Instructor	\$1,448.00	State	1/7/13 – 5/8/13	.056	PHS 102-0003/0004	Special
Calkin, Josh	Music	Instructor	\$867.00	State	8/17/12 – 12/18/12	.033	MUS 101	Special
Calkin, Josh	Music	Instructor	\$3,173.00	State	1/7/13 – 5/8/13	.122	MUS 115/115/117, MUS 315/316/317	Special
Christensen, Douglas	Life Sciences	Professor	\$9,900.00	State	1/7/13 – 5/8/13	.25	BIO 486-0001, BIO 386-0002/0003	Special
Christensen, Linda	Music	Professor	\$2,962.00	State	8/17/12 – 12/18/12	.077	MUS 112	Special
Christensen, Linda	Music	Professor	\$4,506.00	State	1/7/13 – 5/8/13	.117	MUS 112, MUS 424	Special
Clark, Sally	Physical Sciences and Mathematics	Assistant Professor	\$3,728.00	State	1/7/13 – 5/8/13	.133	MAT 140-0001	Special
Davis, Adam	Physical Sciences and Mathematics	Associate Professor	\$4,096.00	State	1/7/13 – 5/8/13	.128	PHS 102-005/0006, PHY 202-0001	Special
DeBoer, Buffany	Life Sciences	Interim Instructor	\$1,089.00	State	1/7/13 – 5/8/13	.044	BIO 102-002/0003; BIO 104-0002/0003	Special
Dilliard, Kelly	Continuing Education	Assistant Professor	\$3,104.00	State	1/7/13 – 5/3/13	.10	Correction – Void Contract reported 1/15/13 for PHS 102-00W0/00W1	NA
Dilliard, Kelly	Physical Sciences and Mathematics	Assistant Professor	\$1,557.00	State	1/7/13 – 5/8/13	.056	EAS 120-0002	Special
Elliott, Steven	Art and Design	Associate Professor	\$1,658.00	State	1/7/13 – 5/8/13	.05	ART 271-0001	Special
Ellis, Susan	Continuing Education	Professor	\$250.00	State	1/7/13 – 5/1/13	n/a	SOC 350-SST1	Special
Engebretsen, Barbara	Health, Human Performance and Sport	Professor	\$4,000.00	State	1/7/13 – 5/8/13	.10	PED 105-0002	Special
Ettel, Mary	Physical Sciences and Mathematics	Professor	\$2,913.00	State	1/7/13 – 5/8/13	.067	CHE 107-0003	Special
Harms, Sally	Physical Sciences and Mathematics	Professor	\$4,736.00	State	1/7/13 – 5/8/13	.122	PHS 102-00H0, NAT 281-0004	Special
Karr, Paul	Physical Sciences and Mathematics	Professor	\$5,147.00	State	1/7/13 – 5/8/13	.122	CHE 106-0002; PHS 102-0003/ 0004	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

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RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Kietzmann, Glenn	Life Sciences	Professor	\$4,507.00	State	1/7/13 – 5/8/13	.10	BIO 220-0002; BIO 220-0003	Special
Langdon, Jennifer	Physical Sciences and Mathematics	Associate Professor	\$3,224.00	State	1/7/13 – 5/8/13	.10	MAT 270-0001	Special
Lawrence, Gloria	Sociology, Psychology and Criminal Justice	Professor	\$4,667.00	State	1/7/13 – 5/8/13	.10	PSY 450-0001	Special
Lofgren, Ronald	Music	Associate Professor	\$2,448.00	State	8/17/12 – 12/18/12	.067	MUS 111	Special
Lofgren, Ronald	Music	Associate Professor	\$2,448.00	State	1/7/13 – 5/8/13	.067	MUS 306	Special
Loggins, Ronald	Life Sciences	Assistant Professor	\$3,728.00	State	1/7/13 – 5/8/13	.133	BIO 200-0001, BIO 200-0002	Special
Marek, Michael	Communication Arts	Associate Professor	\$5,093.00	State	1/7/13 – 5/8/13	.15	CNA R220/320/ 420, CNA 457-0002	Special
McCue, Robert	Life Sciences	Professor	\$3,156.00	State	1/7/13 – 5/8/13	.055	BIO 102-0005/0006	Special
Pearcy, Shawn	Life Sciences	Professor	\$9,420.00	State	1/7/13 – 5/8/13	.233	BIO 340-0001, BIO 340-0002/0003	Special
Peitz, David	Physical Sciences and Mathematics	Professor	\$6,056.00	State	1/7/13 – 5/8/13	.15	CHE 315-0001, CHE 315-0005	Special
Piersanti, Joshua	Art and Design	Assistant Professor	\$5,091.00	State	1/7/13 – 5/8/13	.187	ART 410-0001, ART 411-0001, ART 204-0001	Special
Piersanti, Joshua	Art and Design	Assistant Professor	\$909.00	State	1/7/13 – 5/8/13	n/a	Design a PDF for printed brochure of College Art Collection	Special
Renzelman, John	Technology and Applied Sciences	Professor	\$507.00 <i>(correction to 1/15/13 report)</i>	State	1/7/13 – 5/8/13	.01	ITE 108-0001	Special
Ronnow, Gretchen	Continuing Education	Professor	\$4,436.00	State	1/7/13 – 5/3/13	.10	ENG 250-00W0	Special
Zardenata, Gustavo	Physical Sciences and Mathematics	Associate Professor	\$3,561.00	State	1/7/13 – 5/8/13	.111	CHE 208-0001, PHS 102-0008	Special

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COLLEGE: Wayne State College

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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
Adkins-Miller, Angela	Language and Literature	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	ENG 200-0001	Special
Anderson, Betty	Educational Foundations and Leadership	N/A	\$3,944.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Angeroth, Kathleen	Music	N/A	2,095.00	State	1/7/13 – 5/8/13	.094	MUS 172-0001, MUS 126-0001	Special
Angeroth, Kathleen	Music	N/A	\$2,953.00	State	1/7/13 – 5/8/13	.133	MUS 124-0001, MUS 125-0001, MUS 127-0001, Assisting with orchestra	Special
Beach, Gerald	Continuing Education	N/A	\$1,440.00	State	1/7/13 – 5/3/13	.10	EDU 768-00W0	Special
Beair, Terry	Health, Human Performance and Sport	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	PED 407/507	Special
Blomenkamp, Jean	Continuing Education	N/A	\$2,370.00	State	1/14/13 – 5/3/13	.10	EDU 610-00W1	Special
Bremer, DeLoy	Educational Foundations and Leadership	N/A	\$2,590.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Businga, Penny	Continuing Education	N/A	\$1,980.00	State	1/7/13 – 2/25/13	.10	EDU 515-0081	Special
Carnes, Ron	Educational Foundations and Leadership	N/A	\$3,330.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Clarkson, Holly	Educational Foundations and Leadership	N/A	\$93.00	State	8/17/12 – 12/18/12	n/a	Correction – Void Contract reported 11/16/12 for Student Teacher Supervision	NA
Curtiss, James	Educational Foundations and Leadership	N/A	\$1,599.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

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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
Dion, Lora	Counseling Center	N/A	\$2,960.00	State	1/7/13 – 5/8/13	n/a	Writing Help Desk	Special
Dion, Lora	Holland Academic Success Center	N/A	\$1,480.00	State	1/7/13 – 5/8/13	n/a	Writing Help Desk	Special
Eaton, Sheri	Educational Foundations and Leadership	N/A	\$2,465.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Eaton, Sheri	Holland Academic Success Center	N/A	\$2,960.00	State	1/7/13 – 5/8/13	.133	GST 102-0001, GST 102-0002	Special
Fick, Kathy	Language and Literature	N/A	\$6,660.00	State	1/7/13 – 5/8/13	.30	MLC 110-0001, MLC 110-0002, MLC 120-0001	Special
Gomez, Gabriel	Communication Arts	N/A	\$3,420.00	State	1/7/13 – 5/8/13	.20	CNA T220/420; Design/Build set for "Kiss Me Kate"	Special
Haas, Mary	Art and Design	N/A	\$4,440.00	State	1/7/13 – 5/8/13	.20	ART 102-0001, ART 102-0002	Special
Harrison, Kurt	Educational Foundations and Leadership	N/A	\$2,835.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Hepworth, Matthew	Art and Design	N/A	\$1,924.00	State	1/7/13 – 5/8/13	.087	ART 204-0002	Special
Hepworth, Matthew	Technology and Applied Sciences	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	ITE 363-0001	Special
Hepworth, Matthew	Art and Design	N/A	\$740.00	State	1/7/13 – 5/8/13	n/a	Document and prepare digital images of the College Art Collection	Special
Hilker, Carol	Educational Foundations and Leadership	N/A	\$2,590.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Jeffries, Curt	Music	N/A	\$5,550.00	State	1/7/13 – 5/8/13	.25	MUS 110-0004, MUS 110-0005, MUS 178-0001	Special

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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
Johnson, Kathy	Educational Foundations and Leadership	N/A	\$3,945.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Karlen, Jean	Sociology, Psychology and Criminal Justice	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	SOC 415/515-0001	Special
Knezevic, Branislava	Counseling and Special Education	N/A	\$790.00	State	1/7/13 – 5/8/13	.033	CSL 686-0001	Special
Kolbeck, Brandi	Music	N/A	\$6,660.00	State	1/7/13 – 5/8/13	.30	MUS 214-0001, MUS 214-0002, MUS 104-0001, MUS 496-0001	Special
Lamb, Marilyn	Educational Foundations and Leadership	N/A	\$200.00	State	1/7/13 – 5/8/13	n/a	EDU 435	Special
Lechner, Becky	Continuing Education	N/A	\$1,980.00	State	1/11/13 – 3/1/13	.10	EDU 568-00H0	Special
Loggins, Melanie	Language and Literature	N/A	\$4,440.00	State	1/7/13 – 5/8/13	.20	ENG 260-0001, ENG 260-0002	Special
Martin, Barry	Educational Foundations and Leadership	N/A	\$2,339.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Meyer, Tony	Technology and Applied Sciences	N/A	\$2,500.00 + 9 hours tuition waiver	State	1/7/13 – 5/8/13	.125	Graduate Assistant	Special
Mohl, Mary	Holland Academic Success Center	N/A	\$4,440.00	State	1/7/13 – 5/8/13	.20	GST 103-0001, GST 103-0002	Special
Parker, Karen	Computer Technology and Information Systems	N/A	\$700.00	State	1/7/13 – 5/8/13	.067	CIS 232-0001, CIS 232-0002	Special
Parker, Karen	Computer Technology and Information Systems	N/A	\$100.00	State	2/12/13 – 3/21/13	.033	CIS 233-0001	Special
Pobedash, Dmitry	Language and Literature	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	MLC 110-0003	Special

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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
Pobedash, Dmitry	History, Politics and Geography	N/A	\$4,440.00	State	1/7/13 – 5/8/13	.20	EPS 300-0001, POS 110-0002	Special
Rudloff, Beata	Educational Foundations and Leadership	N/A	\$3,449.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Ruskamp, Lori	Educational Foundations and Leadership	N/A	\$489.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Saltsgiver, Theresa	Educational Foundations and Leadership	N/A	\$489.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Schmitz, Janet	Language and Literature	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	FRE 110-0001	Special
Small, II, Norman B.	History, Politics and Geography	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	GEO 120-0003	Special
Spieker, Mollie	Communication Arts	N/A	\$4,440.00	State	1/7/13 – 5/8/13	.20	CNA 100-0007, CNA 101-HN01	Special
Sweeney, Karen	Educational Foundations and Literature	N/A	\$985.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Tucker, Anne	Continuing Education	N/A	\$2,220.00	State	1/7/13 – 5/3/13	.10	EDU 250-00W3	Special
Tucker, Anne	Continuing Education	N/A	\$2,220.00	State	1/7/13 – 5/3/13	.10	EDU 250-00W4	Special
Tusha, Mary	Educational Foundations and Leadership	N/A	\$370.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special
Van Benschoten, Elijah	Art and Design	N/A	\$6,660.00	State	1/7/13 – 5/8/13	.30	ART 102-0003, ART 102-0004, ART 102-0005	Special
Vander Weil, Zoe	Communication Arts	N/A	\$2,220.00	State	1/7/13 – 5/8/13	.10	CNA 100-0012	Special
Vitters, Richard	Educational Foundations and Leadership	N/A	\$489.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special

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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
von Glan, Leroy	Art and Design	N/A	\$3,626.00	State	1/7/13 – 5/8/13	.163	ART 351/451-0001, Pottery studio maintenance and safety	Special
Weber, Brad	Music	N/A	\$2,716.00	State	1/7/13 – 5/8/13	.122	MUS 128/328, MUS 136-0001, MUS 177-0001	Special
White, Michael	Communication Arts	N/A	\$6,660.00	State	1/7/13 – 5/8/13	.30	CNA 100-0008, CNA 100-0012, CNA 100-0013	Special
Zeiss, Donald	Educational Foundations and Leadership	N/A	\$4,070.00	State	1/7/13 – 5/8/13	n/a	Student Teacher Supervision	Special

NON-UNIONIZED PROFESSIONAL STAFF (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Eichacker, Sarah	Athletics – Athletic Training	N/A	\$5,000.00 + 18 hours tuition waiver	State	8/1/13 – 5/13/14	.25	Graduate Assistant	Special
Lebeda, Korie	Athletics – Volleyball	N/A	\$2,500.00 + 9 hours tuition waiver	State	1/7/13 – 5/8/13	.125	Graduate Assistant	Special
Schultze, Amanda	Athletics – Volleyball	N/A	\$5,000.00 + 18 hours tuition waiver	State	8/1/12 – 12/31/12	.25	Resignation	N/A

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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
Backstrom, Leslie	Accounting Clerk II	N/A	\$1,875.00/mo.	State	1/4/13	1.0	New hire, replaced Britney Hart	N/A
Bloomfield, Mark	Maintenance Repair Worker III (Energy Plant)	N/A	\$2,402.58/mo.	State	6/11/12 – 1/13/13	1.0	Resignation	N/A
Chase, Debra	Office Assistant II	N/A	\$900.00/mo.	Revenue Bond	1/1/13 – 5/15/13	N/A	Additional duties due to resignation of Director of Student Activities and Student Center	N/A
Hart, Dennis	Storekeeper	N/A	\$2,037.17/mo.	State	3/19/12 – 1/16/13	1.0	Resignation	N/A
Kenny, Kelly	Office Assistant II	N/A	\$2,960.00	State	1/7/13 – 5/8/13	.133	EDU 275-0006	N/A
Mecseji, Karen	Office Assistant II	N/A	\$2,058.25/mo.	State	11/8/04 - 2/10/13	1.0	Resignation	N/A
Thurin, Trent	Custodian	N/A	\$1,658.50/mo.	Revenue Bond	2/28/13	1.0	Resignation	N/A
Wurdinger, Mark	Maintenance Repair Worker III	N/A	\$2,527.08/mo.	State	1/14/13	1.0	New hire, replaced Mark Bloomfield	N/A

Academic and Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

Quantitative Academic Reports
(For Information Only)

Priority: Educational Excellence Throughout the System

Goals: 1. Promote educational excellence through academic achievement
4. Strengthen academic programs

Strategy: i. Develop and implement a clear policy that defines success

The following charts represent the annual quantitative academic report that identifies the number of graduates and fall enrollments on average for the past five years by major and the 5-year average for the number of student credit hours produced by full-time equivalent faculty assigned by department.

The vast majority of departmental thresholds meet or exceed the requirements established by the Nebraska Coordinating Commission for Postsecondary Education. Programs that struggle to meet the graduation thresholds normally meet the student credit hour requirement. These programs include math, special education, secondary foreign language, and various science areas. This trend is also seen at the national level.

Please note that our shared master's program in organizational management continues to grow. System wide there are 162 students enrolled in the program. An average of 16 students are graduating per year. Individual college information can be found in the report.

**Chadron Quantitative Academic Report Summary
2007-2008 through 2011-2012**

	Majors Enrolled in Fall Semester	Graduates	Student Credit Hour Production/FTE
	Five-year Average	Five-year Average	Five-year Average
CCPE Undergraduate Threshold:	N/A	7	300.00
CCPE Graduate Threshold:	N/A	5	300.00

UNDERGRADUATE DEGREE PROGRAMS

SCHOOL OF LIBERAL ARTS

Visual & Performing Arts Department			401.30
Art	59	9	
Theatre	28	6	
Music Department			299.40
Music	59	6	
English & Humanities Department			551.67
English	34	6	
Language Arts	9	1	
Spanish*	1	1	
Social & Communication Arts Department			665.46
Communication Arts	30	6	
History	55	10	
Social Science	35	8	
Justice Studies Department			441.64
Criminal Justice	105	21	
Legal Studies	23	6	

SCHOOL OF BUSINESS, ECONOMICS, APPLIED & MATHEMATICAL SCIENCES

Business Department			618.70
Business Administration	400	94	
Applied Sciences Department			666.49
Family & Consumer Sciences	49	14	
Design Technology*	19	3	
Range Management	99	19	
Mathematical Sciences Department			762.09
Information Science Technology*	27	5	
Mathematics	76	15	
Physical & Life Sciences Department			607.29
Biology	191	39	
Physical Sciences	38	6	

SCHOOL OF EDUCATION, HUMAN PERFORMANCE, COUNSELING, PSYCHOLOGY & SOCIAL WORK

Counseling, Psychology & Social Work Department			577.34
Psychology	62	14	
Social Work	43	7	
 Education Department			555.61
Educational Library Media	15	2	
Elementary Education	270	50	
Secondary Education	3	0	
Special Education	52	7	
 Health, Physical Education & Recreation Department			584.32
Health & Physical Education	89	11	
Recreation	41	9	
 Interdisciplinary Studies			274.67
Interdisciplinary Studies	26	15	
Pre-Professional Programs	118		
Technical Occupations	22	6	
 GRADUATE DEGREE PROGRAMS			
Business Administration (MBA)	76	22	502.81
 Education (MEd)			411.03
Curriculum & Instruction			
Elementary	33	10	
Secondary	24	9	
Educational Administration	56	17	
School Counseling	37	9	
School & Library Media	2	1	
Special Education	1	0	
 Education (MAE)			
Community Counseling	51	11	
Elementary Teaching/Science	0	1	
History	5	1	
Science/Mathematics	16	4	
 Educational Administration Specialist (Ed.S)			
Superintendent of Schools*	6	2	
 Organizational Management Department	74	20	0.00**

*Discontinued program – students enrolled and graduates indicate students completing program

**All coursework is embedded in other master's degree programs

**Peru Quantitative Academic Report Summary
2007-2008 through 2011-2012**

	Majors Enrolled in Fall Semester	Graduates	Student Credit Hour Production/FTE
	Five-year Average	Five-year Average	Five-year Average
CCPE Undergraduate Threshold:	N/A	7	300.00
CCPE Graduate Threshold:	N/A	5	300.00

UNDERGRADUATE DEGREE PROGRAMS

SCHOOL OF PROFESSIONAL STUDIES

Business Department			557.00
Business Administration	344	60	
Bachelor of Applied Science	184	74	
Business Administration Technology*	2	0	
Psychology Department			632.49
Psychology	143	24	
Criminal Justice Department			654.05
Criminal Justice	151	21	
Pre-Law	4	0	

SCHOOL OF EDUCATION

Education Department			664.95
Teacher Education	487	101	
Physical Education	208	18	

SCHOOL OF ARTS AND SCIENCES

English Department			479.64
English	47	7	
Performing and Fine Arts Department			487.71
Art	56	7	
Music	30	5	
Social Science Department			473.50
Social Science	80	15	
Mathematics Department			441.24
Mathematics	23	3	
Natural Science Department			427.98
Natural Science	103	11	
Liberal Arts Department			0.00
Liberal Arts	25	4	

GRADUATE DEGREE PROGRAMS

Curriculum and Instruction	153	126	380.87
Organizational Management	61	19	419.75

*Program became a part of Bachelor of Applied Science (BAS) in 2008-2009

**Wayne Quantitative Academic Report Summary
2007-2008 through 2011-2012**

	Majors Enrolled in Fall Semester	Graduates	Student Credit Hour Production/FTE
	Five-year Average	Five-year Average	Five-year Average
CCPE Undergraduate Threshold:	N/A	7	300.00
CCPE Graduate Threshold:	N/A	5	300.00

UNDERGRADUATE DEGREE PROGRAMS

SCHOOL OF ARTS & HUMANITIES

Art & Design Department			440.33
Art	101	15	
Communication Arts Department			399.28
Mass Communication	47	9	
Speech Communication	44	14	
Theatre*	13	2	
Language & Literature Department			470.82
English	81	14	
Modern Language & Culture	34	6	
Music Department			315.38
Music	73	10	

SCHOOL OF BUSINESS & TECHNOLOGY

Business & Economics Department			536.35
Business Administration	438	112	
Business	15	2	
Computer Technology & Information Systems Dept.			372.91
Computer Information Systems	73	14	
Computer Science	30	5	
Technology & Applied Sciences Department			479.45
Family & Consumer Science	85	21	
Industrial Technology	135	27	

SCHOOL OF EDUCATION & COUNSELING

Counseling & Special Education Department			430.14
Human Service Counseling	96	28	
Special Education	78	9	
Educational Foundations & Leadership Department			433.76
Education	486	77	

SCHOOL OF NATURAL & SOCIAL SCIENCES

Health, Human Performance & Sport Department			620.26
Exercise Science/Wellness	77	14	
Health & Physical Education	82	12	
Sport Management	113	24	
 History, Politics & Geography Department			 716.86
Geography	29	6	
History	62	8	
Political Science	31	7	
Social Sciences	43	5	
 Life Sciences Department			 410.35
Life Sciences	107	28	
 Physical Sciences & Math Department			 430.16
Chemistry	56	18	
Mathematics	34	5	
Natural Science	8	2	
Physical Science	5	1	
 Sociology, Psychology & Criminal Justice Dept			 654.41
Criminal Justice	183	38	
Psychology	72	13	
Social Sciences	11	6	
Sociology	16	5	
 Interdisciplinary Studies			 378.44
Interdisciplinary Studies	4	4	
Pre-Professional Programs	234	0	

GRADUATE DEGREE PROGRAMS

Organizational Management	27	9	381.42
Business Administration	77	21	408.08
 Education and Counseling			 286.17
Communication Arts	0	0	
Counseling	60	16	
Curriculum and Instruction	245	133	
English	0	0	
Sport Management/Exercise Science	5	3	
School Administration (MSE)	91	23	
School Administration (EdS)	30	13	
Social Sciences	1	1	
Special Education	4	1	

*Indicates programs that have been discontinued with a teach out plan.

Academic & Personnel Committee

Gary Bieganski, Chair
Roger Breed

March 15, 2013

Open Educational Resources (OER) Summit Report

Priority: System Prominence

Wayne State was the host site for the Nebraska State College System (NSCS) open education summit sponsored by the NSCS. The summit was held February 10-12 and brought nearly 130 faculty and staff from Chadron, Peru and Wayne State Colleges together with internationally known experts in the field of open education and open educational resources. Participants unable to travel to Wayne for the summit were able to participate virtually from designated sites at Peru State and Chadron State Colleges. All sessions were archived and DVD's are being distributed to the colleges as well as the Trustees and System Office for on demand viewing.

Open education and open educational resources (OER) focus on providing courses and course material without cost to users, who are able to reuse, revise, remix and redistribute those materials. Chadron is a partner in the Kaleidoscope Project which promotes, at a minimum, designing and updating general studies and transitional courses that utilize open educational resources. Participants at the OER Summit engaged in discussions, course demonstration projects and plenary sessions on the history of open education, challenges facing providers and users and the possibilities for the future. They examined free and low cost materials available through projects such as the Carnegie Mellon Open Learning Initiative, The Massachusetts Institute of Technology Open Courseware, the Washington State Open Course Library, and the Creative Commons copyright.

Internationally recognized speakers for the OER Summit included Dr. Vijay Kumar, Director of the Office of Educational Innovation and Technology at the Massachusetts Institute of Technology, Cable Green, Director of Global Learning for the Creative Commons, Dr. David Wiley, Director of the Open Education Group at the Center for the Improvement of Teacher Education and Schooling at Brigham Young University, Kim Thanos, Program Manager for the Kaleidoscope Project and CEO of Lumen Learning, and Dr. Norman Bier, Associate Director of the Open Learning Initiative at Carnegie Mellon University.

Outcomes for the summit included:

- Examination of the many facets of open education and open education resources
- Development of an understanding of proven and possible linkages between OER and student success, access, affordability and preparedness
- Identification of possibilities for adoption of OER within academic disciplines and programs both within and across the three colleges
- Discussion of the next steps in developing a plan that aligns with campus and system goals and resources.

Possibilities for next steps that are currently under discussion include:

- **Collaborative project across all three Colleges on using OER for the undergraduate teacher education major** - No other post-secondary institution or system in the country is doing this. Such a project would accelerate the adoption of

OER materials in K-12 systems by delivering new teachers to these systems who have experienced the value of OER first-hand. Representatives from the Education Departments of all three Colleges engaged in this discussion at the Summit.

- **Collaborative project across all three Colleges on using OER for graduate courses**
- The courses under consideration are for the development of 18 credit hour content cohorts for teachers pursuing either Master's degrees or at the very least 18 credit hours in an academic major. Currently the Curriculum & Instruction Masters programs are available online and require 15 credits in a content area. Discussion was held about increasing this to 18 credits, and reducing the cost of attendance by using OER materials. The use of cohorts would ensure timely offering of content courses which would be developed and shared, if they do not currently exist, by faculty members from all three Colleges, similar to the current Masters of Science in Organizational Management. This project was discussed by the two graduate deans at Peru and Chadron. There is a vacancy in this position at Wayne.
- **Participation by Wayne and Peru State Colleges in the Kaleidoscope Project** - Chadron State has been involved with this project for the past thirty months as a founding institution. VPAA Charles Snare currently serves on the national board for this project. Recent continuation funding for the project will allow the addition of 20 new institutions to the original eight. Slots are currently being reserved for Wayne and Peru pending their decisions with regard to participation. The Kaleidoscope Project has developed a series of courses in general studies as well as transitional studies in mathematics, writing, and reading. The courses involve modular units available in online and face to face formats using OER materials. They are developed utilizing a cross-institutional collaborative process along with strong development support from Kaleidoscope instructional designers. The project also utilizes strong analytics to track student success.
- **Collaborative support for the development of courses that utilize OER** – Discussions were held at the summit among various academic disciplines. These included Business, Education, Chemistry, Criminal Justice and Art. The idea of general studies courses that could utilize OER was also discussed. Colleges may either collaborate on course development or work individually to move this concept forward. A key to successful implementation of OER in courses will be support by professionals such as those at Lumen Learning. They can assist faculty members with the research in finding high quality resources for a wide variety of courses, as well as provide expert guidance in course design that engages students. A discussion at the system level in terms of creating this type of support through a single contract for all three Colleges may also be considered. The VPAA's are currently leading discussions at the Colleges to determine needs and specific course development.
- **Presentation on OER for Administrators' Days** – Initial discussions with Trustee Roger Breed about presenting information on OER at the annual Nebraska K-12 Administrator' Days are underway. There is considerable interest in this idea by Lumen Learning and Dr. David Wiley, who is currently spearheading OER use in K-12 classrooms in Arizona, Utah, and West Virginia. Should the NSCS teacher education project using OER become reality, this gathering would not only provide valuable information about low-cost or free textbooks for K-12 classroom use, but also draw attention to the new teachers that will be produced by the state colleges who are already trained in OER usage.

Student Affairs, Marketing & Enrollment Committee

Michelle Suarez, Chair

Bob Engles

Morgan Nelson

Joseph Fauver

Madison Becker

March 15, 2013

Enrollment Reports for Fall 2012 (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 2012. System-wide enrollment increased for the 2012 fall semester by 56 FTE or approximately 0.83% above the 2011 fall session. Listed below is a breakdown by college of the enrollment changes:

	2011 FTE Enrollment	2012 FTE Enrollment	% Change	2011 Head Count	2012 Head Count	% Change
Chadron	2,176	2,221	2.09%	2,931	3,005	2.52%
Peru	1,561	1,550	-0.70%	2,368	2,388	0.84%
Wayne	2,981	3,003	0.74%	3,519	3,558	1.12%
System Total	6,718	6,774	0.83%	8,818	8,951	1.51%

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

	% of Full-Time Students (Headcount)	% of Undergraduate Students (Headcount)	% of On-Campus Students (Headcount)	% of Resident Students (Headcount)
Chadron	62%	79%	54%	63%
Peru	51%	89%	42%	75%
Wayne	81%	85%	84%	84%
2012 System Total	67%	84%	63%	75%
2011 System Total	67%	83%	64%	75%

*Please note, with the incorporation of the SIS system, enrollment numbers will be reported differently.

END OF TERM ENROLLMENT REPORT*
CHADRON STATE COLLEGE
 TERM: Fall 2012

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Lower Division	1,208	1,205	0%	886	319	992	965
Upper Division	1,119	1,156	3%	838	318	919	960
Graduate Division	604	644	7%	146	498	265	296
TOTALS	2,931	3,005	3%	1,870	1,135	2,176	2,221
						Change in FTE	Percent Change
						45	2.09%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
On-Campus Students							
Undergrads	1,624	1,541	-5%	1,454	87	1,523	1,485
Graduates	62	87	40%	34	53	40	47
TOTALS	1,686	1,628	-3%	1,488	140	1,563	1,532
Off-Campus Students							
Undergrads	740	820	11%	270	550	401	440
Graduates	505	557	10%	112	445	212	249
TOTALS	1,245	1,377	11%	382	995	613	689
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Resident Students							
Undergrads	1,492	1,574	5%	1,106	468	1,176	1,244
Graduates	307	307	0%	66	241	126	132
TOTALS	1,799	1,881	5%	1,172	709	1,302	1,376
Non-Resident Students							
Undergrads	872	787	-10%	618	169	749	680
Graduates	260	337	30%	80	257	125	164
TOTALS	1,132	1,124	-1%	698	426	874	844

*with Ws

END OF TERM ENROLLMENT REPORT
PERU STATE COLLEGE
 TERM: 2012 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Lower Division	983	1,010	3%	344	666	493	512
Upper Division	1,118	1,116	0%	817	299	930	909
Graduate Division	267	262	-2%	54	208	138	129
TOTALS	2,368	2,388	1%	1,215	1,173	1,561	1,550
						Change in FTE	Percent Change
						-11	-0.70%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
On-Campus Students							
Undergrads	943	995	6%	919	76	884	932
Graduates	21**	0	-100%	0	0	11	0
TOTALS	943	995	6%	919	76	895	932
Off-Campus Students							
Undergrads	1,158	1,131	-2%	242	889	539	489
Graduates	246	262	7%	54	208	127	129
TOTALS	1,404	1,393	-1%	296	1,097	666	618
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Resident Students							
Undergrads	1,720	1,610	-6%	815	795	1,062	1,026
Graduates	228	179	-21%	41	138	88	89
TOTALS	1,948	1,789	-8%	856	933	1,150	1,115
Non-Resident Students							
Undergrads	486	516	6%	346	170	361	394
Graduates	78	83	6%	13	70	50	41
TOTALS	564	599	6%	359	240	411	435

*Totaling errors may occur as a result of rounding

**In-service

END OF TERM ENROLLMENT REPORT
WAYNE STATE COLLEGE
 TERM: 2012 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Lower Division	1,555	1,580	2%	1,493	87	1,460	1,460
Upper Division	1,327	1,439	8%	1,285	154	1,231	1,306
Graduate Division	637	539	-15%	107	432	290	237
TOTALS	3,519	3,558	1%	2,885	673	2,981	3,003
						Change in FTE	Percent Change
						22	0.74%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
On-Campus Students							
Undergrads	2,822	2,895	3%	2,748	147	2,665	2,715
Graduates	184	108	-41%	29	79	102	54
TOTALS	3,006	3,003	0%	2,777	226	2,767	2,769
Off-Campus Students							
Undergrads	60	124	107%	30	94	26	51
Graduates	453	431	-5%	78	353	188	183
TOTALS	513	555	8%	108	447	214	234
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2011	FTE 2012
	2011	2012					
Resident Students							
Undergrads	2,494	2,620	5%	2,412	208	2,329	2,402
Graduates	487	375	-23%	65	310	213	154
TOTALS	2,981	2,995	0%	2,477	518	2,542	2,556
Non-Resident Students							
Undergrads	388	399	3%	366	33	362	364
Graduates	150	164	9%	42	122	77	83
TOTALS	538	563	5%	408	155	439	447

NOTE: Beginning in Fall 2012, Undergrad/Grad breakdowns now follow IPEDS definitions where students who have already earned a bachelor's degree but are taking undergraduate courses for credit are included as undergraduates. In past years, all Post-baccs were counted as Graduates.

Student Affairs, Marketing and Enrollment Committee

Michelle Suarez, Chair

Bob Engles

Morgan Nelson

Joseph Fauver

Madison Becker

March 15, 2013

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

Twenty-seven state senators attended the 2013 Senators' Reception held Tuesday, January 15 from 4-7 p.m. at The Ferguson Center. The attendance was very good and the senators appreciated visiting with our students.

The three college foundations sponsored the event jointly and we greatly appreciate their support.

The date of Tuesday, January 14, 2014 has been reserved for the reception for next year. Please save the date.

Student Affairs, Marketing and Enrollment Committee

Michelle Suarez, Chair
Bob Engles
Morgan Nelson
Joseph Fauver
Madison Becker

March 15, 2013

Student Trustees' Update

Priorities: Educational Excellence & System Prominence

Applications for the 2013-14 Student Trustee positions were received in the System Office in early February. Chancellor Carpenter presented Governor Heineman with a booklet of all applicants' information and the Governor selected the new student trustees. We have invited the new student trustees to attend the March 14-15, 2013 Board of Trustees meeting. The new student trustees will begin their official term at the June 24-25, 2013 Board of Trustees meeting.

The student trustees for 2013-2014 are:

Danny Reynaga, Alliance, NE – Chadron State
Jessica Merrill, Murray, NE – Peru State
Madison Becker, Hartington, NE – Wayne State

Student Affairs, Marketing and Enrollment Committee

Michelle Suarez, Chair
Bob Engles
Morgan Nelson
Joseph Fauver
Madison Becker

March 15, 2013

Update on Marketing Activities

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

Vice Chancellor for Student Affairs, Marketing, Enrollment and Public Information, Korinne Tande, is currently working with the Council of Admissions and College Relations Officers to plan next year's system marketing efforts. The 2013 retreat will be held March 13, 2013 and the group will focus on new print ads, the theme for the fall counselor tour, and strategic planning for the system marketing plan. The group will welcome the new Interim Director of Admissions from Chadron, Lisa Stein, who has stepped in for Tena Cook who has accepted new responsibilities at Chadron.

Student Affairs, Marketing and Enrollment Committee

Michelle Suarez, Chair
Bob Engles
Morgan Nelson
Joseph Fauver
Madison Becker

March 15, 2013

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

The NSCS Scholarship Luncheon is scheduled to be held at the Hillcrest Country Club on Friday, April 12, 2013. The luncheon will start at noon and conclude around 1:30 p.m. The speakers this year will be past or current recipients of the Board of Trustee Scholarship or Governor's Opportunity Award. All Board of Trustees Scholars and Governor's Opportunity Award recipients are invited and may bring their families. State legislators, the Board, the Presidents, Council of Student Affairs, Marketing and Enrollment officers, and the NSCS staff are also invited.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Capital Construction Progress Reports as of December 31, 2012
(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

As required by Board Policy 8050, the colleges have submitted the following capital construction progress reports on their respective construction projects.

Chadron

1. Armstrong Gymnasium – Phase I – Interim Report
2. Eagle Ridge Housing – Initial Report
3. Rangeland Center – Phase I – Interim Report

Peru

1. Eliza Morgan Hall Renovation Phases II, III & IV – Final Report
2. Oak Bowl Renovation – Initial Report

Wayne

1. Carhart Science Building Phase III – Interim Report
2. Field Turf/Track Resurfacing – Initial Report
3. Hahn Administration Building Upgrade – Interim Report
4. Soccer Field Expansion – Initial Report
5. U.S. Conn Library Renovation – Interim Report
6. Willow Bowl Restoration – 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, 2012**

College: Chadron State College		Meeting Date: March 14, 2013	
Project Information	Project Title:	Armstrong Gymnasium - Phase I	
	Program Number:		
	Professional Consultant:	Leo A. Daly Architects	
	General Contractor:		
	Net Square Footage: 99,782	Gross Square Footage: 114,749	
	Bid Opening Date		
	Notice of Proceed Date		
	Estimated Completion Date		
Final Acceptance Date			
Project Dates	Professional Consultants:	Bahr Vermeer and Haecker	
	Needs Statement	(enter dates)	
	Program Statement	6/23/2006	
	Professional Services Contract	1/27/2012	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	CM @ Risk Contract		
Substantial Completion			
Final Completion			
Report Information	Status	Initial Report:	9/6/2012
		Interim Report: X	
		Final Report:	
Financial Information			
State Buildings	State Funds	\$6,700,000.00	
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$1,541,823.00	
	Capital Imp. Fee Commitment		
	Other	\$730,000.00	
Total Available	\$8,971,823.00		
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		
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees & Reimb.	\$962,500.50	\$449,531.40	\$512,969.10
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.		\$24,675.75	-\$24,675.75
2. Fixed Equipment			
3. Sitework/Utilities			
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork			\$0.00
Other Items			
1. Special/Tech. Equipment			\$0.00
2. Asbestos Abatement			\$0.00
3. Signage			\$0.00
4. Venetian Blinds			\$0.00
Change Orders			
TOTALS	\$962,500.50	\$474,207.15	\$488,293.35

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF December 31, 2012**

College: Chadron State College		Meeting Date: March 14, 2013	
Project Information	Project Title:	Eagle Ridge Housing	
	Program Number:		
	Professional Consultant:	Bahr Vermeer and Haecker	
	General Contractor:		
	Net Square Footage: 21,610	Gross Square Footage: 27,705	
	Bid Opening Date		
	Notice of Proceed Date		
	Estimated Completion Date		
Final Acceptance Date			
Project Dates	Professional Consultants:	Bahr Vermeer and Haecker	
	Needs Statement		
	Program Statement	5/1/2012	
	Professional Services Contract	2/28/2012	
	Bonds Sold		
	Preliminary Plans		
	Design Development	1/15/2013	
	CM @ Risk Contract	11/9/2012	
	Substantial Completion		
Final Completion			
Report Information	Status	Initial Report:	3/14/2013
		Interim Report:	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:605	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$0.00	
	Cash Funds		
	Capital Imp. Fee Commitment	\$0.00	
	Other		
Total Available			
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		
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$49,700.00		
Professional Fees & Reimb.	\$439,000.00	\$139,455.31	\$299,544.69
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$4,942,534.00		\$4,942,534.00
2. Fixed Equipment	\$0.00		\$0.00
3. Sitework/Utilities	\$11,000.00		\$11,000.00
Furnishings/Moveable Equip.			\$0.00
Contingency	\$161,339.00		\$161,339.00
Artwork			\$0.00
Other Items			
1. Special/Tech. Equipment			\$0.00
2. Asbestos Abatement			\$0.00
3. Signage			\$0.00
4. Venetian Blinds			\$0.00
Change Orders			
TOTALS	\$5,553,873.00	\$139,455.31	\$5,414,417.69

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF December 31, 2012**

College: Chadron State College		Meeting Date: March 14, 2013	
Project Information	Project Title:	Rangeland Center - Phase I	
	Program Number:		
	Professional Consultant:	Bahr Vermeer and Haecker	
	General Contractor:		
	Net Square Footage: 24,905	Gross Square Footage: 28,420	
	Bid Opening Date		
	Notice of Proceed Date		
	Estimated Completion Date		
Final Acceptance Date			
Project Dates	Professional Consultants:	Bahr Vermeer and Haecker	
	Needs Statement	(enter dates)	
	Program Statement	11/6/2002	
	Professional Services Contract	4/3/2002	
	Bonds Sold		
	Preliminary Plans		
	Design Development	8/26/2010	
	CM @ Risk Contract	5/10/2011	
Substantial Completion			
Final Completion			
Report Information	Status	Initial Report:	9/6/2012
		Interim Report: X	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:605	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$0.00	
	Cash Funds	\$1,541,823.00	
	Capital Imp. Fee Commitment	\$0.00	
	Other	\$1,797,725.03	
	Total Available	\$3,339,548.03	
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		
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees & Reimb.	\$408,425.03	\$391,579.20	\$16,845.83
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$2,019,282.00	\$186,809.00	\$1,832,473.00
2. Fixed Equipment	\$0.00		\$0.00
3. Sitework/Utilities	\$765,341.00	\$9,895.00	\$755,446.00
Furnishings/Moveable Equip.	\$71,500.00		\$71,500.00
Contingency	\$75,000.00		\$75,000.00
Artwork			\$0.00
Other Items			
1. Special/Tech. Equipment			\$0.00
2. Asbestos Abatement			\$0.00
3. Signage			\$0.00
4. Venetian Blinds			\$0.00
Change Orders			
TOTALS	\$3,339,548.03	\$588,283.20	\$2,751,264.83

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of December 31, 2012

College: Peru State College		Meeting Date: March 15, 2013	
Project Information	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			
Project Dates	Professional Consultants:		
	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			
Report Information	Status	Initial Report: Interim Report: Final Report: X	
Financial Information	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		\$3,600,000.00
	Costs of Issuance/Reserves		\$335,120.00
	Balances of Proceeds		\$3,264,880.00
Revenue Sources for Construction			
1. Bond Proceeds Series 2011	\$3,264,880.00	\$3,264,880.00	\$0.00
2. Interest Earnings	\$285.62	\$285.62	\$0.00
3. Revenue Bond Surplus 9/10/2010	\$226,017.94	\$226,017.94	\$0.00
4. Revenue Bond Surplus 11/12/2010	\$525,323.36	\$525,321.63	\$1.73
5. Revenue Bond Surplus 04/20/2012	\$252,900.94	\$252,900.94	\$0.00
Total Available	\$4,269,407.86	\$4,269,406.13	\$1.73
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees	\$291,413.70	\$291,413.70	\$0.00
Life Cycle Cost Analysis			
Construction			
1. General, Mech., Elec.	\$3,945,234.73	\$3,945,233.00	\$1.73
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	\$22,593.10	\$22,593.10	\$0.00
2. Construction Administration			
3. Relocation Costs	\$7,657.36	\$7,657.36	\$0.00
Change Orders			
TOTALS	\$4,269,407.86	\$4,269,406.13	\$1.73

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of December 31, 2012

College: Peru State College		Meeting Date: March 15, 2013	
Project Information	Project Title:		Oak Bowl Renovation
	Program Number:		997
	Professional Consultant:		DLR Group
	General Contractor:		
	Current Net Square Footage:		Current Gross Square Footage:
	Addition Net:		Addition Gross:
	Renovation Net:		Renovation Gross:
	Bid Opening Date		
Notice to Proceed Date			
Estimated Completion Date			
Final Acceptance Date			
Project Dates	Professional Consultants:		
	Needs Statement		
	Program Statement		3/25/2011
	Professional Services Contract		
	Bonds Sold		
	Preliminary Plans		
	Design Development		5/11/2012
	Construction Contract		9/19/2012
Substantial Completion			
Final Completion			
Report Information	Status		Initial Report: X
			Interim Report: Final Report:
Financial Information			
State Buildings	State Funds--LB No: 968		\$7,500,000.00
	Federal Funds		
	LB 309 Funds		
	Cash Funds		
	Capital Imp. Fee Commitment		\$700,000.00
	Other-Peru State College Foundation		\$800,000.00
Total Available		\$9,000,000.00	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds Series 2011		
	2. Interest Earnings		
	4. Other		
	Total Available		
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning			
Professional Fees	\$602,117.00	\$443,655.76	\$158,461.24
Life Cycle Cost Analysis			
Construction			
1. General, Mech., Elec.	\$7,837,907.00	\$0.00	\$7,837,907.00
2. Fixed Equipment			
3. Sitework/Utilities	\$0.00	\$0.00	\$0.00
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork			\$0.00
Other Items			
1. Construction Administration	\$354,805.00	\$33,446.46	\$321,358.54
2. Relocation Costs			\$0.00
Change Orders			
1			\$0.00
2			\$0.00
TOTALS	\$8,794,829.00	\$477,102.22	\$8,317,726.78

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013	
Project Information	Project Title:		Carhart Renovation, Ph. III
	Program Number:		952
	Professional Consultant:		The Clark Enersen Partners
	General Contractor:		CM - Beckenhauer Construction, Inc.
	Net Square Footage:		Gross Square Footage:
	Bid Opening Date	4/19/2012	
	Notice of Proceed Date	8/1/2013	
Estimated Completion Date	8/1/2013		
Final Acceptance Date			
Project Dates	Professional Consultants:		
	Needs Statement		
	Program Statement		
	Professional Services Contract		1/5/12
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract		5/14/2012
Substantial Completion			
Final Completion			
Report Information	Status		Initial Report:
			Interim Report: x Final Report:
Financial Information			
State Buildings	State Funds--LB No:		
	Federal Funds		
	LB 309 Funds		
	Cash Funds		\$5,600,000.00 \$4.9M cash + Ph.2 remain
	Cash Operating Funds		\$15,000.00
	Other - Wayne State Foundation		\$200,000.00 Ph. 2 remaining (est.)
Total Available		\$5,815,000.00	
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
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$376,250.00	\$333,765.00	\$42,485.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$3,875,140.00	\$1,829,605.93	\$2,045,534.07
2. Fixed Equipment	\$365,804.00		\$365,804.00
3. Sitework/Utilities			\$0.00
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork	\$38,751.00		\$38,751.00
Other Items			
1. Legal, ins., moving			\$0.00
2. Special technical/lab eqpmt.	\$145,483.00	\$4,090.00	\$141,393.00
3. Misc. (advert., abatement)	\$15,000.00	\$15,320.00	-\$320.00
Change Orders			
1.			\$0.00
2.			\$0.00
TOTALS	\$4,816,428.00	\$2,182,780.93	\$2,633,647.07

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013	
Project Information	Project Title: Field Turf/Track Resurfacing		
	Program Number: 955		
	Professional Consultant: The Clark Enersen Partners		
	General Contractor:		
	Net Square Footage: Gross Square Footage:		
	Bid Opening Date		
	Notice of Proceed Date		
Estimated Completion Date			
Final Acceptance Date			
Project Dates	Professional Consultants:	(enter dates)	
	Needs Statement		
	Program Statement	11/16/12	
	Professional Services Contract	1/15/13	
	Bonds Sold		
	Preliminary Plans		
	Design Development	1/15/13	
	Construction Contract		
	Substantial Completion		
Final Completion			
Report Information	Status	Initial Report: x	
		Interim Report:	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:		
	Athletic Facilities Grant	\$155,000.00	
	LB 309 Funds		
	Cash Funds	\$405,287.50	
	Cash Operating Funds		
Other - Wayne State Foundation	\$475,000.00		
Total Available	\$1,035,287.50		
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	\$0.00	
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$10,287.50	\$9,606.04	\$681.46
Professional Fees	\$64,050.00		\$64,050.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.			\$0.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities			\$0.00
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork			\$0.00
Other Items			
1. Legal, ins., moving			\$0.00
2. Special technical/lab eqpmt.			\$0.00
3. Misc. (advert., abatement)		\$17.23	-\$17.23
Change Orders			
1.			\$0.00
2.			\$0.00
TOTALS	\$74,337.50	\$9,623.27	\$64,714.23

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013		
Project Information	Project Title: Hahn Administration Building Upgrade			
	Program Number: 909			
	Professional Consultant: Advanced Engineering Systems (AES)			
	General Contractor: Hausmann Construction			
	Net Square Footage:		Gross Square Footage:	
	Bid Opening Date	(enter dates)		
	Notice of Proceed Date			
Estimated Completion Date	October, 2012			
Final Acceptance Date				
Project Dates	Professional Consultants:	AES & PLaN Architecture		
	Needs Statement	(enter dates)		
	Program Statement			
	Professional Services Contract	5/20/11		
	Bonds Sold			
	Preliminary Plans			
	Design Development	5/18/11		
	Construction Contract	11/22/11		
Substantial Completion	9/18/12			
Final Completion				
Report Information	Status	Initial Report:		
		Interim Report: x Final Report:		
Financial Information				
State Buildings	State Funds--LB No:			
	Trust Funds	\$999.00		
	LB 309 Funds	\$3,785,000.00		
	Cash Funds	\$451,157.04		
	Capital Imp. Fee Commitment			
	Other (LB1100)	\$242,100.00		
Total Available	\$4,479,256.04			
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		
Expenditure Information	Proposed Budget	Expended to Date	Balance	
Program Planning			\$0.00	
Professional Fees	\$335,000.00	\$331,650.00	\$3,350.00	
Life Cycle Cost Analysis			\$0.00	
Construction				
1. General, Mech., Elec.	\$3,679,000.00	\$3,800,082.12	-\$121,082.12	
2. Fixed Equipment			\$0.00	
3. Sitework/Utilities			\$0.00	
Furnishings/Moveable Equip.	\$999.00	\$999.00	\$0.00	
Contingency			\$0.00	
Artwork			\$0.00	
Other Items				
1. Advertising	\$2,391.30	\$2,391.30	\$0.00	
2. Testing, etc.	\$19,815.49	\$18,816.49		
3. Special data equipment	\$44,035.00	\$44,035.00		
4. Terrazzo repairs	\$24,928.00	\$24,928.00		
5. Asbestos abatement	\$104,949.25	\$104,949.25	\$0.00	
Change Orders				
1.	\$252,566.25		\$252,566.25	
TOTALS	\$4,463,684.29	\$4,327,851.16	\$134,834.13	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013	
Project Information	Project Title:	Soccer Field Expansion	
	Program Number:	955	
	Professional Consultant:	The Clark Enersen Partners	
	General Contractor:		
	Net Square Footage:	Gross Square Footage:	
	Bid Opening Date		
	Notice of Proceed Date		
Estimated Completion Date			
Final Acceptance Date			
Project Dates	Professional Consultants:	(enter dates)	
	Needs Statement		
	Program Statement	11/16/12	
	Professional Services Contract	1/15/13	
	Bonds Sold		
	Preliminary Plans		
	Design Development	1/15/13	
	Construction Contract		
	Substantial Completion		
Final Completion			
Report Information	Status	Initial Report:	x
		Interim Report:	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:		
	Athletic Facilities Grant		
	LB 309 Funds		
	Cash Funds	\$200,287.50	
	Cash Operating Funds		
	Other - Wayne State Foundation	\$100,000.00	
	Total Available	\$300,287.50	
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	\$0.00	
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning	\$10,287.50	\$9,606.03	\$681.47
Professional Fees	\$20,020.00		\$20,020.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.			\$0.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities			\$0.00
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork			\$0.00
Other Items			
1. Legal, ins., moving			\$0.00
2. Special technical/lab eqpmt.			\$0.00
3. Misc. (advert., abatement)		\$17.23	-\$17.23
Change Orders			
1.			\$0.00
2.			\$0.00
TOTALS	\$30,307.50	\$9,623.26	\$20,684.24

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013	
Project Information	Project Title:	U.S. Conn Library Renovation	
	Program Number:		
	Professional Consultant:	Jackson Jackson & Assoc.	
	General Contractor:		
	Net Square Footage:	Gross Square Footage:	
	Bid Opening Date		
	Notice of Proceed Date		
Estimated Completion Date			
Final Acceptance Date			
Project Dates	Professional Consultants:	JJA	
	Needs Statement		
	Program Statement	9/7/12	
	Professional Services Contract	10/1/12	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract		
	Substantial Completion		
	Final Completion		
Report Information	Status	Initial Report:	
		Interim Report: x	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:		
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$75,000.00	
	Capital Imp. Fee Commitment	\$500,000.00	
Other-Wayne State Foundation			
Total Available			
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. WS Foundation		
	Total Available	\$0.00	
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$68,500.00	\$63,087.85	\$5,412.15
Professional Fees	\$475,900.00	\$58,284.36	\$417,615.64
Life Cycle Cost Analysis			
Construction			
1. General, Mech., Elec.			
2. Fixed Equipment			
3. Sitework/Utilities			
Furnishings/Moveable Equip.			
Contingency			
Artwork			
Other Items			
1. Advertising		\$1,236.21	
2. Asbestos inspection		\$2,250.00	
Change Orders			
1.			
2.			
TOTALS	\$544,400.00	\$124,858.42	\$423,027.79

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF DEC. 31, 2012**

College: Wayne State College		Meeting Date: Mar. 15, 2013	
Project Information	Project Title:		Willow Bowl Restoration
	Program Number:		910
	Professional Consultant:		BVH
	General Contractor:		OCC Builders, Inc.
	Net Square Footage:		Gross Square Footage:
	Bid Opening Date		5/29/12
	Notice of Proceed Date		5/31/12
Estimated Completion Date			
Final Acceptance Date			
Project Dates	Professional Consultants:		
	Needs Statement		
	Program Statement		3/20/11
	Professional Services Contract		5/19/11
	Bonds Sold		
	Preliminary Plans		
	Design Development		4/20/12
	Construction Contract		5/31/12
Substantial Completion			
Final Completion			
Report Information	Status		Initial Report:
			Interim Report: X
			Final Report:
Financial Information			
State Buildings	State Funds--LB No:		
	Federal Funds		
	LB 309 Funds		
	Cash Funds		
	Capital Imp. Fee Commitment		
Other-Wayne State Foundation		\$810,508.00 (est.)	
Total Available		\$810,508.00 (Fund raising in process)	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. WS Foundation		
	Total Available		\$0.00
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$86,560.00	\$79,563.10	\$6,996.90
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$728,035.00	\$633,259.00	\$94,776.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities	\$4,000.00	\$9,870.60	-\$5,870.60
Furnishings/Moveable Equip.			\$0.00
Contingency			\$0.00
Artwork			\$0.00
Other Items			
1.			\$0.00
2.			\$0.00
Change Orders			
1.	\$33,962.00		\$33,962.00
2.	\$19,339.00		
3.	-\$3,500.00		
4.	\$1,685.00		\$1,685.00
TOTALS	\$870,081.00	\$722,692.70	\$131,549.30

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Contingency Maintenance Progress Reports
(as of December 31, 2012)

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

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: as of December 31, 2012

Meeting Date: March 15, 2013

Resolution Date and Project Description	Amount	Expenditures	Reallocations	Balance	Status
Resolution Date: 3/25/11					
1. High Rise Window Replacement	200,000.00	200,000.00	-	-	Complete
2. High Rise Fire Alarm Replacement	250,000.00	250,000.00	-	-	Complete
3. High Rise Reroof	150,000.00	150,000.00	-	-	Complete
4. Revenue Bond Buildings Asbestos Abatement	20,000.00	20,000.00	-	-	Complete
5. Revenue Bond Buildings Replacement Flooring	50,000.00	36,681.84	91,563.70	104,881.86	Open
5. Revenue Bond Buildings Energy Study	30,000.00	18,490.71	-	11,509.29	Open
7. Revenue Bond Buildings New Furnishings	40,000.00	40,000.00	-	-	Complete
8. Mechanical Room Upgrade	40,000.00	40,000.00	-	-	Complete
9. Student Center Specialty Equipment	20,000.00	22,952.01	9,609.70	6,657.69	Open
Resolution Total	800,000.00	778,124.56	101,173.40	123,048.84	
Resolution Date: 4/20/12					
1. High Rise Elevator Main Mechanical & Electronics Upgrade	250,000.00	-	-	250,000.00	Open
2. High Rise Showers and Fixtures	150,000.00	-	25,000.00	175,000.00	Open
3. Campus Furnishings	50,000.00	36,943.99	-	13,056.01	Open
4. Campus Lighting Upgrades	15,000.00	-	-	15,000.00	Open
5. Revenue Bond Buildings Asbestos Abatement	25,000.00	5,505.45	-	19,494.55	Open
5. Revenue Bond Buildings Flooring	50,000.00	-	-	50,000.00	Open
7. Kent Hall Fire Alarm Upgrade	125,000.00	152,246.02	27,246.02	-	Complete
8. Student Center Specialty Equipment	20,000.00	-	-	20,000.00	Open
9. Mechanical Room Upgrades	15,000.00	12,262.14	-	2,737.86	Open
10. West Court Replacement	300,000.00	7,390.00	-	292,610.00	Open
Resolution Total	1,000,000.00	214,347.60	52,246.02	837,898.42	
Resolution Date: 1/15/13					
1. Campus Energy Monitoring System	110,000.00	-	-	110,000.00	Open
Resolution Total	110,000.00	-	-	110,000.00	
Grand Total	\$1,800,000.00	992,472.16	153,419.42	1,070,947.26	

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT

**Peru State College
Revenue Bond Facilities**

Report Period: July - Dec 2012

Meeting Date: March 15, 2013

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: 3/26/2010 Open Projects:					
1. Residence Halls, Student Center, Repair, replacement & maintenance of equipment	\$370,000.00	\$0.00		\$0.00	Open
Resolution Date: 9/10/2010					
1. Eliza Morgan Hall Complete Planning for the remaining phases of renovation	\$253,451.00	\$21,918.14	(\$27,433.06)	\$0.00	Complete
Resolution Date: 11/12/2010					
1. Eliza Morgan Hall Renovation	\$426,549.00	\$368,356.23	\$98,774.36	\$1.73	Complete
Resolution Date: 06/02/2011					
1. Campus Wide Fire & Life Safety	\$200,000.00	\$14,301.85		\$89,278.57	Open
2. Campus Wide Repair of Infrastructure	\$10,000.00	\$3,279.32		\$0.00	Complete
3. Residence Halls, Apts & Stu Cntr, Repair, replacement & maint of equip, including asbestos abatement	\$50,000.00	\$20,020.85		\$0.00	Complete
4. Residence Hall, Apartments & Student Center Repair & replace Furnishings	\$175,000.00	\$3,938.51		\$0.00	Complete
Resolution Date: 04/20/2012					
Open Projects:					
1. Campus Wide Fire & Life Safety	\$20,000.00	\$5,440.00		\$14,560.00	Open
2. Campus Wide Repair of Infrastructure	\$290,000.00	\$252,900.94	(37,099.06)	\$0.00	Complete
3. Residence Halls, Apts & Stu Cntr, Repair, replacement & maint of equip, including asbestos abatement	\$50,000.00	\$0.00		\$50,000.00	Open
4. Residence Hall, Apartments & Student Center Repair & replace Furnishings	\$175,000.00	\$133,302.29	(34,242.24)	\$7,455.47	Open
5. Student Center Food Service Equipment	\$5,000.00	\$0.00		\$5,000.00	Open
Resolution Date: 09/07/2012					
Open Projects:					
Delzell hall & Student Center Preparation of Program Statements	\$150,000.00	\$111,618.18		\$38,381.82	Open
RESOLUTION TOTALS	\$2,175,000.00	\$935,076.31	\$0.00	\$204,677.59	

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT

**Wayne State College
Revenue Bond Facilities**

Report Period: As of December 31, 2012

Date Prepared: January 15, 2013

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (04/17/09)					
1. Campuswide - Energy Audit	\$75,000.00	\$75,000.00	\$0.00	\$0.00	Complete
2. Campuswide - Campus Card System	\$75,000.00	\$0.00	-\$75,000.00	\$0.00	deferred
3. Campuswide - Grounds Improvements & Equipment	\$62,000.00	\$62,000.00	\$0.00	\$0.00	Complete
4. Campuswide - Roof Repairs	\$6,000.00	\$6,000.00	\$0.00	\$0.00	Complete
5. Rec Center - Roof	\$165,000.00	\$0.00	-\$165,000.00	\$0.00	Complete
6. Rec Center - Repairs & Equipment	\$100,000.00	\$113,024.19	\$13,024.19	\$0.00	Complete
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	\$43,500.00	\$0.00	\$0.00	Complete
9. Student Center - Repairs & Equipment	\$8,500.00	\$8,500.00	\$0.00	\$0.00	Complete
10. Student Center - Dish Machine Replacement & Room Reno	\$135,000.00	\$135,000.00	\$0.00	\$0.00	Complete
Resolution Total	\$700,000.00	\$443,024.19	-\$256,975.81	\$0.00	
Resolution Date: (03/26/10)					
1. Anderson - Roof Replacement	\$165,000.00	\$0.00	-\$165,000.00	\$0.00	deferred
2. Bowen - Tiles/Lighting/Carpet	\$15,000.00	\$15,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Grounds Improvements & Equipment	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
4. Campuswide - Roof Repairs	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Complete
5. Rec Center - Locker Room Improvements	\$80,000.00	\$1,141.36	\$0.00	\$78,858.64	Open
6. Rec Center - Repairs & Equipment	\$25,000.00	\$20,425.45	\$9,000.00	\$13,574.55	Open
7. Rec Center - Multipurpose Room	\$51,000.00	\$51,000.00	\$0.00	\$0.00	Complete
8. Residence Halls - Furniture Replacement	\$75,000.00	\$75,000.00	\$0.00	\$0.00	Complete
9. Residence Halls - Repairs, Equipment & Furniture	\$19,000.00	\$20,654.66	\$80,000.00	\$78,345.34	Open
10. Student Center - Repairs & Equipment	\$35,000.00	\$35,000.00	\$0.00	\$0.00	Complete
11. Student Center - Dish Machine Replacement & Room Reno	\$40,000.00	\$40,000.00	\$0.00	\$0.00	Complete
12. Student Center - Roof Replacement	\$160,000.00	\$160,000.00	\$0.00	\$0.00	Complete
Resolution Total	\$725,000.00	\$478,221.47	-\$76,000.00	\$170,778.53	

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT

**Wayne State College
Revenue Bond Facilities**

Report Period: As of December 31, 2012

Date Prepared: January 15, 2013

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/25/11)					
1. Berry - Shower Bases	\$32,000.00	\$17,180.24	-\$14,819.76	\$0.00	Complete
2. Campuswide - Roof Repairs	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Hoffbauer/Bebee Plaza Repairs	\$145,000.00	\$145,000.00	\$0.00	\$0.00	Complete
4. Campuswide - Grounds Improvements/Equipment	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Complete
5. Residence Halls - Furniture Replacement	\$225,000.00	\$190,158.82	\$0.00	\$34,841.18	Open
6. Rec Center - Fire Alarm Upgrade	\$20,000.00	\$0.00	\$0.00	\$20,000.00	Open
7. Rec Center - Multipurpose/Cardio Remodel/Equipment	\$50,000.00	\$26,523.31	\$0.00	\$23,476.69	Open
8. Residence Halls - Carpet Replacement	\$6,000.00	\$6,000.00	\$0.00	\$0.00	Complete
9. Student Center - Repairs & Equipment	\$12,000.00	\$10,828.19	\$0.00	\$1,171.81	Open
10. Student Center - Roof Replacement	\$240,000.00	\$142,261.46	\$0.00	\$97,738.54	Open
Resolution Total	\$750,000.00	\$557,952.02	-\$14,819.76	\$177,228.22	
Resolution Date: (04/20/12)					
1. Campuswide - Roof Repairs	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Open
2. Campuswide - Grounds Improvements/Equipment	\$80,000.00	\$79,322.55	\$0.00	\$677.45	Open
3. Rec Center - Fire Alarm Upgrade	\$100,000.00	\$0.00	\$0.00	\$100,000.00	Open
4. Rec Center - Court Divider Repair	\$50,000.00	\$48,980.00	\$0.00	\$1,020.00	Open
5. Rec Center - Roof Replacement	\$100,000.00	\$344,409.00	\$321,000.00	\$76,591.00	Open
6. Anderson Hall - Roof Replacement	\$220,000.00	\$0.00	\$0.00	\$220,000.00	Open
7. Residence Halls - Repairs, Equipment, Furniture, Carpet	\$45,000.00	\$4,490.75	\$14,819.76	\$55,329.01	Open
8. Food Service - Repairs & Equipment	\$3,000.00	\$0.00	\$0.00	\$3,000.00	Open
9. Student Center - Repairs, Equipment, Carpet	\$67,000.00	\$13,712.56	\$0.00	\$53,287.44	Open
Resolution Total	\$675,000.00	\$490,914.86	\$335,819.76	\$519,904.90	
Resolution Date: (09/07/12)					
1. Rec Center - Provide Air Conditioning	\$425,000.00	\$7,402.50	\$0.00	\$417,597.50	Open
Resolution Total	\$425,000.00	\$7,402.50	\$0.00	\$417,597.50	
Grand Total	\$3,275,000.00	\$1,977,515.04	-\$11,975.81	\$1,285,509.15	

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

Bill Roskens, Chair
John Chaney

March 15, 2013

Financial Reports for July-December 2012
(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

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 2012
For the Six Months Ending December 31, 2012

	DAS ACCOUNTS					LOCAL ACCOUNTS		TOTALS
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	CSC COLLEGE TRUST	TRUST FUNDS	1st National Chadron	1st National North Platte	
STATEMENT OF POSITION								
ASSETS:								
Cash Held--DAS	40,000							40,000
Cash Held -- Local Banks								-
Investments--DAS	8,355,031	73,798	62,119	501,066	313,598	45,853	-	9,351,465
Investments--Local Banks								-
Undisbursed Appropriations	7,188,257							7,188,257
Undisbursed Funds-from grant project status report	10,520	4,884,226			3,818			4,898,564
TOTAL ASSETS	15,593,807	4,958,024	62,119	501,066	317,416	45,853	-	21,478,285
LIABILITIES AND FUND BALANCES:								
Encumbrances	-	-	-	-	-	-	-	-
Deferred Revenue								-
Unencumbered Fund Balances	15,593,807	4,958,024	62,119	501,066	317,416	45,853	-	21,478,285
TOTAL LIABILITIES AND FUND BALANCES	15,593,807	4,958,024	62,119	501,066	317,416	45,853	-	21,478,285
STATEMENT OF REVENUE AND EXPENDITURES								
REVENUES:								
Tuition and Fees	5,431,125	99,008			420,652			5,950,785
Deferred Revenue								-
State Appropriations	15,635,665							15,635,665
Grants and Contracts		7,579,190						7,579,190
Trustee Transfers		-	1,290,000	501,066				1,791,066
Local Accounts			(211,563)			511,405	-	299,842
TOTAL REVENUES	21,066,790	7,678,198	1,078,437	501,066	420,652	511,405	-	31,256,548
EXPENDITURES:								
State Treasurer's Accounts	14,015,473	7,516,686	1,276,448	-	435,935			23,244,542
Local Bank Accounts						503,490		503,490
TOTAL EXPENDITURES	14,015,473	7,516,686	1,276,448	-	435,935	503,490	-	23,748,032
NET INCREASE (DECREASE) IN FUND BALANCES:	7,051,318	161,512	(198,011)	501,066	(15,283)	7,915	-	7,508,517
FUND BALANCE JUNE 30, 2012	8,542,490	4,796,512	260,130	-	332,699	37,938	-	13,969,769
FUND BALANCE December 31, 2012	15,593,808	4,958,024	62,119	501,066	317,416	45,853	-	21,478,285

Note: Excludes Perkins Loan Fund

PERU STATE COLLEGE
Financial Report – Fiscal Year 2012-2013
For the Period Ending December 31, 2012

	DAS ACCOUNTS					LOCAL ACCOUNT	TOTALS
	GENERAL OPERATIONS	GRANTS & CONTRACTS*	AUXILIARY ENTERPRISES	STATE BUILDING FUNDS	TRUST FUNDS	BANK OF PERU	
STATEMENT OF POSITION							
ASSETS:							
Cash Held - DAS	\$2,791,149.92	\$299,821.47	\$170,259.17	\$0.00	\$339,505.07		\$3,600,735.63
Cash Held - Local Bank						\$101,493.93	\$101,493.93
Investments - DAS							\$0.00
Investments - Local Bank							\$0.00
Undisbursed Appropriations	\$4,320,756.85			\$0.00			\$4,320,756.85
Undisbursed Federal Funds							\$0.00
TOTAL ASSETS	<u>\$7,111,906.77</u>	<u>\$299,821.47</u>	<u>\$170,259.17</u>	<u>\$0.00</u>	<u>\$339,505.07</u>	<u>\$101,493.93</u>	<u>\$8,022,986.41</u>
LIABILITIES & FUND BALANCES:							
Encumbrances	\$0.00	\$0.00	\$0.00				\$0.00
Deferred Revenue	\$0.00						\$0.00
Unencumbered Fund Balance	\$7,111,906.77	\$299,821.47	\$170,259.17	\$0.00	\$339,505.07	\$101,493.93	\$8,022,986.41
TOTAL LIABILITIES AND FUND BALANCES	<u>\$7,111,906.77</u>	<u>\$299,821.47</u>	<u>\$170,259.17</u>	<u>\$0.00</u>	<u>\$339,505.07</u>	<u>\$101,493.93</u>	<u>\$8,022,986.41</u>
STATEMENT OF REVENUE AND EXPENDITURES:							
REVENUE							
Tuition & Fees	\$3,614,325.65				\$193,067.43		\$3,807,393.08
Deferred Revenue							\$0.00
State Appropriation	\$8,674,024.00			\$0.00			\$8,674,024.00
Grants & Contracts		\$417,565.72					\$417,565.72
Trustee Transfers			\$602,549.62				\$602,549.62
Local Accounts						\$195,819.81	\$195,819.81
TOTAL REVENUE	<u>\$12,288,349.65</u>	<u>\$417,565.72</u>	<u>\$602,549.62</u>	<u>\$0.00</u>	<u>\$193,067.43</u>	<u>\$195,819.81</u>	<u>\$13,697,352.23</u>
EXPENDITURES:							
State Treasurer Accounts	\$8,368,230.54	\$406,637.90	\$634,675.73	\$0.00	\$178,867.05		\$9,588,411.22
Local Banks						\$235,349.03	\$235,349.03
TOTAL EXPENDITURES	<u>\$8,368,230.54</u>	<u>\$406,637.90</u>	<u>\$634,675.73</u>	<u>\$0.00</u>	<u>\$178,867.05</u>	<u>\$235,349.03</u>	<u>\$9,823,760.25</u>
NET INCREASE (DECREASE) IN FUND BALANCES:	\$3,920,119.11	\$10,927.82	-\$32,126.11	\$0.00	\$14,200.38	(39,529.22)	\$3,873,591.98
FUND BALANCE as of 06-30-2012**	<u>\$3,191,787.66</u>	<u>\$288,893.65</u>	<u>\$202,385.28</u>	<u>\$0.00</u>	<u>\$325,304.69</u>	<u>\$141,023.15</u>	<u>\$4,149,394.43</u>
FUND BALANCE as of 12-31-12	<u>\$7,111,906.77</u>	<u>\$299,821.47</u>	<u>\$170,259.17</u>	<u>\$0.00</u>	<u>\$339,505.07</u>	<u>\$101,493.93</u>	<u>\$8,022,986.41</u>

* Excludes letter of credit federal funds

** General Operations balance reflects change from that reported previously and reflects NIS

Wayne State College
Financial Report -- Fiscal Year 2012-13
For the Period Ending December 31, 2012

	AS ACCOUNTS				LOCAL ACCOUNTS		
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	STATE BUILDING FUNDS	TRUST FUNDS	First National Bank	TOTALS
STATEMENT OF POSITION							
ASSETS:							
Cash Held--AS							0.00
Cash Held -- Local Banks						38.15	38.15
Investments--AS	12,946,450.40	145,016.32	1,010,466.93		231,962.21		14,333,895.86
Investments--Local Banks						280,974.35	280,974.35
Undisbursed Appropriations	9,660,739.54			0.00			9,660,739.54
Undisbursed Federal Funds		2,102,337.51					2,102,337.51
TOTAL ASSETS	22,607,189.94	2,247,353.83	1,010,466.93	0.00	231,962.21	281,012.50	26,377,985.41
Encumbrances							0.00
Deferred Revenue							0.00
Unencumbered Fund Balances	22,607,189.94	2,247,353.83	1,010,466.93	0.00	231,962.21	281,012.50	26,377,985.41
TOTAL LIABILITIES AND FUND BALANCES	22,607,189.94	2,247,353.83	1,010,466.93	0.00	231,962.21	281,012.50	26,377,985.41
STATEMENT OF REVENUE AND EXPENDITURES							
Tuition and Fees	7,200,839.37	493,021.18			2,898,551.79		3,391,572.97
Deferred Revenue							0.00
State Appropriations	19,672,568.00						0.00
Grants and Contracts		11,022,984.00					11,022,984.00
Trustee Transfers			2,531,745.72				2,531,745.72
Local Accounts						2,212,467.52	2,212,467.52
TOTAL REVENUES	26,873,407.37	11,516,005.18	2,531,745.72	0.00	2,898,551.79	2,212,467.52	46,032,177.58
EXPENDITURES:							
State Treasurer's Accounts	16,439,553.18	9,790,444.32	2,038,036.65	0.00	2,851,059.46		31,119,093.61
Local Bank Accounts						2,031,820.05	2,031,820.05
TOTAL EXPENDITURES	16,439,553.18	9,790,444.32	2,038,036.65	0.00	2,851,059.46	2,031,820.05	33,150,913.66
NET INCREASE (DECREASE) IN FUND BALANCES:	10,433,854.19	1,725,560.86	493,709.07	0.00	47,492.33	180,647.47	12,881,263.92
FUND BALANCE June30, 2012	12,173,335.75	521,792.97	516,757.86	0.00	184,469.88	100,365.03	13,496,721.49
FUND BALANCE December 31, 2012	22,607,189.94	2,247,353.83	1,010,466.93	0.00	231,962.21	281,012.50	26,377,985.41

amount transferred for Capital Projects

0.00 0.00 0.00 0.00 0.00 0.00

Bill Roskens, Chair
John Chaney

March 15, 2013

Operating Expenditure Reports for July-December 2012
(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 2011-12 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 below the 50% mark on expenditures as compared to budget as of December 31, 2012.

General/ Cash Funds	System Office	Chadron	Peru	Wayne
Budget	\$1,690,267	\$27,209,856	\$17,496,384	\$41,255,263
Expenditures	\$703,695	\$13,236,356	\$7,715,818	\$16,439,553
% of Budget Expended	41.63%	48.65%	44.10%	39.85%

Chadron State College
Expenditure Report -- Fiscal Year 2012-13
For the 6 Months Ending December 31, 2012

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
PERSONAL SERVICES									
<u>Permanent Staff</u>									
Salaries	2,903,086	-	119,431	1,036,615	676,669	1,091,500	410,560	-	6,237,861
Benefits	825,187	-	36,852	307,940	207,465	532,517	183,396	-	2,093,357
TOTAL PERMANENT SALARIES & BENEFITS	3,728,273	-	156,283	1,344,555	884,134	1,624,017	593,956	-	8,331,218
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	373,227	5,135	53,741	58,237	65,321	47,957	19,855	-	623,473
Benefits	28,552	-	4,111	4,455	4,997	3,669	1,519	-	47,303
TOTAL TEMPORARY SALARIES & BENEFITS	401,779	5,135	57,852	62,692	70,318	51,626	21,374	-	670,776
TOTAL PERSONAL SERVICES	4,130,052	5,135	214,135	1,407,247	954,452	1,675,643	615,330	-	9,001,994
TOTAL OPERATING EXPENDITURES	385,465	1,112	32,425	624,651	410,824	1,524,766	665,843	-	3,645,086
TOTAL TRAVEL	79,813	-	1,813	30,905	263,872	97	1,697	-	378,197
TOTAL CAPITAL OUTLAY	-	-	-	-	10,956	180,811	-	-	191,767
REMISSIONS AND EXEMPTIONS	(1,361)	-	-	-	-	(70,021)	-	90,693	19,311
TOTAL GENERAL/CASH EXPENDITURES	4,593,969	6,248	248,373	2,062,803	1,640,104	3,311,296	1,282,870	90,693	13,236,356
TOTAL GENERAL/CASH BUDGET*	9,688,951	34,788	458,514	3,820,226	3,162,083	5,919,823	3,582,462	543,008	27,209,856
% OF GENERAL/CASH BUDGET EXPENDED	47.41%	17.96%	54.17%	54.00%	51.87%	55.94%	35.81%	16.70%	48.65%
TOTAL FEDERAL FUNDS	-	25,122	15,713	-	263,781	-	-	7,191,602	7,496,218
TOTAL EXPENDITURES	4,593,969	31,370	264,086	2,062,803	1,903,885	3,311,296	1,282,870	7,282,295	20,732,574
<u>Fund Sources</u>									
General Funds	4,130,052	-	50,907	1,336,805	867,881	1,460,993	615,330	-	8,461,968
Cash Funds	463,917	6,248	197,466	725,998	772,223	1,850,303	667,540	90,693	4,774,389
Federal Funds	-	25,122	15,713	-	263,781	-	-	7,191,602	7,496,218
TOTAL FUNDS	4,593,970	31,370	264,086	2,062,803	1,903,885	3,311,296	1,282,870	7,282,295	20,732,574

General Funds: Include new appropriation of 15,621,107 and carryforward 15,448

Cash Funds: Includes new appropriation of 8,283,790, adjustment for tuition/fee increase of 301,579, adjustment for NOG funding 290,833, and carryforward encumbrances of 1,283,358 but does not include the following programs:

901 appropriation & carryforward 396,327, program 933 appropriation & carryforward 1,469,398, and program 935 appropriation & carryforward 1,474,258

Cash Fund expenditures does not include program 901 expenditures of 353,332, program 933 expenditures of 166,881 and 935 expenditures of 276,903.

Peru State College
Expenditure Report - Fiscal Year 2013
For the Six Months Ending December 31,2012

<u>EXPENDITURE TYPE</u>	<u>PCS 1.0 INSTRUCTION</u>	<u>PCS 2.0 RESEARCH</u>	<u>PCS 3.0 PUBLIC SERVICE</u>	<u>PCS 4.0 ACAD SUPPORT</u>	<u>PCS 5.0 STUDENT SRVS</u>	<u>PCS 6.0 ADMIN</u>	<u>PCS 7.0 PHYSICAL PLANT</u>	<u>PCS 8.0 STUDENT AID</u>	<u>TOTAL</u>
PERSONAL SERVICES									
<u>Permanent Staff</u>									
Salaries	1,306,062	0	0	466,777	457,625	881,919	321,040	0	3,433,423
Benefits	386,876	0	0	142,035	159,910	242,354	143,147	0	1,074,321
TOTAL PERMANENT SALARIES & BENEFITS	1,692,938	0	0	608,812	617,535	1,124,273	464,187	0	4,507,744
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	402,299	0	3,428	29,568	32,821	43,976	56,617	0	568,707
Benefits	42,460	0	53	1,471	527	96,378	2,766	0	143,655
TOTAL TEMPORARY SALARIES & BENEFITS	444,759	0	3,480	31,039	33,348	140,353	59,383	0	712,363
TOTAL PERSONAL SERVICES	2,137,697	0	3,480	639,851	650,882	1,264,626	523,570	0	5,220,107
TOTAL OPERATING EXPENDITURES	349,202	0	0	225,296	349,078	737,275	537,373	0	2,198,224
TOTAL TRAVEL	19,192	0	0	9,750	99,502	30,616	0	0	159,060
TOTAL CAPITAL OUTLAY	15,290	0	0	0	10,187	0	0	0	25,477
REMISSIONS AND EXEMPTIONS	0	0	0	0	0	0	0	112,950	112,950
TOTAL GENERAL/CASH EXPENDITURES	2,521,381	0	3,480	874,897	1,109,650	2,032,516	1,060,943	112,950	7,715,818
TOTAL GENERAL/CASH BUDGET*	6,636,823	0	20,356	2,213,787	2,073,373	3,942,584	2,390,093	219,367	17,496,384
% OF GENERAL/CASH BUDGET EXPENDED	37.99%	0.00%	17.10%	39.52%	53.52%	51.55%	44.39%	51.49%	44.10%
TOTAL FEDERAL FUNDS	0	38,895	0	0	143,989	0	0	5,895,159	6,078,044
TOTAL EXPENDITURES	2,521,381	38,895	3,480	874,897	1,253,639	2,032,516	1,060,943	6,008,109	13,793,862
<u>Fund Sources</u>									
General Funds	1,901,468	0	0	608,812	617,535	1,124,487	464,187	0	4,716,488
Cash Funds	619,914	0	3,480	266,085	492,115	908,030	596,756	112,950	2,999,330
Federal Funds	0	38,895	0	0	143,989	0	0	5,895,159	6,078,044
TOTAL FUNDS	2,521,381	38,895	3,480	874,897	1,253,639	2,032,516	1,060,943	6,008,109	13,793,862

*General Funds: Includes new appropriation of \$ 8,674,024.00 and carryforward of \$ 363,220.87.

*Cash Funds: Includes new appropriation of \$ 7,074,974.00, carryforward of \$ 1,176,704.57 and appropriation of \$207,460.00 for Nebraska Opportunity Grant,

**Program 993 has \$ 7,888.34 in cash fund appropriation and expenditures of \$ 7,888.34

Wayne State College
Expenditure Report -- Fiscal Year 12-13
For the Six Month Period Ending December 31, 2012

<u>EXPENDITURE TYPE</u>	<u>PCS 1.0 INSTRUCTION</u>	<u>PCS 2.0 RESEARCH</u>	<u>PCS 3.0 PUBLIC SERVICE</u>	<u>PCS 4.0 ACAD SUPPORT</u>	<u>PCS 5.0 STUDENT SRVS</u>	<u>PCS 6.0 ADMIN</u>	<u>PCS 7.0 PHYSICAL PLANT</u>	<u>PCS 8.0 STUDENT AID</u>	<u>TOTAL</u>
PERSONAL SERVICES									
<u>Permanent Staff</u>									
Salaries	4,985,947	0	38,610	827,837	1,068,282	1,109,102	683,151	0	8,712,929
Benefits	1,422,929	0	5,844	265,681	336,135	598,030	269,480	0	2,898,099
TOTAL PERMANENT SALARIES & BENEFITS	6,408,876	0	44,454	1,093,518	1,404,417	1,707,132	952,631	0	11,611,028
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	441,425	0	15,474	85,910	80,209	61,405	24,748	0	709,171
Benefits	31,289	0	948	3,336	1,588	1,028	1,753	0	39,942
TOTAL TEMPORARY SALARIES & BENEFITS	472,714	0	16,422	89,246	81,797	62,433	26,501	0	749,113
TOTAL PERSONAL SERVICES	6,881,590	0	60,876	1,182,764	1,486,214	1,769,565	979,132	0	12,360,141
TOTAL OPERATING EXPENDITURES	311,911	13,706	45,651	535,442	414,278	914,752	1,122,734	0	3,358,474
TOTAL TRAVEL	60,715	1,269	426	30,891	212,696	2,847	1,944	0	310,788
TOTAL CAPITAL OUTLAY	6,837	0	0	65,615	0	0	82,308	0	154,760
REMISSIONS AND EXEMPTIONS	0	0	0	0	0	0	0	255,390	255,390
TOTAL GENERAL/CASH EXPENDITURES	7,261,053	14,975	106,953	1,814,712	2,113,188	2,687,164	2,186,118	255,390	16,439,553
TOTAL GENERAL/CASH BUDGET*	19,900,350	24,147	363,111	4,245,197	5,283,675	5,795,458	5,139,792	503,533	41,255,263
% OF GENERAL/CASH BUDGET EXPENDED	36.49%	62.02%	29.45%	42.75%	39.99%	46.37%	42.53%	50.72%	39.85%
TOTAL FEDERAL FUNDS	173,588	0	0	0	165,418	2,744	262,074	9,310,004	9,913,828
TOTAL EXPENDITURES	7,434,641	14,975	106,953	1,814,712	2,278,606	2,689,908	2,448,192	9,565,394	26,353,381
<u>Fund Sources</u>									
General Funds	4,671,109	0	0	1,169,380	1,393,522	1,824,112	968,543	0	10,026,666
Cash Funds	2,589,944	14,975	106,953	645,332	719,666	863,052	1,217,575	255,390	6,412,887
Federal Funds	173,588	0	0	0	165,418	2,744	262,074	9,310,004	9,913,828
TOTAL FUNDS	7,434,641	14,975	106,953	1,814,712	2,278,606	2,689,908	2,448,192	9,565,394	26,353,381

*General Funds: Includes new appropriation of \$19,672,568 and carryforward balance of \$14,838.

*Cash Funds: Includes new appropriation of \$13,223,944, adjustment for tuition/fee increases of \$934,664, carryforward balance of \$6,926,291, 12-13 NOG funds of \$503,533, and \$20,575 transferred to Program 955 Cash for Athletic Fields Improvements project.

SYSTEM OFFICE - EXPENDITURE REPORT
December 31, 2012

FUND 1000 - GENERAL FUNDS

		APPROP + CARRYOVER	YEAR TO-DATE EXPEND.	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPEND.
100	PERSONAL SERVICES	1,157,794	572,984	0	584,810	49.49%
200	OPERATING EXPENSES	470,315	100,695	0	369,620	21.41%
700	TRAVEL EXPENSES	62,158	30,016	0	32,143	48.29%
800	CAPITAL OUTLAY	0	0	0	0	0.00%
	TOTALS	1,690,267	703,695	0	986,573	41.63%

FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS
December 31, 2012

	BEGINNING CASH/INVESTMENTS		559,092
Income for the period:			
	Interest	6,254	
	Transfer In	3,211	
	Total Income		9,465
Expenditures for the period:			
	Publications/Printing	-5,000	
	Travel Expenses	779	
	Other Operating	790	
	Total Expenditures		-3,431
	ENDING CASH/INVESTMENT BALANCE		571,988

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

LB 309 Progress Reports For Information Only
(July 1, 2012 – December 31, 2012)

Priority: Financial Strength of the System

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

Strategy: j. Maintain facilities and improve physical environment

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

July-December 2012

Meeting Date: 3/14/13

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Change Orders (+/-)	Total Project Cost	Current Year		Unused Balance	Status
						LB 309 Expenditures	College Expenditures		
26520-949-01 BU#6512T032 Armstrong Gymnasium Pool Controls	1)2/25/10	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Reclaimed by 309
26520-949-01 BU#6512T038 Campus/Grounds Campus Utility Metering	1)5/23/11	\$ 200,000.00	\$ -	\$ 95,000.00	\$ 200,000.00	\$ 14,657.00	\$ -	\$ 280,343.00	In Progress
26520-949-01 BU#6512T024 Campus Energy/Utilities Study	1) 1/15/09	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 50,741.27	\$ -	\$ 49,258.73	In Progress
26520-949-01 BU# 6512T022 Heat Plant Emergency Generator Design	1)1/15/09	\$60,000.00	\$ -	\$ -	\$60,000.00	\$ 52,400.00	\$ -	\$ 7,600.00	Complete
26520-949-01 BU# 6512T041 Heat Plant Emergency Generator	1)2/17/12	\$715,000.00	\$ -	\$ -	\$715,000.00	\$ 632,294.98	\$ -	\$ 82,705.02	In Progress
26520-949-01 BU#6512T037 Math/Science Building Design ADA Restrooms	1) 5/23/11	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 5,800.00	\$ -	\$ 14,200.00	Substantially Complete
26520-949-01 BU#6512T040 (LB1100) NPAC Arena Floor Resurface	1) 10/24/11	\$ 115,840.00	\$ -	\$ -	\$ 115,840.00	\$ 115,840.00	\$ -	\$ -	Complete

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT

Peru State College

Report Period: Jul - Dec 2012

Meeting Date: March 15, 2013

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Chg Orders Current YR (+/-)	Total Project Cost	Prior Period Balance	Current Year		Current Balance	Status
							LB 309 Expenditures	College Expenditures		
26520-949-03 BU# 6512J094 Campus/Grounds Campus Energy Audit	1) 2/09/2011 2) 3/25/2011	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$38,550.00	\$32,250.00	\$0.00	\$6,300.00	In Progress
26520-949-03 BU#6512J097 Campus/Grounds Campus Utility Metering	1) 07/15/2011 2) 09/08/11	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Funded
26520-949-03 BU#6512J099 Auditorium/Theater Theater Renovations (LB1100)	1) 10/21/2011 2) 09/09/2011	\$192,328.00	\$45,422.00	\$0.00	\$237,750.00	\$192,328.00	\$192,328.00	\$34,926.91	\$0.00	Complete

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT

Wayne State College

Report Period: July 1, 2012 - December 31, 2012

Date Prepared: January 15, 2013

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Chg Orders Current YR (+/-)	Total Project Cost	Prior Period Balance	Current Year		Current Balance	Status
							LB 309 Expenditures	College Expenditures		
6512N108 Hahn Administration HVAC design and building upgrade	1) 08/20/10 2)	\$320,000.00	\$0.00	\$0.00	\$320,000.00	\$11,800.00	\$11,800.00		\$0.00	Complete
6512N110 Hahn Administration HVAC and building upgrade	1) 01/11/11 2)	\$1,700,000.00	\$0.00	\$1,700,000.00	\$3,400,000.00	\$1,686,696.96	\$1,665,351.08		\$21,345.88	In Progress
6512N113 Campuswide Campus Utilities Metering (Campus Dashboard)	1) 05/23/11 2) 09/08/11	\$200,000.00	\$117,460.32	\$0.00	\$317,460.32	\$298,220.32	\$121,298.38	\$74,175.62	\$102,746.32	In Progress
6512N114 Campuswide Campus Loop	1) 05/23/11 2) 09/08/11	\$200,000.00	\$0.00	\$0.00	\$200,000.00	\$192,992.35	\$17,483.00	\$0.00	\$175,509.35	In Progress
6512N117 Hahn Administration Roof Replacement	1) 04/20/12 2) 06/15/12	\$65,000.00	\$0.00	-\$979.00	\$64,021.00	\$65,000.00	\$64,021.00	\$0.00	\$0.00	Complete
6512N118 Rice Auditorium Doors Fire Life Safety Upgrade	1) 05/10/12 2) 06/15/12	\$98,000.00	\$0.00	\$0.00	\$98,000.00	\$98,000.00	\$90,435.00	\$0.00	\$7,565.00	In Progress
6512N119 Gardner Hall Lever Locks (materials only)	1) 06/06/12 2)	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	In Progress
6512N120 Carhart Science Phase III HVAC/FLS Upgrade	1) 06/28/12 2)	\$676,000.00	\$0.00	\$0.00	\$676,000.00	\$676,000.00	\$676,000.00	\$0.00	\$0.00	Complete
6512N120 Carhart Science Phase III HVAC/FLS Upgrade	1) 06/28/12 2)	\$676,000.00	\$0.00	\$0.00	\$676,000.00	\$676,000.00	\$407,713.83	\$0.00	\$268,286.17	In Progress
6512N121 Campuswide Electrical Switch Upgrade	1) 07/13/12 2)	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$80,000.00	\$5,739.50	\$0.00	\$74,260.50	In Progress
6512N122 Fine Arts Design of windows/vestibules	1) 10/15/12 2)	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	In Progress

\$4,071,000.00 \$117,460.32 \$1,699,021.00

\$3,059,841.79 \$74,175.62 \$705,713.22

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Revenue Bond Expenditure Reports for July – December 2012 (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 2012.

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.

	Chadron	Peru	Wayne
Revenue	\$3,505,084	\$1,704,109	\$5,060,814
% of Budget	56.69%	51.93%	55.93%
Expenditures	\$2,513,570	\$1,659,449	\$4,234,393
% of Budget	50.81%	64.37%	54.59%

Chadron State College
Revenue Bond Expenditure Report
For the 6 Months Ending December 31, 2012

Report Period: FY 2013

	Budgeted FY 2013	Year-to-Date FY 2013	Percent of Budget
<u>Revenues:</u>			
Dormitory Rentals	\$2,350,000	\$1,256,262	53.46%
Apartment/House Rentals	\$150,000	\$74,857	49.90%
Facilities Rentals	\$29,000	\$0	0.00%
Food Service Contracts	2,100,000	1,165,186	55.49%
Food Service Commissions	336,000	192,032	57.15%
Facilities Fees*	1,040,000	722,532	69.47%
Bookstore Commissions	100,000	46,590	46.59%
Investment/Interest Income	18,000	7,622	42.34%
Other Income	60,000	40,003	66.67%
Total Revenues	\$6,183,000	\$3,505,084	56.69%

Expenditures:

Salaries and Benefits	\$1,620,000	\$755,017	46.61%
Utilities	525,000	262,039	49.91%
Insurance	35,000	29,862	85.32%
Equipment & Furnishings	10,000	0	0.00%
Capital Outlay	10,000	0	0.00%
Telephone/Cable T.V & Internet Services	165,000	69,728	42.26%
Supplies	135,000	61,854	45.82%
Repairs and Maintenance	175,000	45,652	26.09%
Other Operating Expenses	75,000	52,296	69.73%
Subtotal - Operations and Maintenance	\$2,750,000	\$1,276,448	46.42%
Food Service Payments	1,765,000	919,311	52.09%
Debt Service	431,823	317,811	73.60%
Total Expenditures	\$4,946,823	\$2,513,570	50.81%

Available for Distribution

to Subsidiary Funds	\$1,236,177	\$991,514	80.21%
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Debt Service Coverage Ratio

386.27% **411.98%**

*All student derived fees

Peru State College
Revenue Bond Expenditure Report
For the Six Month Period Ending December 31, 2012

Report Date: March 15, 2013

Report Period: July 1, 2012 - Dec. 31, 2012

	Budgeted 12-13	Year-to-Date 12-13	Percent of Budget
<u>Revenues:</u>			
Residence Hall/Dormitory Rentals	\$1,150,000	\$606,681	52.75%
Apartment/House Rentals	88,751	54,556	61.47%
Facilities Rentals	34,472	0	0.00%
Food Service Contracts	1,208,341	589,270	48.77%
Food Service Commissions	28,685	18,535	64.62%
Facilities Fees*	661,632	344,400	52.05%
Bookstore Commissions/Income	35,000	50,270	143.63%
Parking Fees/Fines	8,151	6,310	77.41%
Trustee Investment/Interest Income	32,152	10,612	33.01%
Other Income	34,260	23,475	68.52%
Total Revenues	\$3,281,444	\$1,704,109	51.93%
<u>Expenditures:</u>			
Salaries and Benefits	\$550,087	\$290,217	52.76%
Utilities	273,828	122,042	44.57%
Insurance	30,500	30,993	101.62%
Equipment & Furnishings	0	6,190	0.00%
Capital Outlay	0	0	0.00%
Telephone/Cable Television/Internet	40,950	19,677	48.05%
Supplies	113,900	73,929	64.91%
Repairs and Maintenance	95,375	54,436	57.08%
Other Operating Expenses	66,236	37,192	56.15%
Subtotal - Operations and Maintenance	\$1,170,876	\$634,676	54.21%
Food Service Payments	1,105,500	635,847	57.52%
Debt Service	301,725	388,926	128.90%
Total Expenditures	\$2,578,101	\$1,659,449	64.37%
Available for Distribution to Subsidiary Funds	\$703,343	\$44,660	6.35%

Debt Service Coverage Ratio

3.33

1.11

*All student derived fees

Wayne State College
Revenue Bond Expenditure Report
For the Six Month Period Ending December 31, 2012

Report Date: March 15, 2013

Report Period: July 1, 2012-Dec. 31, 2012

	Budgeted 12-13	Year-to-Date 12-13	Percent of Budget
<u>Revenues:</u>			
Residence Hall/Dormitory Rentals	\$3,285,500	\$1,777,159	54.09%
Apartment/House Rentals	0	3,300	#DIV/0!
Facilities Rentals	0	2,379	#DIV/0!
Food Service Contracts	4,070,050	2,191,708	53.85%
Food Service Commissions	48,000	25,776	53.70%
Facilities Fees*	1,125,500	597,848	53.12%
Bookstore Commissions/Income	150,000	121,948	81.30%
Parking Fees/Fines	100,000	69,459	69.46%
Trustee Investment/Interest Income	140,000	54,722	39.09%
Other Income***	130,000	216,515	166.55%
Total Revenues	\$9,049,050	\$5,060,814	55.93%

Expenditures:

Salaries and Benefits	\$2,452,950	\$1,095,123	44.65%
Utilities**	840,000	237,364	28.26%
Insurance	40,000	34,289	85.72%
Equipment & Furnishings	100,000	41,913	41.91%
Capital Outlay	80,000	61,513	76.89%
Telephone/Cable Television/Internet	270,000	82,640	30.61%
Supplies	262,000	130,774	49.91%
Repairs and Maintenance	220,000	94,260	42.85%
Other Operating Expenses	160,101	123,550	77.17%
Subtotal - Operations and Maintenance	\$4,425,051	\$1,901,426	42.97%
Food Service Payments	\$2,426,680	\$1,489,784	61.39%
Debt Service	905,233	843,183	93.15%
Total Expenditures	\$7,756,964	\$4,234,393	54.59%

**Available for Distribution
to Subsidiary Funds**

\$1,292,086	\$826,421	63.96%
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Debt Service Coverage Ratio

2.43

1.98

*All student derived fees

**All Energy Plant chargebacks not yet completed for July-December 2012

***Includes a one-time Pepsi exclusivity and advertising payment of \$120,000

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Occupancy/Income Reports for Fall 2012
(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 2012.

In summary, the following ratios are noted:

	% Residence Hall Room Occupancy Fall 12	% Residence Hall Bed Occupancy Fall 12	% Actual Residence Hall Income Fall 12
Chadron State	93%	85%	74%
Peru State	84%	79%	58%
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
Fall 11	943	415	1,380	636	224*	711**
Fall 12	871	435	1,386	611	255	743

*36 rooms in Morgan Hall were off-line during fall 2011.

**Pile Hall Rooms were not available due to renovation during fall 2011.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: FALL 2012

REPORT DATE: February 12, 2013
FINAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2011	Beds Occupied Fall 2012	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2011	Rooms Occupied Fall 2012	Percent Room Occupancy
Residence Hall										
ANDREWS	244	200	180	178	-1.11%	89.00%	148	145	143	96.62%
BROOKS	74	60	55	50	-9.09%	83.33%	41	32	32	78.05%
EDNA WING	91	86	81	71	-12.35%	82.56%	50	49	48	96.00%
EDNA WORK	77	66	61	64	4.92%	96.97%	46	46	46	100.00%
HIGH RISE	372	322	298	294	-1.34%	91.30%	218	216	211	96.79%
KENT HALL	292	287	268	214	-20.15%	74.56%	152	148	131	86.18%
SUBTOTALS	1,150	1,021	943	871	-7.64%	85.31%	655	636	611	93.28%

	Apartments Available	Apartments Occupied Fall 2011	Apartments Occupied Fall 2012	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	41	33	28	-15.15%	68.29%
SUBTOTALS	41	33	28	-15.15%	68.29%
TOTALS	1,150	1,062	976	-7.89%	84.65%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,304	1,150	1328-2134	1,807,246	1,329,519	73.57%
Student Apartments						
Family Housing	41	41	360-561	98,224	78,692	80.11%
Faculty Apartments						
Summer, Guest Housing & Rentals				85,000	74,857	88.07%
Other						
TOTALS				\$1,990,470	\$1,483,068	74.51%

* 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 2012

REPORT DATE: MARCH 15, 2013
FINAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2011	Beds Occupied Fall 2012	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2011	Rooms Occupied Fall 2012	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	170	149	61	126	106.56%	84.56%	86	33	80	93.02%
DELZELL	146	144	106	110	3.77%	76.39%	72	58	65	90.28%
CLAYBURN/MATHEWS	120	106	98	85	-13.27%	80.19%	58	52	41	70.69%
DAVIDSON/PALMER	116	106	102	66	-35.29%	62.26%	58	53	41	70.69%
NICHOLAS/PATE	24	48	48	48	0.00%	100.00%	28	28	28	100.00%
SUBTOTALS	576	553	415	435	4.82%	78.66%	302	224	255	84.44%

	Apartments Available	Apartments Occupied Fall 2011	Apartments Occupied Fall 2012	Percent of Change	Percent Occupancy
Family Housing					
OAK HILL	11	9	10	0	90.91%
FACULTY	8	8	7	0	87.50%
SUBTOTALS	0	19	17	0	89.47%
TOTALS	576	572	432	0	79.02%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	576	553	1347-2371	\$1,050,680	\$606,681	57.74%
Student Apartments	12	11	1592-1920	\$30,696	\$27,373	89.17%
Faculty Apartments	8	8	1712-2152	\$23,568	\$17,020	72.22%
Summer, Guest Housing & Rentals					\$10,162	
Other					\$29,785	
TOTALS				\$1,104,944	\$691,021	62.54%

* Residence Hall rental revenue is less waivers, refunds and receivables.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: FALL 2012

REPORT DATE: March 15, 2013
FINAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2011	Beds Occupied Fall 2012	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2011	Rooms Occupied Fall 2012	Percent Room Occupancy
Residence Hall	165	159	152	136	-10.53%	85.53%	66	66	57	86.36%
Anderson Hall	328	306	296	281	-5.07%	91.83%	159	157	153	96.23%
Berry Hall	448	435	413	371	-10.17%	85.29%	208	207	195	93.75%
Bowen Hall	240	231	224	190	-15.18%	82.25%	119	118	106	89.08%
Morey Hall	185	161	159	146	-8.18%	90.68%	91	89	86	94.51%
Neihardt Hall	142	139	0	130	#DIV/0!	93.53%	75	0	72	96.00%
Pile Hall**	147	140	136	132	-2.94%	94.29%	74	74	74	100.00%
Terrace Hall	1,655	1,571	1,380	1,386	0.43%	88.22%	792	711	743	93.81%
SUBTOTALS										

	Apartments Available	Apartments Occupied Fall 2011	Apartments Occupied Fall 2012	Percent of Change	Percent Occupancy
Family Housing					

SUBTOTALS	0	0	0	0	0	0
TOTALS	1,655	1,571	1,380	1,386	0.43%	88.22%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,655	1,571	\$1440-\$2645	\$2,234,271	\$1,777,159	79.54%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	2,200	NA
Other				\$75,074	75,074	100.00%
TOTALS				\$2,309,345	\$1,854,433	80.30%

*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 were not available for occupancy in Fall 2011. Pile bed and room capacity updated to reflect changes after renovation.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

2013-2014 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

Chadron, Peru, and Wayne have provided potential occupancy and income reports for Fall 2013 and Spring 2014.

The attached reports provide the estimated occupancy and related income expected at each college, given certain assumptions. Room occupancy rates, based on the market demand for private rooms at the colleges, are projected at 94% for CSC, 89% for PSC, and 94% for WSC for the fall semester, 2013.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: FALL 2013

REPORT DATE: February 26, 2013

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2012	Beds Occupied Fall 2013	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2012	Rooms Occupied Fall 2013	Percent Room Occupancy
Residence Hall										
ANDREWS	244	200	178	178	0.00%	89.00%	148	143	143	96.62%
BROOKS	74	60	50	50	0.00%	83.33%	41	32	32	78.05%
EDNA WING	91	86	71	71	0.00%	82.56%	50	48	48	96.00%
EDNA WORK	77	66	64	64	0.00%	96.97%	46	46	46	100.00%
HIGH RISE	372	322	294	294	0.00%	91.30%	218	211	211	96.79%
KENT HALL	292	287	214	214	0.00%	74.56%	152	131	131	86.18%
SUBTOTALS	1,150	1,021	871	871	0.00%	85.31%	655	611	611	93.28%

	Apartments Available	Apartments Occupied Fall 2012	Apartments Occupied Fall 2013	Percent of Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	41	28	28	0.00%	68.29%
SUBTOTALS	41	28	28	0.00%	68.29%
TOTALS	1,150	1,062	899	0.00%	84.65%

POTENTIAL INCOME

	Original Design	Present Use	Potential Rates	Total Potential Income	Actual Potential Income	Percent of Potential Income
Residence Halls *	1,304	1,150	1381-2219	1,879,536	1,382,670	73.56%
Student Apartments						
Family Housing	41	41	367-572	98,224	80,266	81.72%
Faculty Apartments						
Summer, Guest Housing & Rentals				85,000	74,857	88.07%
Other						
TOTALS				\$2,062,760	\$1,537,793	74.55%

* 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 2014

REPORT DATE: March 15, 2013
POTENTIAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2013	Beds Occupied Spring 2014	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2013	Rooms Occupied Spring 2014	Percent Room Occupancy
Residence Hall										
ANDREWS	244	200	171	171	0.00%	85.50%	148	140	140	94.59%
BROOKS	74	60	40	40	0.00%	66.67%	41	27	27	65.85%
EDNA WING	91	86	57	57	0.00%	66.28%	50	39	39	78.00%
EDNA WORK	77	66	66	66	0.00%	100.00%	46	46	46	100.00%
HIGH RISE	372	322	271	271	0.00%	84.16%	218	200	200	91.74%
KENT HALL	292	287	162	162	0.00%	56.45%	152	112	112	73.68%
SUBTOTALS	1,150	1,021	767	767	0.00%	75.12%	655	564	564	86.11%

	Apartments Available	Apartments Occupied Spring 2013	Apartments Occupied Spring 2014	Percent of Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0	0.00%
WEST COURT	41	33	33	0	80.49%
SUBTOTALS	41	33	33	0	80.49%
TOTALS	1,150	1,062	800	800	75.33%

POTENTIAL INCOME

	Original Design	Present Use	Potential Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	1,150	1,021	1381-2219	1,833,438	1,234,919	67.36%
Student Apartments N/A						
Family Housing	41	41	367-572	102,153	94,241	92.25%
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				15,000	1,500	10.00%
Other						
TOTALS				\$1,950,591	\$1,330,660	68.22%

* 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 2013

REPORT DATE: MARCH 15, 2013
POTENTIAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2012	Beds Occupied Fall 2013	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2012	Rooms Occupied Fall 2013	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	170	149	126	126	0.00%	84.56%	86	80	80	93.02%
DELZELL	146	144	110	110	0.00%	76.39%	72	65	65	90.28%
CLAYBURN/MATHEWS	120	106	85	85	0.00%	80.19%	58	41	41	70.69%
DAVIDSON/PALMER	116	106	66	66	0.00%	62.26%	58	41	41	70.69%
NICHOLAS/PATE	24	48	48	48	0.00%	100.00%	28	28	28	100.00%
SUBTOTALS	576	553	435	435	0.00%	78.66%	302	255	255	84.44%

	Apartment Available	Apartment Occupied Fall 2012	Apartment Occupied Fall 2013	Percent of Percent of Change	Percent Occupancy	
Family Housing						+
OAK HILL FACULTY	11	10	10	0.00%	90.91%	
	8	7	7	0.00%	87.50%	
SUBTOTALS	0	19	17	0	89.47%	
TOTALS	576	572	452	452	0	79.02%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	576	553	1347-2371	\$1,050,680	\$577,261	54.94%
Student Apartments	12	11	1592-1920	\$30,696	23,510	76.59%
Faculty Apartments	8	8	1712-2152	\$23,568	17,454	74.06%
Summer, Guest Housing & Rentals					36,202	
Other					19,945	
TOTALS				\$1,104,944	\$674,372	61.03%

* Residence Hall rental revenue is less waivers, refunds and receivables.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE
TERM: SPRING 2014

REPORT DATE: MARCH 15, 2013
POTENTIAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2013	Beds Occupied Spring 2014	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2013	Rooms Occupied Spring 2014	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	170	149	114	114	0.00%	76.51%	86	69	69	80.23%
DELZELL	146	144	85	85	0.00%	59.03%	72	53	53	73.61%
CLAYBURN/MATHEWS	120	106	67	67	0.00%	63.21%	58	41	41	70.69%
DAVIDSON/PALMER	116	106	53	53	0.00%	50.00%	58	30	30	51.72%
NICHOLAS/PATE	24	48	43	43	0.00%	89.58%	28	25	25	89.29%
SUBTOTALS	576	553	362	362	0.00%	65.46%	302	218	218	72.19%

	Apartment Available	Apartment Occupied Spring 2013	Apartment Occupied Spring 2014	Percent of Change	Percent Occupancy	
Family Housing						
OAK HILL FACULTY	11	10	10	0%	90.91%	
	8	8	8	0	100.00%	
SUBTOTALS	0	19	18	0	94.74%	
TOTALS	576	572	380	380	0	66.43%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	576	553	1347-2371	\$1,050,680	\$500,987	47.68%
Student Apartments	12	11	1592-1920	\$30,696	\$14,317	46.64%
Faculty Apartments	8	8	1712-2152	\$23,568	\$16,585	70.37%
Summer, Guest Housing & Rentals					\$746	
Other					\$21,098	
TOTALS				\$1,104,944	\$553,733	50.11%

* Residence Hall rental revenue is less waivers, refunds and receivables.

**REVENUE BOND FACILITIES
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: FALL 2013

REPORT DATE: March 15, 2013
POTENTIAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Fall 2012	Projected Beds Occupied Fall 2013	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Fall 2012	Projected Rooms Occupied Fall 2013	Percent Room Occupancy
Residence Hall	165	159	136	136	0.00%	85.53%	66	57	57	86.36%
Anderson Hall	328	306	281	281	0.00%	91.83%	159	153	153	96.23%
Berry Hall	448	435	371	371	0.00%	85.29%	208	195	195	93.75%
Bowen Hall	240	231	190	190	0.00%	82.25%	119	106	106	89.08%
Morey Hall	185	161	146	146	0.00%	90.68%	91	86	86	94.51%
Neihardt Hall	142	139	130	130	0.00%	93.53%	75	72	72	96.00%
Pile Hall	147	140	132	132	0.00%	94.29%	74	74	74	100.00%
Terrace Hall										
SUBTOTALS	1,655	1,571	1,386	1,386	0.00%	88.22%	792	743	743	93.81%

	Projected Apartments Occupied Fall 2012	Projected Apartments Occupied Fall 2013	Percent of Change	Percent Occupancy
Family Housing				

SUBTOTALS	0	0	0	0	0	0
TOTALS	1,655	1,571	1,386	1,386	0.00%	88.22%

POTENTIAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,655	1,571	\$1440-\$2645	\$2,234,271	\$1,774,170	79.41%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	2,200	NA
Other				\$75,000	75,000	100.00%
TOTALS				\$2,309,271	\$1,851,370	80.17%

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: SPRING 2014

REPORT DATE: March 15, 2013
POTENTIAL REPORT

OCCUPANCY

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Spring 2013	Projected Beds Occupied Spring 2014	Percent Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Spring 2013	Projected Rooms Occupied Spring 2014	Percent Room Occupancy
Residence Hall	165	159	120	120	0.00%	75.47%	66	56	56	84.85%
Anderson Hall	328	306	244	244	0.00%	79.74%	159	144	144	90.57%
Berry Hall	448	435	321	321	0.00%	73.79%	208	183	183	87.98%
Morey Hall	240	231	163	163	0.00%	70.56%	119	102	102	85.71%
Neihardt Hall	185	161	133	133	0.00%	82.61%	91	82	82	90.11%
Pile Hall	142	139	118	118	0.00%	84.89%	75	70	70	93.33%
Terrace Hall	147	140	113	113	0.00%	80.71%	74	67	67	90.54%
SUBTOTALS	1,655	1,571	1,212	1,212	0.00%	77.15%	792	704	704	88.89%

	Projected Apartments Available	Projected Apartments Occupied Spring 2013	Projected Apartments Occupied Spring 2014	Percent of Change	Percent Occupancy
Family Housing					

SUBTOTALS	0	0	0	0	0	0
TOTALS	1,655	1,571	1,212	1,212	0.00%	77.15%

POTENTIAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,655	1,571	\$1440-\$2645	\$2,234,384	\$1,511,330	67.64%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	2,750	NA
Other				\$25,000	25,000	100.00%
TOTALS				\$2,259,384	\$1,539,080	68.12%

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Physical Plant Status Reports for October 1 – December 31, 2012)
(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

Each college has provided a status report of physical plant projects for the Board's information. The reports follow.

PHYSICAL PLANT STATUS REPORT

College: Chadron State College

Meeting Date: November 16, 2012

Project Description	Status	Fund Source
LB 309 Projects		
Campus Utility Metering	In Progress	LB 309
Campus Energy/Utilities Study	Substantially Complete	LB 309
Heat Plant Emergency Generator Design/Installation	Substantially Complete	LB 309
Library Switchgear Replacement Design	Complete	LB 309
Math Science Building – ADA Bathroom Design	Complete	LB 309
Revenue Bond Projects		
Contingency Maintenance Projects		
Campus Lighting Upgrades	Funded	Contingency Maint.
High Rise Elevator Mechanical/Electrical Upgrade	Funded	Contingency Maint.
High Rise Showers and Fixtures	In Progress	Contingency Maint.
High Rise Mechanical/Electrical Upgrade	Funded	Contingency Maint.
Mechanical Room Upgrades	In Progress	Contingency Maint.
Revenue Bond Buildings Carpet/Flooring Replacement	In Progress	Contingency Maint.
Revenue Bond Buildings Furnishings	In Progress	Contingency Maint.
Revenue Bond Buildings Energy Study	In Progress	Contingency Maint.
Revenue Bond Buildings Asbestos Abatement	In Progress	Contingency Maint.
Student Center Specialty Equip	In Progress	Contingency Maint.
Other Capital Construction Projects		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
Armstrong Gym Renovation	In Progress	Capital Construction/ Foundation/Cash
Rangeland Center Construction	In Progress	Foundation/Cash
Eagle Ridge Housing Design/Replacement	In Progress	Cash/Contingency Maint.

PHYSICAL PLANT STATUS REPORT

College: Peru State College

Meeting Date: November 16, 2012

Project Description	Status	Fund Source
LB 309 Projects		
Campus Energy Audit	In Progress	LB 309
Campus Utility Metering	In Progress	LB 309
Revenue Bond Projects		
Eliza Morgan Phase II, III, IV	In Progress	Bond proceeds Surplus funds
Student Center HVAC	In Progress	Surplus Funds
Contingency Maintenance Projects		
Student Center – Program Statement	In Progress	Revenue Bond
Delzell Dormitory – Program Statement	In Progress	Revenue Bond
Centennial Complex Fire Alarm Upgrade	In Progress	Revenue Bond
Other Capital Construction Projects		
(Include all projects using non-state or state funds that do not “fit” into any of the other categories)		
New College Entry	In Progress	Foundation
Biomass Energy Center	In Progress	Foundation
Oak Bowl Renovations	In Progress	State Appropriation/ Foundation

PHYSICAL PLANT STATUS REPORT

College: Wayne State College

Meeting Date: November 16, 2012

Project Description	Status	Fund Source
LB 309 Projects		
U.S. Conn Library Fire Sprinkler Upgrades	Design Complete; on hold pending renovation	LB 309
Hahn Upgrade	In Progress	LB 309/LB 1100/Cash
Campus Electric Upgrade-Switch	In Progress	LB 309
Campus WAPA Loop	Complete	LB 309
Dashboard/Metering	In Progress	LB 309
Fine Arts Windows/Vestibules	In Design	LB 309
Gardner Lever Locks	Complete	LB 309
Rice Auditorium Doors for ADA	Complete	LB 309
Water Line Improvements	In Design	LB 309
Revenue Bond Projects		
Rice-Rec Center Alleyway Repairs	Complete	Revenue Bond
Contingency Maintenance Projects		
Rec Center Throwing Cage	In Progress	Contingency Maint.
Rec Center A/C	In Progress	Contingency Maint.
Anderson Roof	In Progress	Contingency Maint.
Anderson Windows	In Progress	Contingency Maint.
Other Capital Construction Projects		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
Bowen Hall Energy Improve.	In Progress	Fed/NE Dept. of Energy Grant
Willow Bowl Restoration	In Progress	Cash
Carhart Renov – Phase III	In Progress	Cash/LB 309/Foundation
Football Field/Track Renov.	In Progress	Cash/Foundation
Soccer Field Renovation	In Progress	Cash
Rice Locker Room Code Upgrade	In Design	Cash

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Report on “The Bridge” Tuition Program at the College Center in South Sioux City
for Wayne State College

Priority: Financial Strength of the System
Goal: 2. Increase enrollment and retention
Strategy: e. Increase number of out-of-state students

A special tuition rate for non-resident students at the College Center in South Sioux City was established as a pilot project by the Board at its January 18, 2012 meeting. The special rate is \$1 above the resident rate and was clarified to include graduate students as well as undergraduate students by the Board at its April 20, 2012 meeting.

Attached is a copy of the first report required for the pilot project.

WAYNE STATE COLLEGE
"The Bridge" Program Report
Fall 2012

Total Undup. Headcount-South Sioux City College Center:	127
Total Students at Bridge Rate*:	
	37
State of Residence:	
Iowa	35
Minnesota	1
South Dakota	1

*Additional out-of-state students were "eligible" for the Bridge rate; however, they also qualified for Residency status. They paid the Residency rate which is \$1.00 per credit hour lower.

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

Grant Applications and Awards for Information Only

Chadron Applications

- Enhancing Curriculum, Instruction & Student Learning by Integrating Technology to Address National Food and Agricultural Sciences Workplace Needs (National Institute of Food and Agriculture) -- \$150,000
- ImprovOER (U.S. Department of Education) -- \$900,000 (\$80,000 is Chadron's portion)
- Issue Dimensionality, Agenda Control, and Legislative Coalitions: A Case Study of the Mexican Chamber of Deputies (American Political Science Association) -- \$2,500
- Learning about Place through Inquiry: Transforming Introductory Level Geology Courses Using Inquiry and Anchoring Sense of Place, A Case for the Great Plains (Subgrant in UNL proposal to National Science Foundation, Division of Undergraduate Education) -- \$27,133.33
- MSP Nebraska Science KICKS2 (Nebraska Department of Education) -- \$495,215 (\$3,190 Chadron's portion)

Wayne Awards

- Nebraska Business Development Center (U.S. Small Business Administration through the University of Nebraska at Omaha) -- \$60,000
- Sharing an Afternoon of Cross-Cultural Traditions (Nebraska Humanities Council) -- \$1,200

Priority: Financial Strength of the System

Goals: 3. Strengthen fiscal, environmental, technological and physical resources
5. Secure public and private funding sources

Strategies: f. Keep Board of Trustees informed on the financial status of the colleges and system
g. Continually find ways to stretch limited resources as far as possible

Board policy 6024 states that grant applications and awards that have, as part of the Agreement, an obligation to accept fiscal responsibility in future years, or which require maintenance of effort on the part of the college, require Board approval. Grant applications and awards not requiring maintenance of effort or an obligation to accept fiscal responsibility in future years are attached for information only.

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 15, 2013
Notice of Intent	Application: X	Accept Award:
Name of Program: Enhancing Curriculum, Instruction & Student Learning by Integrating Technology to Address National Food and Agricultural Sciences Workplace Needs		
Funding Source: National Institute of Food and Agriculture		
Amount Requested: \$150,000	Amount Awarded:	Funding Period: 9/1/13 through 8/31/2014
Closing Date for Application Submission: February 8, 2013		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
Will this grant require State Matching Funds ?		Yes: 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.): \$12,700 in salaries, and \$24,800 for materials and supplies		
Will this grant require In-Kind Funds ?		Yes: No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
If yes, describe briefly		
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: To procure Geographic Information Systems and Geographic Positioning Systems for the Rangeland Management 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. Charles Butterfield		
Administrator responsible for approving the application: Dr. Randy Rhine		

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 15, 2013
Notice of Intent	Application: <input checked="" type="checkbox"/>	Accept Award:
Name of Program: ImprovOER		
Funding Source: U.S. Department of Education		
Amount Requested: Total request \$900,000 Chadron portion \$80,000	Amount Awarded:	Funding Period: May 2013 – November 2014
Closing Date for Application Submission: February 5, 2013		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?	Yes:	No: <input checked="" type="checkbox"/>
Will this grant require State Matching Funds ?	Yes:	No: <input checked="" type="checkbox"/>
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Funds ?	Yes:	No: <input checked="" type="checkbox"/>
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?	Yes:	No: <input checked="" type="checkbox"/>
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: <input checked="" type="checkbox"/>
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: Complete research and development for an analytics toolset and services offering that evaluates and improves the impact of open educational resources on student learning.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: <input checked="" type="checkbox"/>
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: <input checked="" type="checkbox"/>
If yes, please state the reason:		
Person responsible for the preparation of the application: Kim Thanos, Lumen 503-816-4721		
Administrator responsible for approving the application: Charles Snare		

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 15, 2013
Notice of Intent	Application: X	Accept Award:
Name of Program: Issue Dimensionality, Agenda Control, and Legislative Coalitions: A Case Study of the Mexican Chamber of Deputies		
Funding Source: American Political Science Association		
Amount Requested: \$2,500	Amount Awarded:	Funding Period: May 2013 through Sept 2014
Closing Date for Application Submission: February 4, 2013		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
Will this grant require State Matching Funds ?		Yes: No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Funds ?		Yes: No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This research project seeks to explain the lack of structural reforms in Mexico. Theories of legislative behavior are applied to the Mexican Congress. The central argument is that shifting procedural cartels exercise negative agenda control to prevent divisive issues such as structural reforms from obtaining a floor vote.		
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 Knight		
Administrator responsible for approving the application: Randy Rhine		

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 15, 2013
Notice of Intent	Application: <input checked="" type="checkbox"/>	Accept Award:
Name of Program: Learning about Place through Inquiry: Transforming Introductory Level Geology Courses Using Inquiry and Anchoring Sense of Place, A Case for the Great Plains		
Funding Source: subgrant in UNL proposal to National Science Foundation, Division of Undergraduate Education		
Amount Requested: Chadron portion \$27,133.33	Amount Awarded:	Funding Period: June 2013 through June 2015
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
Will this grant require State Matching Funds ?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Funds ?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: We will transform the introductory geology course at five academic institutions in Nebraska and the neighboring Oglala Lakota Nation (in South Dakota) by using local, Great Plains geology to frame the creation of inquiry-based lab exercises that will model scientific inquiry for students.		
Is this grant a continuation of a previous/existing grant?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Mike Leite		
Administrator responsible for approving the application: Randy Rhine		

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: March 15, 2013
Notice of Intent	Application: <input checked="" type="checkbox"/>	Accept Award:
Name of Program: MSP Nebraska Science KICKS2		
Funding Source: Nebraska Department of Education		
Amount Requested: Total request \$495,215 Chadron portion \$3,190	Amount Awarded:	Funding Period:
Closing Date for Application Submission: February 9, 2013		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?	Yes:	No: <input checked="" type="checkbox"/>
Will this grant require State Matching Funds ?	Yes:	No: <input checked="" type="checkbox"/>
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Funds ?	Yes: <input checked="" type="checkbox"/>	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): representation on the statewide MSP Advisory Board (approximately 8 hours/year), processing graduate credit		
Is State Maintenance of Effort or Future Fiscal Responsibility required?	Yes:	No: <input checked="" type="checkbox"/>
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: <input checked="" type="checkbox"/>
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: Complete research and development for an analytics toolset and services offering that evaluates and improves the impact of open educational resources on student learning.		
Is this grant a continuation of a previous/existing grant?	Yes: <input checked="" type="checkbox"/>	No:
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: Year 1, 2010/11 award \$409,335; Year 2, 2011/12 award \$350,778; Year 3, 2013 award \$350,618. Previous Kicks2 project did not have the follow-up coaching component.		
Has this grant application been previously denied?	Yes:	No: <input checked="" type="checkbox"/>
If yes, please state the reason:		
Person responsible for the preparation of the application: Deb Paulman, ESU 16 Staff Development Consultant, dpaulman@esu16.org		
Administrator responsible for approving the application: Charles Snare		

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: March 15, 2013
Notice of Intent	Application:	Accept Award: X
Name of Program: Nebraska Business Development Center		
Funding Source: U.S. Small Business Administration through the University of Nebraska at Omaha		
Amount Requested: \$60,000	Amount Awarded: \$60,000	Funding Period: 01/13-12/13
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 9/7/2012
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
Will this grant require State Matching Funds ?		Yes: X No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): Matching funds of \$16,000 includes communications, supplies, and travel expenses.		
Will this grant require In-Kind Funds ?		Yes: X No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-Kind support includes the College's indirect cost rate with the U.S. Small Business Administration.		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: X
How many FTE positions will the grant fund?		FTE: 0.91
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This award from the University of Nebraska-Omaha provides funding to continue the operation of a regional center of the Nebraska Business Development Center at Wayne State College. It funds salaries and benefits for 0.91 FTE of a director.		
Is this grant a continuation of a previous/existing grant?		Yes: No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: While not technically a continuation, this subcontract continues to fund the Nebraska Business Development Center at Wayne as it has for a number of years.		
Has this grant application been previously denied?		Yes: No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. Loren Kucera, Director of Nebraska Business Development Center		
Administrator responsible for approving the application: Ms. Jean Dale, 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 15, 2013
Notice of Intent	Application:	Accept Award: X
Name of Program: Sharing an Afternoon of Cross-Cultural Traditions		
Funding Source: Nebraska Humanities Council		
Amount Requested: \$1,200	Amount Awarded: \$1,200	Funding Period: 2/5/13-3/17/13
Closing Date for Application Submission: 01/01/2013		
When reporting Grant Award-- Has Grant Application been approved by the Board? No		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
Will this grant require State Matching Funds ?		Yes: X No:
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): State matching funds include mileage and lunch for performers.		
Will this grant require In-Kind Funds ?		Yes: X No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes the time commitment of several staff.		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: X
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This award will provide funding to bring Many Moccasins Dance Troupe to Wayne for a program called Sharing an Afternoon of Cross-Cultural Traditions. This is a collaborative event with the City of Wayne and will be held at the Wayne City Auditorium. The Native American group will give a presentation and share some of the heritage and traditions of the Omaha and Lakota Sioux tribes. There will be time for a question and answer session in the program. This program is the opening event for the annual Wayne State College Diversity Conference.		
Is this grant a continuation of a previous/existing grant?		Yes: No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes: No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Ms. Karen Granberg, Licensed Counselor, Counseling Center		
Administrator responsible for approving the application: Ms. Jean Dale, Vice President of Administration and Finance		

Fiscal, Facilities & Audit Committee

Bill Roskens, Chair
John Chaney

March 15, 2013

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.

Nebraska State College System	
Location on Campus:	System Office
Contracted Work:	Consulting/Training System Office Support Staff
Contract Amount:	\$5,000 plus travel and expenses
Fund Source:	Cash
Contractor:	Cy Wakeman, Inc.

Chadron State College	
Location on Campus:	Campuswide
Contracted Work:	Cancel contract
Contract Amount:	NA
Fund Source:	NA
Contractor:	GoPro International
Location on Campus:	Campus
Contracted Work:	LEI provides independent study instruction in Omaha for in-service graduate credit from CSC
Contract Amount:	NA
Fund Source:	NA
Contractor:	Learner's Edge, Inc. (LEI)
Location on Campus:	Campuswide
Contracted Work:	Utility Metering
Contract Amount:	\$381,210 (Chancellor authorized to sign Nov. 15, 2012)
Fund Source:	LB 309
Contractor:	Johnson Controls
Location on Campus:	Student Center
Contracted Work:	Re-roof design
Contract Amount:	\$18,500
Fund Source:	Cash
Contractor:	Lee Davies Architecture

7.12.-2

Chadron State College continued	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Andrews Hall Re-roof design \$19,000 Cash Lee Davies Architecture
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Kent Hall Re-roof design \$15,750 Cash Lee Davies Architecture
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Edna Work Hall Re-roof design \$14,250 Cash Lee Davies Architecture

Wayne State College	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Neihardt, Pile & Student Center Hood and exhaust system cleaning \$3,200 Revenue Bond Exstream Cleaning
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Fire sprinkler inspections \$12,200 Cash/Revenue Bond Midwest Automatic Fire Sprinkler Co.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peterson Fine Arts Add closet in Room 023A \$5,351 Cash Hattig Construction
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Services Building Install interdict in WSC conduits, install 12 pair copper cable w/termination blocks \$8,595 Cash Klein Electric and Underground
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Anderson Hall Window Replacement Architectural Services \$25,300 Revenue Bond Jackson Jackson & Associates, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Anderson Hall Re-roof Architectural Services \$31,400 Revenue Bond Jackson Jackson & Associates, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Electrical distribution system improvements (MH-14) \$60,868.03 LB 309 Model Electric

Adjustments Within Guaranteed Maximum Price (GMP) Agreements. These adjustments are offered for information only and have no effect on the GMP.

Wayne State College	
Location on Campus:	Carhart, Phase III
No. & Description:	#7 - Contingency Change (\$3,095)
Change Order Amount:	\$0
Fund Source:	Cash/LB 309/WS Foundation
Contractor:	Beckenhauer Construction, Norfolk, NE

Institutional Identities

A recent article by the American Association of State Colleges and Universities (AASCU) highlighted the role of stewardship for its member institutions. After reading the article, I took the opportunity to look up the definition of the word “steward” since the concept of stewardship drives many of the things we do in the Nebraska State College System (NSCS). Within the various definitions of steward, I found several key words and phrases that are inextricably linked to our colleges, such as, “is responsible for, attends to, has charge of, and manages”. Thus, I want to briefly reflect on a variety of stewardship roles that Chadron, Peru and Wayne play in their regions.

As you have heard me say many times... the Nebraska State Colleges are stewards of place. We know that place matters. Our institutional identities reflect our “hometown pride” in meeting the needs of our students and the communities in our service regions. We take great pride in that important role.

Our institutional identities are deeply rooted in teacher preparation. Chadron, Peru and Wayne began as normal schools – teacher training institutions. We continue to prepare teachers for service primarily in rural communities throughout Nebraska. C.L. Bainard has written about the history of Peru and its beginnings as a normal school. Bainard stated, “Peru was the first normal school west of the Missouri River. Its first classes were held on October 24, 1867, with thirty-two students enrolled in the normal department, which trained elementary school teachers. The campus then contained sixty acres of land and one building, Mount Vernon Hall.”



This drawing of Mount Vernon Hall was done in 1880 and is from Harrison Johnson.

From those humble beginnings, the Colleges have greatly expanded their programs and their delivery methods to meet the growing need for a college-educated workforce and the changing demands of our students. However, teacher education remains central to our institutional missions and our stewardship of place in communities across Nebraska. The latest Qualitative

Academic Report indicates that our institutions currently enroll nearly 1,800 students in teacher education programs.

We also take great pride in being good stewards of the funds that are appropriated to the NSCS through the legislative process. Our success in returning to the legislature year after year seeking operating funds and capital construction funds lies in demonstrating that we use our revenues in the most appropriate and efficient manner possible. As you know, last year, we were able to keep our tuition increase to 3.5% while colleges and universities around the country were increasing their tuition rates significantly, often by double digits. We are Colleges of access and opportunity. To maintain that commitment, we work hard to provide high quality educational opportunities at an affordable price.

The State Colleges are also stewards for service learning and civic engagement partnerships. One could argue persuasively that this role is part of our stewardship of place. Service learning came to the forefront in the early 1990's when there was a push to combine formal classroom instruction with service in the community. A federal grant program enabled community businesses and postsecondary institutions to form partnerships that provided real world experiences and learning for students and at the same time provided service to the community.

The underlying aim of service learning and civic engagement programs is to produce meaningful service and learning projects for all involved in the partnership. Ideally, the relationship is reciprocal: the community partners explain their needs, the students and faculty work with the community partners to find a way to address their needs and the experience serves as a way for students to enhance their learning, not only in the classroom but also as they move into the world of work following graduation.

Each College engages students in a variety of service learning and civic engagement programs. For example, Chadron has developed a required academic strand that is focused on social responsibility. Students participate in a critical examination of civic knowledge and explore theories and principles of ethics and citizenships by engaging in local, national or global civic affairs. Peru recently created the Institute for Community Engagement in order to raise a greater understanding of the leadership role students can have in community development. Wayne's Service Learning program has been included in President Barack Obama's Higher Education Community Service Honor Roll for the past two years. The service learning projects create a vehicle to form important relationships between faculty members, students, business owners, non-profit organizational leaders, school teachers and community leaders. More than 500 WSC students participate in these service learning projects each semester.

Being good stewards of place, resources, teacher preparation, mission and service is critically important for our Colleges and the System. Anchoring rural Nebraska, as our Colleges do, requires us to continually assess the needs of our communities and work in partnership with business, industry, local and state government, and the K-12 school system to assure that rural Nebraska remains vital and vibrant.

March 15, 2012

ACTION: Approve the Appointment of Trent Nowka Company to Serve as Lobbyist From July 1, 2013 through June 30, 2015 for the Nebraska State College System

Priority: Financial Strength of the System

Strategy: h. Strengthen connections with Governor and Legislators

Priority: Greater System Prominence

The renewal of this contract would continue the lobbying services that have been in place since 1991. The fee for FY 14 will be \$36,535 and the fee for FY 15 will be \$36,535.

8.1.2.-1

2013-2014 Proposed Board Meeting Schedule
(Five Meetings Per Year)

SEPTEMBER	BOARD OF TRUSTEES MEETING--CHADRON	September 5-6, 2013 Thursday - Friday
NOVEMBER	BOARD OF TRUSTEES MEETING--WAYNE	November 7-8, 2013 Thursday - Friday
JANUARY	BOARD OF TRUSTEES MEETING--LINCOLN	January 14, 2014 Tuesday
MARCH	BOARD OF TRUSTEES MEETING--PERU	March 20-21, 2014 Thursday - Friday
JUNE	BOARD OF TRUSTEES RETREAT--LINCOLN	June 5, 2014 Thursday
JUNE	BOARD OF TRUSTEES RETREAT--LINCOLN	June 6, 2014 Friday

2013-2014 Proposed Board Meeting Schedule
(Six Meetings Per Year)

SEPTEMBER	BOARD OF TRUSTEES MEETING--CHADRON	September 5-6, 2013 Thursday - Friday
NOVEMBER	BOARD OF TRUSTEES MEETING--WAYNE	November 7-8, 2013 Thursday - Friday
JANUARY	BOARD OF TRUSTEES MEETING--LINCOLN	January 14, 2014 Tuesday
MARCH	BOARD OF TRUSTEES MEETING--LINCOLN	March 7, 2014 Friday
APRIL	BOARD OF TRUSTEES MEETING--PERU	April 24-25, 2014 Thursday – Friday
JUNE	BOARD OF TRUSTEES RETREAT--LINCOLN	June 5, 2014 Thursday
JUNE	BOARD OF TRUSTEES MEETING--LINCOLN	June 6, 2014 Friday

**Chadron State College
President's Report
March 2013**

On December 10, 2012 Chadron State received notification from the Higher Learning Commission confirming participation in the Open Pathway model as its process for reaffirmation of accreditation. The Open Pathway is consistent with Chadron's current strategic direction of continuous improvement. Vice President for Academic Affairs, Dr. Charles Snare provides leadership and support of a culture for continuous improvement that positioned CSC well for inclusion in the Open Pathway. Following is an overview of the Open Pathway.

Overview

The Open Pathway seeks to achieve the following goals.

- Enhance institutional value by opening the improvement aspect of accreditation so that institutions may choose Quality Initiatives to suit their current circumstances
- Reduce the reporting burden on institutions by utilizing as much information and data as possible from existing institutional processes and collecting them in electronic form as they naturally occur over time
- Enhance rigor by checking institutional data annually (Institutional Update) and conducting Assurance Reviews twice in the ten-year cycle
- Integrate as much as possible all HLC processes and HLC requests for data into the reaffirmation of accreditation cycle.

Factors in Determining Participation in the Open Pathway

The Commission determines whether an institution may participate in the Open Pathway. This determination is based upon the institution's present condition and past relationship with the Commission. An institution may participate in the Open Pathway if it:

- Has been accredited for at least ten years;
- Has not undergone a change of control, structure, or organization within the last two years;
- Has not been under Commission sanction or related action within the last five years;
- Does not have a history of extensive Commission monitoring, including accreditation cycles shortened to seven or fewer years, multiple monitoring reports, and multiple focused visits extending across more than one accrediting cycle;
- Has not been undergoing dynamic change (e.g., significant changes in enrollment or student body, opening or closing of multiple locations or campuses) or requiring frequent substantive change approvals since the last comprehensive evaluation;
- Has not raised significant Commission concerns about circumstances or developments at the institution (e.g., ongoing leadership turnover, extensive review by a governmental agency, patterns identified in financial and non-financial indicators).

If conditions at the institution change in relation to these factors or the institution fails to make a genuine effort at its Quality Initiative, it may be moved to the Standard Pathway for the next cycle. The Quality Initiative is intended to allow institutions to take risks, aim high, and learn from success, partial success or even failure.

Dr. Joel Hyer, Dean of Curriculum and Academic Advancement provided the leadership for development of Chadron's Quality Initiative. Below is Dr. Hyer's introduction from the Quality Initiative submitted to HLC for commission staff and peer reviews.

8.2.-2

The title of the Quality Initiative for Chadron State College (CSC) is “The Essential Studies Program: A 21st Century General Studies Program and Model in Student Learning.” The goal of the Quality Initiative is to develop and implement a general studies program that reflects faculty synthesis of the recent scholarly literature of teaching and learning which is designed to serve as a model in student learning and engagement. To achieve the initiative’s desired outcomes, other pivotal goals to integrate and support the Essential Studies Program across campus have been identified:

- The establishment of a Teaching and Learning Center to provide the necessary resources and support for faculty and other instructors teaching courses within the Essential Studies Program
- The streamlining of processes associated with the support of adjunct instructors, especially those who teach courses within the Essential Studies Program, in order to integrate adjuncts into the CSC community of learners
- The formalization of communication lines between Student Services and Academic Affairs regarding a number of issues related to the Essential Studies Program, including but not limited to;
 - The Advising Center
 - Course enrollment lids (or caps) and the adding of new sections
 - Tutoring Services
 - The “Back on Track” program, for students in academic jeopardy
 - The “Early Alert” program to identify and intervene with students with potential academic risk

CSC’s Quality Initiative coincides philosophically with Vincent Tinto’s work, *Completing College*¹. In that study, Tinto points out that institutions can intentionally create and coordinate programs that increase learning and promote completion. He identifies four conditions through which institutions can foster this change: Expectations (or Quality), Support, Assessment and Feedback, and Involvement. The Quality Initiative falls under this framework in the following manner:

- Expectations (or Quality): The Essential Studies Program, the Teaching and Learning Center, streamlining adjunct processes, and course enrollment lids
- Support: The Advising Center and Tutoring Services
- Assessment and Feedback: “Early Alert” and “Back on Track” programs
- Involvement: Formalizing communication lines between Student Services and Academic Affairs.

This effort is a result of CSC’s participation in the Higher Learning Commission’s Academy for the Assessment of Student Learning between fall 2006 and fall 2010. The intention of that effort was to create, implement, and modify an assessment plan for CSC’s General Studies program. While the HLC Academy assisted CSC in initiating a culture of assessment, the experience (along with other factors) inspired CSC faculty to begin reading the current literature on general studies. From these readings and subsequent discussions, faculty came to the conclusion in 2010 that the institution’s General Studies program was out of date. In order to formally evaluate the General Studies program at CSC, faculty formed a faculty learning community to analyze further the current literature into the general studies curriculum at CSC, thus ultimately distinguishing CSC as a leader in general education.

¹ Vincent Tinto, *Completing College: Rethinking Institutional Action* (Chicago: University of Chicago Press, 2012).

**Peru State College
President's Report
March 2013**

Institute for Community Engagement (ICE)

At the center of Peru State's Sesquicentennial Strategic Plan are the transformational goals of creating excellence through essential engagement and increased prominence. One approach we believe will help us achieve both of these important objectives is the creation of the Institute for Community Engagement or ICE.

The mission of the ICE is to foster a greater understanding of the leadership role students can play in community development by creating opportunities for students to engage with society and apply what they have learned in meaningful ways. Research shows that, "College students who participate in civic engagement learning activities not only earn higher grade point averages but also have higher retention rates and are more likely to complete their college degree. They also demonstrate improved academic content knowledge, critical thinking skills, written and verbal communication, and leadership skills. Moreover, these students show increased interest in becoming personally and professionally involved in future community enhancement projects" (Cress, Burack, Giles, Elkins, Stevens, 2010, p.1).

The ICE coordinates relevant learning experiences integrated with the college's academic programs. Projects and courses are designed to make an impact at the community level, broadly defined in terms of scope and location (campus, local, regional, abroad). Program participants will have opportunities to develop and apply leadership, critical thinking, project management and communication skills.

Under the direction of Dr. Julie Taylor-Costello, the ICE:

- Acts as a focal point to identify, develop and maintain extra- and intra-institutional partnerships and student engagement projects covering general interests across the disciplines of study.
- Develops and manages a field experience program with opportunities for international travel.
- Supervises student involvement in academic service learning, research and other engagement projects.
- Offers a Community Development course as an option satisfying the interdisciplinary requirement in the college's general studies program and supports engagement enhancement for other courses.
- Reviews proposals for and supervises individual independent study projects related to the Institute's mission.
- Works collaboratively with faculty members and other professionals to leverage their talents and supports emerging educational and related research initiatives by providing resources, expertise or administrative support.
- Works with others to identify, develop and maintain external funding sources.
- Conducts and promotes engagement and learning effectiveness research and assesses engagement activities.
- Promotes community partnerships and service learning initiatives.

Following are brief descriptions of a few engagement initiatives currently underway.

- Planning continues for an international studies experience for spring 2014. Participants will earn credit that meets general studies program criteria. Scholarships are available, thanks to the generosity of the Omaha Alumni Association.

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- Seventeen students are working on a service-learning activity regarding social norms marketing for the Children's Health, Activity & Nutrition Community Engagement (CHANCE) Initiative with Calvert Elementary School in Auburn, Neb.
- A partnership called the Peru Publishers has been developed with Calvert Elementary in which PSC students assist their young counterparts in authoring, illustrating and publishing a children's book.
- This spring's Sociology 395 Community Development class is working with the City of Auburn to assist in identifying strengths and opportunities, and to establish a town vision statement and a logo.
- The History of Nebraska class has begun working with the City of Auburn on historical research to assist the community in completing the application to become recognized by the National Historic Registry.
- The third Inside-Out course at the Tecumseh State Correctional Institution is being offered this semester. Fifteen PSC students (outside) and 15 TSCI inmates (inside) are in the class called "*Searching for Justice*." The course text, *Class, Race, Gender, and Crime* by Barak, Leighton and Flavin, focuses on contemporary corrections issues.
- "Feeding 44" is a new community engagement/service-learning initiative in conjunction with the Food Bank of Lincoln and Catholic Social Services. Peru State AmeriCorps volunteers are facilitating the logistics, marketing, volunteer recruitment and grant writing to help distribute food to Nemaha County (County 44), one of the most food insecure counties in Nebraska. The project will have its kick-off food distribution in April with hopes of monthly food distribution opportunities.
- A call for proposals for the second round of Student Engagement Enhancement (SEE) Initiative mini-grants, described in a previous Board Report, has recently been made. Projects for 2013-14 will be reviewed later this semester.

Though resources for the ICE initiative are quite limited, we have made it a priority for strategic funding. We are excited by the potential of the ICE and helping our surrounding communities grow and evolve, while providing practical leadership experiences for students.

Reference

Cress, C.M., Burack, C., Giles, D.E., Elkins, J., & Stevens, M.C. (2010). *A promising connection: Increasing college access and success through civic engagement*. Retrieved September 14, 2012 from <http://www.compact.org/wp-content/uploads/2009/01/A-Promising-Connection-corrected.pdf>

**Wayne State College
President's Report
March 2013**

Student Athletes

Wayne State College student-athletes and the athletic department are an integral part of the college's educational mission. In fact, WSC student-athletes are among the most committed students on campus, putting in long hours in their fields of study while balancing the practices, workouts, travel and playing time required in their sports. They also serve as important ambassadors of the college whether on the road for games or working in area schools as volunteers and mentors.

The individual growth and progress of our student-athletes is nurtured by offering opportunities for success in the classroom as well as the development of leadership, skills, and talents in the field of competition. Intercollegiate athletics enhance the college experience for the participant and the fans. The WSC Athletic Department strives to encourage unity within the Wayne State College community by providing a program of excellence, honor and integrity.

Eighty-four Wayne State athletes were named to the 2011-12 Northern Sun Intercollegiate Conference (NSIC) All-Academic Teams. To be eligible, an athlete must be a sophomore in academic and athletic standing, maintain a 3.20 cumulative grade point average or higher and be a member of the varsity traveling team.

WSC had five seniors receive the NSIC/Myles Brand Academic with Distinction Award. The honor is bestowed to senior NSIC student-athletes who have a cumulative 3.75 GPA and are on track to graduate. The 2011-12 recipients were Brianne Hofstetter (track and field), Jason Schaaf, (cross country/track and field), Mindy Moody (volleyball), Paige Pollard (track and field) and Alex Timperley (track and field).

For the seventh straight year, Wayne State athletics had at least one Academic All-American and had the most ever in one single season with four.

Senior Alex Timperley and junior Mickey Doerr were named Capital One Third Team Academic All-Americans from the men's track and field team. Senior Nicole Brungardt was named Capital One Second Team Academic All-American and senior Paige Pollard was selected as Capital One Third Team Academic All-American from women's track and field.

College Sports Information Directors of America/Capital One Academic All-District 7 selections from Wayne State included Tatum Wroblewski from volleyball, Nicole Brungardt, Brianne Hofstetter and Paige Pollard from women's track and field, Mickey Doerr and Alex Timperley from men's track and field, and Tadd Johansen and Jake Ritzdorf from baseball.

Team Academic Honors

The Wayne State women's volleyball team received the American Volleyball Coaches Association Team Academic Award for a seventh straight season with a cumulative team GPA of 3.61. Teams must maintain at least a 3.30 GPA to qualify for the award.

Women's soccer received the National Soccer Coaches Association of America Team Academic Award for a third straight season by posting a team GPA of 3.49.

Women's track and field received the U.S. Track and Field and Cross Country Coaches Association All-Academic Scholar Track and Field Team award for the seventh straight season with a 3.174 grade point average

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Women's basketball earned the Women's Basketball Coaches Association Academic Top 25 Honor Roll Award for the fourth straight season, recording a team GPA of 3.446 and tied for 21st in Division II.

Men's track and field earned the U.S. Track and Field and Cross Country Coaches Association All-Academic Scholar Track and Field Team award for the third straight year, ranking seventh in NCAA Division II with a 3.253 team GPA.

In addition to academic success, the Wayne State athletic department has demonstrated a high level of sportsmanship on the field of play.

Wayne State was named winner of the 2011-12 NSIC Sportsmanship Award at the annual NSIC Hall of Fame Banquet in St. Cloud, Minnesota. This was the first time that WSC has been presented with the honor. The NSIC Sportsmanship Award was developed to honor a school that consistently demonstrates a positive environment. WSC is one of just four institutions to receive the distinct honor. Since its inception in 2008, only Northern State (2008-09), Bemidji State (2009-10 and 2011-12) and the University of Mary (2010-11) have received the honor.

Wayne State's women's soccer team was selected for the National Soccer Coaches Association of America (NSCAA) Team Ethics Award, marking the third straight season the Wildcats have won the honor for their clean play on the field. WSC was one of only nine NCAA Division II schools to receive the award.

The NSCAA Team Ethics Award recognizes teams that exhibit fair play, sporting behavior and adherence to the laws of the game as reflected by the number of yellow caution cards or red ejection cards they are shown by referees throughout the season. Wayne State had just four yellow cards during the 2012 season and received the Silver version of the Team Ethics Award. Minnesota State was the only other NSIC college to receive the honor.

WSC takes great pride in its student-athletes. They consistently represent the college and themselves well on and off the field of play.