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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 Hillcrest Country Club, Lincoln, Nebraska on January 14, 2014

Executive Session	January 14–	9:30 a.m.
Committee Meetings	January 14 –	1:00 p.m.
Business Meeting	January 14 –	2:00 p.m.

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

BOARD OF TRUSTEES MEETING

JANUARY 14, 2014*HILLCREST COUNTRY CLUB – 9401 “O” STREET
LINCOLN, NEBRASKA*

MONDAY, JANUARY 13

2:00 – 7:30 Business Officers Council Meeting

NSCS Office
Conference Room

2:00 – 5:00 Academic Officers

Corn Board
Conference Room

TUESDAY, JANUARY 14

9:30 – 10:30 Marketing and Enrollment Officers

Coffee Shop

9:30 – 11:30 Board of Trustees
Executive Session
Litigation and Personnel Issues

Ballroom Section A

10:30 – 11:30 Student Affairs Officers

Coffee Shop

11:30 – 12:00 CSC Math/Science Building Program Statement
Presentation

Ballroom Section B

12:00 – 1:00 LUNCH

Ballroom Section C-D

1:00 – 2:00 **BOARD COMMITTEE MEETINGS**Academic and Personnel Committee Ballroom Section A
Student Affairs, Marketing & Enrollment
Committee Coffee Shop
Fiscal, Facilities & Audit Committee Ballroom Section B2:00 – 3:30 **BOARD OF TRUSTEES BUSINESS MEETING**

Ballroom Section A

4:00 – 7:00 **SENATORS’ RECEPTION**

Ferguson Center

Call to Order

Approval of Meeting Agenda

Public Comments

1. Items for Consent Agenda

- 1.1 Approve LB 309 Allocations and Retrievals
- 1.2 Appoint an Architect Selection Committee for T.J. Majors Building HVAC Renovation at Peru State

Minutes Approval

- 2 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Nov 15, 2013
8:00 AM

Items for Discussion and Action

3. Academic and Personnel

- 3.1 First and Final Round Approval of Revisions to and Adoption of Board Policies Related to Background Screenings
- 3.2 Approve Honorary Doctorate Recommendation for Peru State College
- 3.3 Approve Learner's Edge Contract for Chadron State College
- 3.4 Approval of College Level Examination Program (CLEP) Agreement with Chadron State College
- 3.5 Approve Memorandum of Understanding for Wayne State College with the Northeast Nebraska Partnership for Health Communities

4. Student Affairs, Marketing, and Enrollment

5. Fiscal, Facilities and Audit

- 5.1 Accept the Basic Financial Audit for the Fiscal Year Ending June 30, 2013
- 5.2 Accept the A-133 Audit for the Fiscal Year Ending June 30, 2013
- 5.3 Approval of Sports Facility Cash Fund Projects
- 5.4 Approve Budget Request Guidelines and the Preliminary Capital Construction Project List for the 2015-2017 Biennium
- 5.5 Approve 2015-17 Biennium NSCS Capital Construction Board Initiatives
- 5.6 Accept and Approve Recommendation for Naming of Events Center at Chadron State College

- 5.7 First and Final Round Approval of Revisions to Board Policy 3400; Tuition Remission
- 5.8 First and Final Round Revisions to Board Policy 7002; Capitalization; Definitions and Classifications
- 5.9 Revisions to Board Policy; 8025; Facilities Utilization; Non-College Purposes, Fees & Charges
- 5.10 First and Final Round Approval of Revisions to Board Policy 9007; Revenue Bonds; Audits
- 5.11 Accept and Approve Math Science Building Program Statement for Chadron State College
- 5.12 Authorize Chancellor to Sign Construction Contracts for T.J. Majors Renovation Project at Peru State College
- 5.13 Approve Disposal of Two Pieces of Revenue Bond-Owned Real Property - WSC
- 5.14 Authorize the Chancellor to Approve Spring Construction Contracts for Wayne State College
- 5.15 Contracts and Change Orders for Approval

Items for Information and Discussion

6. Academic and Personnel

- 6.1 Reports of Personnel Actions
- 6.2 Foundation Employee Compensation Report

7. Student Affairs, Marketing, and Enrollment

- 7.1 Governor's Opportunity Award and Board of Trustees Scholarship Application Report
- 7.2 2014 Senator's Reception
- 7.3 2014 Scholarship Luncheon
- 7.4 Student Trustees' Selection
- 7.5 Marketing and Enrollment Officers Retreat
- 7.6 Fall Enrollment Reports

8. Fiscal, Facilities, and Audit

- 8.1 Grant Applications and Awards for Information
- 8.2 Contracts and Change Orders for Information

9. Miscellaneous Action and Information Items

i. Chancellor's Report

- 9.1.1 Chancellor's Report

- ii. Presidents' Report**
 - 9.2.1 President's Reports
- iii. Student Trustees' Report**

Adjournment

ITEMS FOR CONSENT AGENDA

January 14, 2014

ACTION: **Approve LB 309 Allocations and Retrievals**

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

Chadron

1. Acceptance of \$25,000 for design of elevator upgrades in Memorial Hall

Allocation Date/Amount	11/15/13	\$25,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$25,000.00

2. Acceptance of \$15,000 for design of elevator upgrades in Nelson Physical Activity Center

Allocation Date/Amount	11/15/13	\$15,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$15,000.00

3. Retrieval of \$11,870 for Miller Hall roof replacement

Allocation Date/Amount	7/26/13	\$60,000.00
Retrieval Date/Amount	12/13/13	<u>11,870.00</u>
Estimated Project Cost		\$48,130.00

Peru

1. Acceptance of \$10,000 for ceiling replacement on the Auditorium/Theater

Allocation Date/Amount	10/25/13	\$10,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$10,000.00

2. Retrieval of \$2,000 for campus energy audit

Allocation Date/Amount	2/9/11	\$45,000.00
Retrieval Date/Amount	11/1/13	<u>2,000.00</u>
Estimated Project Cost		\$43,000.00

Wayne

1. Acceptance of \$195,000 for roof clerestory and fascia on the Fine Arts building

Allocation Date/Amount	11/15/13	\$195,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$195,000.00

Action Item (ID # 1145)

Meeting of January 14, 2014

System Office recommends approval of the LB 309 Allocations and Retrievals

ITEMS FOR CONSENT AGENDA

January 14, 2014

***ACTION:* Appoint an Architect Selection Committee for T.J. Majors
Building HVAC Renovation at Peru State**

The following committee is appointed to select an architectural firm to develop schematic design, design development and construction documents for the HVAC renovation of the T.J. Majors building at Peru State College, according to Board Policy 8066.

Bob Engles, Chair, Student Affairs, Marketing & Enrollment Committee, Board of Trustees
Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology, NSCS
Kathy Carroll, Vice President for Administration & Finance, PSC
Todd Drew, Vice President for Academic Affairs, PSC
Rick Harrison, Director of Campus Services, PSC
Steve Hotovy, Task Force for Building Renewal - LB 309

After the selection committee interviews architectural firms for the projects, a professional services contract will be negotiated with the top candidate.

The System Office and Peru State College recommend approval of the Architect Selection Committee for T.J. Majors

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Executive Session

Board Chair Suarez called the meeting to order at 12:00 noon.

Motion was made by Trustee Peterson and seconded by Trustee Roskens at 12:00 noon to move into executive session to discuss personnel issues and litigation. Motion was made by Trustee Roskens and seconded by Trustee Peterson to move out of executive session at 1:45 p.m. No action was taken.

Call to Order

The meeting was called to order at 8:00 AM by Chair Michelle Suarez

Attendee Name	Title	Status	Arrived
Michelle Suarez	Chair	Present	
Gary Bieganski	Vice Chair	Present	
John Chaney	Trustee	Present	
Bob Engles	Trustee	Present	
William E. Roskens	Trustee	Present	
Carter Cap Peterson	Trustee	Present	
Scott Swisher	Trustee	Present	

Approval of Meeting Agenda

A motion was made by Trustee Chaney and seconded by Vice Chair Bieganski to approve the Approval of Meeting Agenda. Motion was adopted. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

Approval of Minutes

A motion was made by Vice Chair Bieganski and seconded by Trustee Peterson to approve the minutes of the September 6, 2013 meeting. Motion was approved. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

Public Comments

2

Regular Meeting

Friday, November 15, 2013

8:00 AM

Consent Agenda**1 Items for Consent Agenda**

A motion was made by Trustee Roskens and seconded by Trustee Chaney to approve the following consent agenda item(s). Motion was approved. Voting **.AYES:** Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

1.1 Approve LB 309 Allocations and Retrievals

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

Chadron

1. Acceptance of \$600,000 for HVAC upgrades in Armstrong Gymnasium		
Allocation Date/Amount	8/22/13	\$600,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$600,000.00
2. Acceptance of \$110,000 for repairs to Wood Fired Boiler #2 in Heating Plant Addition		
Allocation Date/Amount	8/21/13	\$110,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$110,000.00

Peru

1. Acceptance of \$5,000 for stair tread replacement in the Administration Building		
Allocation Date/Amount	10/2/13	\$5,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$5,000.00
2. Acceptance of \$15,000 for door locksets (materials) for T.J. Majors Hall		
Allocation Date/Amount	10/2/13	\$15,000.00
College Contribution Amount		<u>00.00</u>
Estimated Project Cost		\$15,000.00

Wayne

1. Retrieval of \$8,806.15 for electrical switch upgrade on campus		
Allocation Date/Amount	7/13/12	\$80,000.00
Retrieval Date/Amount	9/12/13	<u>8,806.15</u>
Estimated Project Cost		\$71,193.85
2. Retrieval of \$4,430 for fire alarm upgrade in Studio Arts building		
Allocation Date/Amount	3/7/13	\$60,000.00
Retrieval Date/Amount	9/12/13	<u>4,430.00</u>
Estimated Project Cost		\$55,570.00

Minutes Acceptance: Minutes of Nov 15, 2013 8:00 AM (Minutes Approval)

2

Packet Pg. 10

- 1.2 Approve Appointment of Substantial Completion Committee for Armstrong Gymnasium at Chadron State College
- Phase I of the Armstrong Gymnasium is nearing completion. The following individuals were recommended to participate in the Substantial Completion walk-through for this and future phases of the project:
- Gary Bieganski, Vice Chair, Board of Trustees, Chair Academic & Personnel Committee
 Ed Hoffman, Vice Chancellor for Facilities, Planning & Information Technology, NSCS Office
 Randy Rhine, President, CSC
 Dale Grant, Vice President for Administration & Finance, CSC
 Joel Smith, Athletic Director, CSC
 Blair Brennan, Physical Facilities Coordinator, CSC
 Martin Lane, Leo A Daly Architects
 Steve Hotovy, Task Force for Building Renewal

Items for Discussion and Action

2. Academic and Personnel

- 2.1 First and Final Round Approval of Revisions to Board Policy 4730; Delivery of Distance Education Courses
- Policy 4730 cites policy 4220 in respect to distance learning assessment. Policy 4220 was revised in 2011 and the proposed change in 4730 aims to reflect that change and align the two policies.
- A motion to Approve the First and Final Round Approval of Revisions to Board Policy 4730; Delivery of Distance Education Courses was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.
- 2.2 Approve a Memorandum of Understanding between Western Nebraska Community College and Chadron State College
- Pursuant to Board Policy 7015, Chadron State requested the Board approve a Memorandum of Understanding (MOU) with Western Nebraska Community College (WNCC) to provide GED testing services and deliver non-credit community education and personal development courses at CSC.
- A motion to Approve a Memorandum of Understanding Between Western Nebraska Community College and Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.
- 2.3 Approval of Amended Chadron State Foundation Agreement
- Approval was requested for an amendment to the Board's Collaborative Agreement with the Chadron State Foundation.

A motion to Approve the Amended Chadron State Foundation Agreement was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.4 Approve Distinguished Service Award Recommendation

Chadron State sought approval to present Distinguished Service Awards to two couples who jointly assisted with the successful Vision 2011 Comprehensive Campaign. All four individuals have been extremely loyal alumni since the 70s.

A motion to Approve the Distinguished Service Award Recommendation was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.5 Approve Distinguished Service Award Recommendation

Chadron State sought approval to present a Distinguished Service Award to an individual who served the College tirelessly for over 40 years in various capacities. This individual was a 1963 Chadron State graduate.

A motion to Approve the Distinguished Service Award Recommendation was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.6 Approve Distinguished Service Award Recommendation

Chadron State sought approval to present a Distinguished Service Award to the wife of a former member of the Board of Directors of the Chadron State Foundation. She will receive the award in conjunction with her husband.

A motion to Approve the Distinguished Service Award Recommendation was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.7 Approve STA Travel Group and ISA Contracts for Chadron State for Student Travel to London

Chadron State sought approval of two Agreements with International Studies Abroad (ISA) to provide planning, logistical, orientation, and on-ground support services for the CSC Justice Studies and Education departments' "Summer-in-London" study abroad programs.

A motion to Approve the STA Travel Group and ISA Contracts for Chadron State for Student Travel to London was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.8 Approve Education Quest Agreement for Wayne State College

Wayne State requested approval to enter into a partnership agreement with the

EducationQuest Foundation for the KnowHow2Go Ambassador Program.

A motion to Approve the EducationQuest Agreement for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.9 Approval of Interlocal Agreement to Participate in Planning Agreement - Wayne State College

The City of South Sioux City, in coordination with the school district, the chamber of commerce, Northeast Community College, and Wayne State College, is seeking a planning grant to work toward the award of an Economic Development Administration (EDA) grant.

A motion to Approve the Interlocal Agreement to Participate in Planning Agreement for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

2.10 Approval of College Level Examination Program (CLEP) Agreement with Wayne State College

Wayne State College requested approval to enter into a new Agreement with Educational Testing Service (ETS) to offer College Level Examination Program (CLEP).

A motion to Approve the College Level Examination Program (CLEP) Agreement with Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

3. Student Affairs, Marketing, and Enrollment

4. Fiscal, Facilities and Audit

4.1 Accept Revenue Bond Audit Report for Year Ended June 30, 2013

A motion to Approve and Accept the Revenue Bond Audit Report for the Year Which Ended June 30, 2013 was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

4.2 Ratify Submission of Deficit Request for FY 2013-14

Ratification was requested for the submission of a deficit request to meet NSCS contract reporting required by the implementation of LB429 (2013).

A motion to Ratify the Submission of a Deficit Request for FY 2013-14 was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

- 4.3 Authorize the Chancellor to Sign Addendum to Construction Manager at Risk Contract with Guaranteed Maximum Price for Conn Library Renovation Project at Wayne State College

The Board was asked to authorize the Chancellor to sign an addendum to the construction manager at risk contract when a guaranteed maximum price for the U.S. Conn Library renovation project was established.

A motion to Authorize the Chancellor to Sign an Addendum to the Construction Manager at Risk Contract with Guaranteed Maximum Price for Conn Library Renovation Project at Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

- 4.4 First and Final Round Approval of Revisions to Board Policies Related to Facilities

Policy 8021 addressed the addition of plaques to newly constructed or extensively renovated facilities. For the purpose of this policy extensively renovated references renovation projects in excess of \$1.5 million.

Policy 8030 removed language regarding a preventive maintenance program previously maintained by the Task Force for Building Renewal. That system no longer exists, but maintenance management systems are in effect at each institution.

Policy 8065 modifications were a request to adjust change order authority for the college from \$20,000 to \$40,000 and to correspondingly adjust authorization for emergency change order authority for the Chancellor from above \$40,000 to \$80,000. The dollar amount for college based change order approval was at the \$20,000 amount for a number of years. The request also asked that the Vice Chancellor for Facilities, Planning and Information Technology be authorized to review and approve capital construction contracts.

Policy 8066 revision sought to increase the dollar amount requirement for anticipated professional services costs from \$45,000 to \$55,000. When the anticipated amount for professional services for a capital project exceeds \$55,000 the colleges would be required to utilize a formal selection process.

A motion for First and Final Round Approval of Revisions to Board Policies Related to Facilities was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

- 4.5 First and Final Round Approval of Revisions to Board Policy 9005; Revenue Bonds; Debt Service Coverage; Payment of Utilities

A motion for First and Final Round Approval of Revisions to Board Policy 9005; Revenue Bonds; Debt Service Coverage; Payment of Utilities was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

4.6 Approve Use of Capital Improvement Fee Funds for Peru State College

Peru State seeks to commit up to \$70,000 of Capital Improvement Fee Funds toward new sidewalks along 5th Street near the new Oak Bowl and accompanying lighting. These improvements were not a part of the project budget but will provide a more finished look to the areas adjacent to the newly renovated stadium.

A motion to Approve the Use of Capital Improvement Fee Funds for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

4.7 Approve Transfer of a Certificate of Deposit to the Wayne State Foundation

WSC received a certificate of deposit in the amount of \$4,311.99 and requested that it be transferred by the Board to the Wayne State Foundation in accordance with Board Policy 6025.

A motion to Approve the Transfer of a Certificate of Deposit to the Wayne State Foundation was recommended by the committee to the full Board, which Approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

4.8 Approval of Contracts and Change Orders

The following contracts and change orders were provided to the Board for approval.

Chadron State College Change Order

- Armstrong Gymnasium (#1-revise guaranteed maximum price) -- \$503,563
- Rangeland Center (#2-construction documents - Phase II) -- \$170,810

Wayne State College Contracts

- U.S. Conn Library (provide and install moveable library shelving) -- \$585,576
- U.S. Conn Library (addendum to agreement for professional services) -- \$909,600

Wayne State College Change Orders

- Carhart Science, Phase III (#13 unused contingency allowance) - (\$304,587)
- Rec Center (#7 new motors for AHU-1 and AHU-4) - \$24,836

A motion to Approve the Contracts and Change Orders was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Roskens, Peterson, and Swisher.

Items for Information and Discussion

5. Academic and Personnel

5.1 Online Programs Report

Reports of the online program offerings for 2013 from each of the Colleges were provided to the Board for information.

5.2 Summer Instructional Load Reports

Summer instructional load reports from each of the Colleges were provided to the Board for information.

5.3 Off-Campus Course Offerings Summary

Board Policy 4710 provides guidelines for the delivery of courses to locations away from a college campus.

During the 2012-13 academic year, the Colleges delivered 1,717 class sections to 26,654 students at off-campus locations, compared to 1,403 class sections and 25,080 students in 2011-12. The average off-campus class size for the System was 16.

5.4 Quantitative Academic Reports

Each College provided information that identified the number of graduates and fall enrollments by major and the number of student credit hours produced by full-time equivalent faculty assigned by department.

5.5 Reports of Personnel Actions

The personnel action reports from each of the Colleges were provided to the Board for information.

5.6 Chadron State College Higher Learning Commission Substantive Change Application Approval

Chadron State applied to the Higher Learning Commission (HLC), a commission of the North Central Association, for permission to substantially expand distance delivery for up to 100% of its degree programs.

6. Student Affairs, Marketing, and Enrollment

6.1 NSCS Counselor Tour Update

The 2013 NSCS Counselor Tour was held in September with the eastern leg of the tour conducted on September 10 & 11 and the western leg of the tour

conducted on September 17 & 18. Tour stops included Lincoln, LaVista, Columbus, Gordon, Kearney, North Platte and Scottsbluff. Over 120 school counselors joined Lisa Stein, Heath Christiansen, Kevin Halle and Korinne Tande to get the latest news and information about each of the colleges. The largest session was in LaVista with nearly 50 participants and the smallest session was in Gordon. The admissions directors and Dr. Tande are considering new sites for the tour in 2014.

6.2 Summer Enrollment Reports

Summer enrollment reports from each of the Colleges were provided to the Board for information.

6.3 Board of Trustees Scholarship Acceptance Report

Board Policy 3400 requires the Colleges to report the number Board of Trustees Scholarships offered to entering freshmen, and the actual number in effect for each academic class (freshmen, sophomore, junior, and senior).

6.4 NSCS Month Update

Governor Heineman declared the month of October as NSCS Month during a proclamation ceremony at the Capitol held on September 18, 2013. The proclamation ceremony is part of a system-wide effort to encourage students and their families to visit Chadron, Peru and Wayne State Colleges during the month of October. Radio commercials aired September 18 - October 15 across the state to encourage seniors to visit the colleges during October. The number of students who visited each college during the month was provided to the board at the meeting.

6.5 Counseling Academy Report

The Nebraska State College System once again sponsored a booth and exhibit at the Nebraska School Counselor Association conference held in Kearney, November 4 & 5, 2013. The conference attracted somewhere between 200-300 counselors from around the state.

6.6 NSCS Advantage Report

The Nebraska State College System Advantage program serves students, area communities, and Nebraska by guaranteeing that students who receive federal Pell Grants and enroll as first time freshmen will pay no tuition at Chadron, Peru and Wayne State Colleges.

6.7 Chancellor's Summary Report

The Chancellor's Summary Report (CSR) was developed to provide data regarding the NSCS in a summary format to the Board of Trustees and the general public. The data was a snapshot of information taken from various reports submitted by the colleges at varying times of the year.

7. Fiscal, Facilities, and Audit

7.1 Remission Fund Award Report by Category

In accordance with the Board's Tuition Remissions Policy #3400, the Colleges have provided the Chancellor with a summary of the remission funds awarded by category. Remissions are permitted by the state, allowing the NSCS to collect either no tuition or reduced tuition from students meeting specific criteria that are approved by the Board. The categories approved by the Board are spelled out in Board Policy #3400.

7.2 Report on Expenditures per Full-Time Equivalent (FTE) Student

Board Policy #6011 required an annual report on expenditures per FTE student.

7.3 Special Tuition Rate Reports

Annually, the Colleges prepare a report for the System Office on student participation in special tuition rate programs. They included Non-Resident Scholars, Peru State One Rate Any State, Wayne State Bridge, and the Dual Enrollment programs.

7.4 Physical Plant Status Reports

Physical plant status reports from each of the Colleges were provided to the Board for information.

7.5 Capital Construction Quarterly Reports

Capital construction quarterly reports from each of the Colleges were provided to the Board for information.

7.6 Contracts and Change Orders for Information

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

Chadron State Contracts

- Student Center (cafeteria countertop remodel) -- \$26,593.32
- Miller Hall (re-roof) -- \$48,130
- Math/Science Building (program statement) -- \$87,410
- Armstrong Gymnasium (renovation and addition guaranteed maximum price) -- \$12,776,250
- Heat Plant (repairs to boiler) -- \$99,000
- Memorial Hall Auditorium (ticketed concert) -- \$5,975
- Memorial Hall Auditorium (keynote speaker) -- \$25,000
- Memorial Hall Auditorium (tap performance) -- \$13,125
- Memorial Hall Auditorium (60 minute show) -- \$1,700
- Memorial Hall Auditorium (musicians and dancers) -- \$11,000
- Campus (marketing spots on radio) -- \$1,500
- Memorial Hall Gallery (art show) -- CSC receives 30% commission/piece sold; artist paid .50/mile 1 way
- Memorial Hall Gallery (art show) -- CSC receives 30% commission/piece sold; artist paid .50/mile 1 way

- Memorial Hall Gallery (art show) -- CSC receives 30% commission/piece sold; artist paid .50/mile 1 way
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- Memorial Hall Gallery (art show) -- CSC receives 30% commission/piece sold; artist paid .50/mile 1 way
- Memorial Hall Gallery (art show) -- CSC receives 30% commission/piece sold; artist paid .50/mile 1 way
- Campus (design a tri-fold brochure for international education) -- \$1,200
- Rushmore Mall (windowscape and information table for CSC marketing) - - \$9,000
- Denver, Colorado (transit advertising displays) -- \$3,760/period
- Denver Colorado (production of transit advertising displays) -- \$2,000
- Peaks and Plains Publication (insertion of marketing pamphlets) -- \$2,450
- Campus (radio marketing spots) -- \$100/month except Sept., Oct., Nov. @ \$200
- Campus (marketing spot in convention publication) -- \$280
- Campus (marketing spot in publication) -- \$500
- Campus (Marketing spot in publication) - \$2,120
- Campus (cable television advertising spots) -- \$8,432.06 annually
- Armstrong Gymnasium (official libero tracker) -- \$25 per volleyball match
- Campus (campus card consulting) -- \$42,000
- Campus (campus card consulting) -- \$18,500
- Campus (core switching upgrade) -- \$12,700
- Campus (PRI voice serve and bulk caller ID) -- \$220/month/trunk
- Campus (fiber assessment services) - not to exceed \$24,999
- Campus (internet fiber placement service agreement) -- \$6,699.52
- Campus (Office 365 migration consulting services) -- \$24,900

Chadron State Change Order

- Student Center (#1west half phase 2 to finish roofing entire building) -- \$153,860

Peru State Contracts

- Al Wheeler Activity Center (AWAC) (VB official) -- \$270/3 matches
- AWAC (VB official) -- \$360/3 matches
- AWAC (VB official) -- \$720/8 matches
- AWAC (VB official) -- \$720/8 matches
- AWAC (VB official) -- \$360/4 matches
- AWAC (VB official) -- \$110
- AWAC (VB official) -- \$110
- AWAC (VB official) -- \$110
- Auburn, NE Football Field (FB official) - \$170
- AWAC (VB official) - \$110
- Auburn High School (HS) Football Field (FB official) - \$200

- Auburn HS Football Field (FB official) - \$170
- Auburn HS Football Field (FB official) - \$170
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- Auburn HS Football Field (FB official) - \$170
- Auburn HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$170
- Auburn HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$170
- Falls City HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$200
- Auburn HS Football Field (FB official) - \$170
- Auburn HS Football Field (FB official) - \$170
- Softball Field (umpiring) - \$110
- Softball Field (umpiring) - \$110
- Fields (intramural referee) - \$10/game
- Fields (intramural referee) - \$10/game
- Gretna, NE (Odyssey at UNK retreat) - \$1,080
- Marketing & Communications Office (advertising/marketing) - \$2,159.40
- Marketing & Communications Office (advertising/marketing) - \$2,307.60
- Marketing & Communications Office (advertising/marketing) - \$7,220
- Marketing & Communications Office (advertising/marketing) - \$5,200
- Marketing & Communications Office (advertising/marketing) - \$273
- Marketing & Communications Office (advertising/marketing) - \$90
- Marketing & Communications Office (advertising/marketing) - \$634
- Campuswide (new signs) - \$17,247
- Oakstock Festival (musician) - \$200
- Oakstock Festival (musician/entertainer) - \$1,150
- Oakstock Festival (musician) - \$200
- Oakstock Festival (artist) - \$2,000 plus sound, lights, and rider
- Oakstock Festival (artist) - \$1,150
- Hoyt Building (balancing and performance testing of 6 fume hoods) - \$4,310
- Hoyt Building (supply and install electrical circuits, medium and low voltage, wiring for hood - \$8,376.09
- Auditorium Scenery Shop (re-roofing) - \$7,120 plus reimbursable expenses not to exceed \$1,500
- Delzell Hall (replace concrete section in sidewalk) - \$850
- Theatre (distinguished speakers) - \$16,500
- Theatre (distinguished speakers) - \$15,000
- Student Center (speaker) - \$1,800
- Jindra Fine Arts (choreographer for the PSC Misty Blues Show Choir-Sept.) - \$1,300
- Jindra Fine Arts (choreographer for the PSC Misty Blues Show Choir-Jan.) - \$1,100 plus 1 night lodging
- CATS Conference Room (workshop sessions for leadership) - \$2,250 x 3 plus mileage reimbursement

- CATS Conference Room (keynote/workshop) - \$5,000
- Campus License (copyrighted web based software products for testing) - \$914
- Marketing and Communications Office (advertising/marketing) - \$3,500
- Nebraska City HS Football Field (FB official) - \$170
- Falls City HS Football Field (FB official) - \$170
- Nebraska City HS Football Field (FB official) - \$200
- AWAC (VB line judge) - \$45
- AWAC (VB official) - \$630 - 7 matches
- Auburn HS Football Field (FB official) - \$170
- Falls City HS Football Field (FB official) - \$170
- Wayne, NE & Davenport, IA (athletics transportation) - \$5,176
- Falls City HS Football Field (FB officials) - \$170
- Falls City HS Football Field (FB officials) - \$200
- AWAC (VB official) - \$110
- TJ Majors (presentation for students/staff) - \$360
- Oak Bowl and Off Campus (leasing of sideline equipment) - \$13,650.99
- Baseball Field (filed upgrade of irrigation and mound) - \$47,365
- AWAC (yoga instructor) - \$440
- AWAC (VB official) - \$220
- Quad (stump removal) - \$1,800
- AWAC (VB official) - \$405
- AWAC (VB official) - \$405
- AWAC (VB official) - \$45
- AWAC (VB official) - \$45
- Off Campus - (FB official) - \$170
- AWAC (VB official) - \$155
- AWAC (VB official) - \$220

Wayne State Contracts

- Campuswide (water system improvement project) -- \$94,233.49
- Berry Hall (install shower stalls) -- \$14,700
- Peterson Fine Arts Room 203 (install carpet) -- \$2,248.93
- Anderson Hall (remove and replace sidewalk) -- \$2,376
- Rice Auditorium (replace leaking valve & piping insulation) -- \$678
- Peterson Fine Arts (air quality testing) -- \$2,235
- Energy Plant (roof repairs) -- \$9,691
- Carhart Science (exterior repairs) -- \$99,955
- Memorial Stadium (design & install graphics for press box and back walls) -- \$14,597
- Hahn Administration (repair sidewalk on east side of building) -- \$1,330
- Band and Football Practice Fields (build, paint and deliver recording stands) -- \$8,400
- Hahn Administration (polish stair treads and risers) -- \$7,374
- Lindahl Drive Project (develop program statement and design study) -- \$29,975
- Student Center/STRIDE Office (provide and install vertical blinds) -- \$220
- Campus Security Office at Alumni House (provide and install vertical blinds) -- \$762

- Band and Football Practice Fields (build and install recording towers) -- \$4,330
- Morey Hall (remove and replace existing roof system) -- \$1,910

NSCS Contract

- Nebraska State College System & Colleges (IntegraReport) -- \$2,500/year for 2 years

Wayne State Change Orders

- Football Field (#1-use ambient rubber infill in lieu of Specified Cryo Infill) - (\$4,294.40)
- Peterson Fine Arts Vestibule (#1-cut drywall & install grills) - \$1,778
- Peterson Fine Arts Vestibule (#2-install solid surface at vestibules, jams on floors and door entrance devices) - \$7,940
- Rec Center Air Conditioning (#2-2 flow meters and sensors) - \$10,248
- Rec Center Air Conditioning (#3-supply duct from AHU-4 insulated as per PR#3) - \$13,924
- Rec Center Air Conditioning (#4-provide cooling for women's locker room) - \$13,863
- Soccer Field (#6-water service and irrigation changes) - \$8,552

7.7 Grant Applications and Awards

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

Chadron State Application

- The Nebraska Environmental Trust Swift Fox Outreach Grant (Nebraska Environmental Trust sub-award through USGS Nebraska Cooperative Fish and Wildlife Research Unit at the University of Nebraska Lincoln) -- \$22,000
- Developing Program Assessment Knowledge & Skills among Educators in Western Nebraska (National Education Foundation) -- \$5,000

Chadron State Award

- Jeff Barnes Presentation - Humanities Speaker Bureau (Humanities Nebraska) -- \$50

Wayne State Application

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

Wayne State Awards

- IDeA Networks of Biomedical Research Excellence (INBRE) (National Institutes of Health through the University of Nebraska Medical Center) -- \$138,415 for period 5/13 - 4/14
- Network of Alliances for Geographic Education 2013-14 (National Geographic Education Foundation) -- \$33,435

8. Miscellaneous Action and Information Items

1. Chancellor's Report

Chancellor Carpenter indicated to the Board that he had written a letter to the undersecretary of education stating his concerns regarding President Obama's College Rating Plan. He also plans to visit Washington DC in December to discuss his concerns with the undersecretary.

The Chancellor reported that state Senator Kintner had recently visited Peru State College and that he was also scheduled to visit Chadron State later in the month.

Chancellor Carpenter reported that Wayne State student art pieces were on display in the System Office.

Chancellor Carpenter noted that two students, Jed Herblan and Lily Carr, from Chadron State would be clerking in the law offices of Baird Holmes during the summer of 2014.

Chancellor Carpenter reported that iPads would be used for all Board materials for future Board meetings.

Board Chair Suarez reminded Trustee Bieganski that he would be bringing greetings from the Board at the Chadron State commencement exercises in December. She also reminded Trustee Peterson that he would be bringing greetings from the Board at Wayne State.

2. Presidents' Report

PSC President Hanson reported the ribbon cutting ceremony for the Oak Bowl would be held September 6, 2014 and that all Board members would be invited to the ceremony.

PSC President Hanson also noted that Peru State uses comprehensive assessment practices to ensure quality education standards are being met and to serve as a basis for making academic improvements. The Collegiate Assessment of Academic Proficiency (CAAP) is one of the assessment tools used. The CAAP measures student learning. Another tool is the National Survey of Student Engagement (NSSE) test. The NSSE measures the campus climate. All tools are used as a basis for making improvements where the need is indicated.

WSC President Frye discussed the Wildcat Academy of Leadership and Knowledge (WALK) program. The WALK program offers campus involvement and leadership opportunities to incoming freshmen. Students must maintain a 2.5 GPA and complete weekly challenges.

President Frye also noted the Reserve Officers Training Corps (ROTC) program at WSC offers "military science courses" that add leadership training and management experience to academic pursuits.

CSC President Rhine reported on athletics at Chadron State. The athletic program is moving in a new direction with the addition and renovation of the Armstrong athletic facility as well as the hiring of a new Director of Athletics. A thorough compliance review of athletics was recently conducted by Strategic Edge. Recommendations should be received in the next few weeks. CSC will work with Strategic Edge to implement any recommended changes and to monitor the progress of such changes.

3. Student Trustees' Report

PSC Student Trustee Merrill discussed the various athletic and academic activities occurring at Peru State. One activity included the NSCS Leadership Council that was hosted by PSC.

WSC Student Trustee Becker discussed the various athletic and academic activities occurring at Wayne State. She indicated the Student Senate was conducting strategic planning sessions throughout the academic year.

CSC Student Trustee Reynaga discussed the various athletic and academic activities occurring at Chadron State. He particularly noted the study abroad programs to Cuba and London.

Adjournment

The meeting was adjourned at 9:42 AM

Stan Carpenter, Chancellor

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2014

***ACTION:* First and Final Round Approval of Revisions to and Adoption of Board Policies Related to Background Screenings**

Our general liability insurance provider notified the System Office in June of 2013 that the NSCS would be required to have "ongoing" checks for current employees in order for the "Sexual Abuse and Molestation" coverage to be renewed on July 1, 2013. Failure to agree to conduct ongoing checks would have resulted in the immediate loss of the umbrella limit coverage in 2013-14 and loss of the basic liability coverage in 2014-15.

This issue was brought to the Board in June of 2013, as Board agenda item 2.12- "Authorize the Chancellor to Take Necessary Steps to Operationalize Background Screening Protocols in Accordance with Changes Required by the Nebraska State College System's Liability Insurance Provider."

Policy 5040 is a new policy that details the background check requirements. Policy 3001 is being revised to remove the student employment language that was moved into 5040 so that all employment background check information would be contained in a single policy.

System Office recommends approval of the Revisions to and Adoption of Board Policies Related to Background Screenings

ATTACHMENTS:

- Revisions to Board Policy 3001 (PDF)
- Board Policy 5040 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3001 Criminal History Information; Students

Page 1 of 2

BOARD POLICY

Each College shall consider criminal background information when evaluating the risks for admission, enrollment, housing or employment decisions. For purposes of this policy, the term “criminal background information” refers to an administrative review of state, local, and/or federal law enforcement records, sex offender registry information, and/or juvenile court records.

As provided in Board Policy 3000 and 3010, any State College may deny or condition admission, readmission, or continuing enrollment of any individual who, in the judgment of the College, presents an unreasonable risk to the safety and welfare of the campus and persons thereon. Board Policy 5040 addresses the terms and requirements for student employee criminal background checks.

Beyond admission or continued enrollment, certain criminal convictions may disqualify students from access to academic programs. Institutional academic programs, such as teacher education and health sciences programs require externship experience and eventual licensure. As a result of these requirements, a student with a disqualifying criminal conviction may not be able to participate in the externship experience or obtain licensure. Additionally, any State College can deny housing requests and/or student employment if an unreasonable risk to the safety, welfare and property of the campus and persons is found to exist.

PROCEDURES

Admission and Housing Applications

Individuals will be required to self disclose law violations and juvenile court adjudications that resulted in probation, community service, jail sentence, or revocation/suspension of a driver’s license on all admission applications and housing applications. The Colleges may rely on the applicant’s self disclosure statements. The College may, but is not required, to conduct a separate criminal background check as part of the application processes. A criminal conviction or juvenile court adjudication will not constitute an automatic bar for admission or housing purposes but will be considered. Falsification or omission of information may result in a denial/loss in regards to admission, continued enrollment, College housing or employment decisions. According to state law, individuals are not obligated to disclose a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication, or sentence.

When evaluating risks, the College may consider criminal background information, including, but not limited to:

- The nature, severity and number of the law violations or juvenile court adjudications;
- The amount of time that has passed since the law violation or juvenile court adjudication occurred;
- The victim and consequences related to the law violation or juvenile court adjudication;
- Any extenuating circumstances surrounding the law violation or juvenile court adjudication;
- Sex offender registry reporting classification;
- Reparations, remediation or treatment, etc., that occurred after the violation or adjudication;
- Terms of probation, parole or prison release;
- Continuing treatment/counseling and rehabilitation information; and,
- Evidence or opinions from law enforcement officers, parole officers, or mental health providers.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3001 Criminal History Information; Students

Page 2 of 2

Student Employment

~~The College shall conduct criminal background checks for students who are offered employment in any of the positions listed below. Successful completion of a criminal background check will be a term and condition of employment. Additional criminal background checks for students employed in other areas may be conducted as determined necessary at the discretion of the College.~~

- ~~— Any position working in a College Child Care Center, Residence Halls or Summer Camps~~
- ~~— Graduate Assistantships~~
- ~~— Security Positions~~
- ~~— Any position with access to money, campus master keys or confidential student/employee information~~
- ~~— Residence Life Staff~~
- ~~— Student Coaches~~

~~Note: College students working under federal work study programs at off-campus locations will not be subject to background checks pursuant to this Board Policy. Prior to making payroll arrangements for work study students with community employers (generally not for-profit organizations or public schools), the College must enter into a signed agreement with the community employer to clarify that the College is not responsible for conducting a background check on the student to determine the suitability of such community placements.~~

Policy Adopted: 6/3/10

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5040 Criminal Background Checks; Employees

Page 1 of 4

BOARD POLICY

The Board of Trustees is committed to protecting the safety and welfare of its employees, students, and visitors and the security of its assets. In accordance with that commitment, criminal background checks will be conducted for new employees at the time of hire and periodically thereafter according to the terms of this policy. Prior to conducting the criminal background check, the applicant or employee must consent by completing the Disclosure and Authorization form designated by the Board.

Note: An “investigative consumer report” is a detailed report that summarizes information about a person’s character, reputation, lifestyle, and personal characteristics. Information for “investigative consumer reports” is often gathered through interviews with neighbors, friends and associates. **The Nebraska State College System shall not conduct “investigative consumer reports.”** All references to background checks and reports in this policy specifically exclude such investigative consumer practices and reports.

This policy applies to all full-time and part-time employees. This policy also applies to temporary or student employees working in designated positions per this policy (*see “Temporary and Student Employees” section on page 2*).

The costs for the criminal background checks shall be borne by the employing College or System Office and not by the applicant or employee.

PROCEDURES

Pre-Employment

Offers of employment for all full-time and part-time employees, and for designated temporary or student employees will be conditional upon satisfactory results of a criminal background check. A statement notifying applicants of this requirement will be included in the vacancy announcement and/or offer letter.

An applicant’s refusal to consent to a criminal background check or an unsatisfactory criminal background check report shall result in withdrawal of the employment offer.

Applicants will be asked to self disclose law violations and juvenile court adjudications that resulted in probation, community service, jail sentence, or revocation/suspension of a driver’s license on the employment application form. Applicants are not obligated to disclose a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication, or sentence. The criminal history information provided by the applicant will not automatically disqualify them from employment but will be considered during the review process.

Falsification or omission of any information on the employment application form may result in disqualification from employment consideration in the selection process for applicants, or if currently employed, termination of employment.

At the discretion of the employing College or System Office, employees may begin working before the background check report has been received. Employees shall be informed that employment may end immediately if unsatisfactory results are received.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5040 Criminal Background Checks; Employees

Page 2 of 4

Continuing Employment

As a condition of continued employment, all full-time and part-time employees and designated temporary or student employees shall have criminal background checks completed at least once every five (5) years. An employee's refusal to consent to a criminal background check or an unsatisfactory criminal background check report may result in disciplinary action. Any disciplinary action shall comply with the provisions of applicable collective bargaining agreements and/or other Board Policies. Employees are entitled to receive a copy of the background check report prior to the imposition of any disciplinary action.

Each President shall determine the methodology in which the Human Resources Office will implement an ongoing background review process in coordination with the Vice Chancellor for Employee Relations.

All College employees are required to report to the Director of Human Resources if they are convicted of a criminal misdemeanor or felony offense or if they are subject to a restraining order no later than five (5) days after such conviction or order. Employees in the System Office are also required to report criminal misdemeanor or felony convictions or restraining orders to the Vice Chancellor for Employee Relations within five (5) days. Such convictions and/or orders will be considered in light of employee job responsibilities to determine if disciplinary action is warranted.

Temporary and Student Employees

The College shall conduct criminal background checks on temporary and student employees as designated below:

- 1) Any employee working in a College child care center, preschool program, "Kiddie College", residence hall, any type of athletic/academic camp or event involving minor children (under the age of nineteen (19) years);

In addition to a criminal background check, each College child care center or preschool program is required to conduct pre-employment background checks through the Nebraska Department of Health and Human Services (Nebraska Central Registry of Child Abuse and Neglect and the Adult Protective Services Central Registry).

- 2) Any employee with access to money or financial information of the College or System;
- 3) Any employee with access to campus master keys;
- 4) Any employee with access to confidential student/employee information;
- 5) Activity center staff;
- 6) Athletic staff positions including any level of coaching staff, managers, athletic trainers/assistants;
- 7) Bus drivers;
- 8) Graduate Assistants;
- 7) Housing and residence life staff;

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5040 Criminal Background Checks; Employees

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Criminal background checks are also required for anyone who has requested to reside with residence life staff in on-campus housing and who is 19 years of age or older (e.g. spouse, domestic partner, boyfriend/girlfriend, fiancée). A satisfactory criminal background check must be completed before they are allowed to reside in on-campus housing with the employee.

- 8) Information technology employees; and,
- 9) Security employees.

Note: **Work Study Programs.** College students working under federal work study programs at off-campus locations will not be subject to background checks pursuant to this Policy. Prior to making payroll arrangements to assign work study students to community employers (generally not-for-profit organizations or public schools), the College must enter into a signed agreement with the community employer to clarify that the College is not responsible for conducting a background check on the student to determine the suitability of such community placements.

Note: **International Students.** International student employees who have resided in the United States for less than six (6) months, will not be subject to a criminal background check at the time of initial hire given that there will be no history available. After a period of six (6) months, they will be subject to criminal background checks on an ongoing basis in accordance with this policy.

Results

If the background check report documents criminal misdemeanor or felony convictions, the Director of Human Resources will contact the President and consult with the Vice Chancellor for Employee Relations to discuss and determine what employment or disciplinary action, if any, will be taken. In the System Office, the Vice Chancellor for Employee Relations will contact the Chancellor to make such a determination.

A conviction is not an automatic disqualification to or termination from employment. Factors that will be taken into consideration include: the relevance of the offense/conviction to the position's job responsibilities; the amount of time that has elapsed since the last offense/conviction; the severity and number of offenses/convictions; extenuating circumstances; sex offender registry reporting classification; reparations, remediation or treatment, etc., that occurred after the conviction; terms of probation, parole or prison release; evidence of continuing treatment/counseling and rehabilitation information; evidence or opinions from law enforcement officers, parole officers, or mental health providers; and, other extenuating circumstances surrounding the offense/conviction.

The background check report will be considered without regard to race, color, national origin, gender, disability, religion or age.

Upon request to the Human Resources Director, the employee shall receive a copy of the background check report once it is completed. For employees in the System Office, a copy of the report can be obtained by making such a request to the Vice Chancellor for Employee Relations. A copy of the report will be maintained in the Human Resources Office or System Office in the employee's personnel file. The Human Resources Director, President, Vice Chancellor for Employee Relations and/or Chancellor will only discuss the background check report on a need to know basis with supervisors/administrators. Supervisors will not receive a copy of the background check report unless otherwise directed by the President or Chancellor for disciplinary purposes.

Applicants and employees may dispute/appeal the results of the criminal background check by contacting the background check vendor.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5040 Criminal Background Checks; Employees****Page 4 of 4**Credit Checks

Credit checks will be conducted in addition to the criminal background check on a limited basis for new hires or transferring employees who will work in positions involving significant financial responsibilities at the discretion of the College or System Office.

Driving Record Checks

Driving Record Checks will be conducted in conjunction with the criminal background check. Alcohol or drug related driving offenses within the last three (3) years will disqualify an applicant for positions that require driving and possession of a valid driver's license.

Policy Adopted:

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2014

ACTION: **Approve Honorary Doctorate Recommendation for Peru State College**

Peru State seeks approval to award the honorary Doctorate of Pedagogy (Ped.D). This nomination comes with the support of a campus committee composed of faculty, students and administration. The individual nominated has made significant contributions to the college and its students, higher education, and communities across the state of Nebraska.

In recognition of this individual's lifelong commitment to education and his investment in the education of over 100 students, it is recommended that he be awarded the honorary degree, Doctorate of Pedagogy.

This individual has given to the state of Nebraska in many ways that have fostered the health and educational development of our citizens. He, with the support of his brothers, has built facilities for community centers in the Nebraska communities of Filley, Pawnee City and Virginia. He has been a strong supporter of Mahoney Park, the Henry Doorly Zoo, the Strategic Air Command Museum, and the Westside Wrestling Club. As an active supporter of the TeamMates mentoring program, he's made an important difference in the lives of young people.

Perhaps the most impressive is this individual's support and passion for higher education. Despite the fact that he was not able to attend college, he and his brothers have invested in facilities for colleges and universities across Nebraska including Peru State. But his investment has gone beyond buildings. He and his late wife invested in the future by funding four years of higher education for 100 Nebraskans including students who have attended each of the three State Colleges. This significant investment in higher education alone sets him apart and makes him a worthy nominee for an honorary Doctorate of Pedagogy degree (Ped. D).

The System Office and Peru State College recommend approval of the Honorary Doctorate

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2014

***ACTION:* Approve Learner's Edge Contract for Chadron State College**

The intent of this Contract is to provide face-to-face professional development for teachers throughout the greater Omaha area at special educational sites, such as the Henry Doorly Zoo. For over ten years Learner's Edge Inc. (LEI) has been providing educators with flexible and timely continuing education graduate courses. Professional development credit for face-to-face courses is provided in each state by LEI's partners including North Dakota State University in North Dakota, Augustana College in South Dakota, University of St Thomas in Minnesota, and Colorado State University - Pueblo in Colorado.

LEI wishes to contract with CSC as it's Nebraska educational partner. CSC has worked with LEI for a number of years in offering their CD-ROM based continuing education courses for teachers. The Coordinating Commission for Postsecondary Education has approved the offering of these courses by Chadron State in Omaha.

The System Office and Chadron State College recommend approval of the Learner's Edge Contract

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2014

***ACTION:* Approval of College Level Examination Program (CLEP)
Agreement with Chadron State College**

Chadron State College requests approval to enter into a new Agreement with Educational Testing Service (ETS) to offer the College Level Examination Program (CLEP).

ETS is transitioning its CLEP exams to an Internet-based testing (iBT) platform. In order for the CSC test center to comply with the new requirements, a new Internet-Based Testing Center Management and Administration Agreement must be signed.

CSC has been a CLEP testing site for a number of years. Students are able to earn college credit for subjects where they have sufficient subject matter knowledge to pass very carefully monitored exams provided to the college through the program.

The new agreement has been reviewed by the System Office. CSC has made the appropriate technical changes to accommodate the new testing platform.

The System Office and Chadron State College recommend approval of the CLEP Agreement

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

January 14, 2014

***ACTION:* Approve Memorandum of Understanding for Wayne State College with the Northeast Nebraska Partnership for Health Communities**

The Director of the WSC Counseling Center has been invited to participate with the Northeast Nebraska Public Health Department in an effort called the Northeast Nebraska Partnership for Healthy Communities, to attend team meetings, participate in training sessions, seminars, and community wide events, support efforts to collect health-related data regarding the Community Health Improvement Plan, and work towards population-level change. WSC participation in the partnership would be related to health education and prevention activities.

The partnership opportunity requires that WSC enter into a Memorandum of Understanding with the Northeast Nebraska Public Health Department.

The System Office and Wayne State College recommend approval of the Memorandum of Understanding

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

***ACTION:* Accept the Basic Financial Audit for the Fiscal Year Ending June 30, 2013**

The Auditor of Public Accounts (APA) has completed the Nebraska State College System (NSCS) basic financial audit for the fiscal year ending June 30, 2013. The audit and management letter are attached. In addition, a required communication letter from the APA to those charged with governance is provided.

The Facilities Corporation is included in the basic financial audit as a blended component unit of the NSCS. BKD performed a separate audit of the Facilities Corporation, which was accepted at the Annual Meeting of the Facilities Corporation on November 15, 2013. The Colleges' Foundations are included as discretely presented component units in the audit report in accordance with Governmental Accounting Standards Board (GASB) standards. The foundations' financial statements and corresponding footnotes are incorporated from private audits accepted by the individual foundation boards.

A separate audit of the Revenue Bond program was completed by BKD and accepted by the Board at its November 15, 2013 meeting. The Federal A-133 audit is currently being completed by BKD, and will be provided to the Board as soon as it is received.

System Office recommends approval of the Basic Financial Audit

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **Accept the A-133 Audit for the Fiscal Year Ending June 30,
2013**

BKD has completed the Nebraska State College System (NSCS) A-133 (federal) audit for the year ending June 30, 2013. A copy of the audit is attached.

System Office recommends approval of the A-133 Audit

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: Approval of Sports Facility Cash Fund Projects

Recommendations have been made to the Board for distribution of Sports Facility Cash Funds for 2014 as follows: WSC - \$103,000; CSC - \$147,000; PSC would receive no funding in 2014, but would receive priority consideration for 2015.

On October 1, 2014 the NSCS will receive the third installment of the Sports Facility Cash Fund (SFCF) in the amount of \$250,000. On October 1, 2015 the SFCF amount will increase from \$250,000 to \$400,000 and will remain at that amount for future distributions.

Requests were received from the Colleges to determine assigned use of the SFCF on November 22, 2013. Project requests exceeded the \$250,000 available for distribution. NSCS staff reviewed the requests and offer the following recommendations to the Board: WSC- \$100,000 to provide lighting for intramural fields, and \$3,000 to provide lighting for the sand volleyball court; CSC-\$147,000 to assist with Armstrong renovation and expansion efforts.

Additionally, while it is recommended that Peru receive no funds from SFCF in 2014, it is recommended that Peru receive the full \$400,00 SFCF available in October 2015 to assist with the renovation of the existing Oak Bowl Field House. Funding from the SFCF, for Peru in 2015, will be predicated upon the College having the additional funds necessary to complete the project, which is estimated by DLR Architects to be approximately \$875,000. Thus, Peru would be required to provide \$475,000 toward the renovation project.

System Office recommends approval of the Sports Facility Cash Fund Projects

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **Approve Budget Request Guidelines and the Preliminary Capital Construction Project List for the 2015-2017 Biennium**

Approval is requested for guidelines for the Colleges' and System Office's request for the 2015-2017 Biennium Budget.

The budget request for the 2015-17 biennium request period, assuming it follows previous biennium schedules, must be submitted to the Coordinating Commission by August 15, 2014 and to the Governor and Legislature by September 15, 2014.

Board approved guidelines are necessary at this time to allow the NSCS to prepare a preliminary request document for review by the Board at its April, 2014 meeting. At that meeting, the Board will consider the preliminary requests and make any revisions thereto, with a final version provided for Board approval at its June, 2014 meeting.

Unless otherwise requested by the Governor and Legislature, we do not include salary request funding as part of the initial biennium request, but rather follow up later in the bargaining process with the estimated impact of any negotiated increases. The Governor and Legislature are attuned to the bargaining time frames.

CORE NEEDS

Meeting core needs remains a high priority. Core needs include those items that allow for continued operations at the same level. The recommended annual increases above the 2012-13 base amounts include the following:

Health insurance rate increase	10.0% (Note 1)
Utilities rate increase	4.0%
DAS rate increases	actual (Note 2)
Operating increases not covered above	2.0%
New building opening costs	actual

- (1) it is difficult to predict the impact of Affordable Care Act on health insurance rates; request can be adjusted as additional information is available
- (2) information not available until July as part of the budget request guidelines distributed by the Department of Administrative Services (DAS) - Budget Division

STRATEGIC INITIATIVES

Beyond the core items noted above, needs exist for new funding. In keeping with the NSCS and College strategic plans, several Areas of Emphasis are included under which strategic initiative requests may be formulated:

Increase Enrollment and Retention (NSCS Strategic Plan Goal: Increase enrollment and retention)

- Increase Enrollments
- Improve Student Retention

Enhance Educational Opportunities (NSCS Strategic Plan Priority: Educational Excellence Throughout the System)

- Improve Educational Opportunities
- Strengthen Academic Programs and Student Services Support Systems

Improve the Learning Environment (NSCS Strategic Plan Goal: Strengthen fiscal, environmental, technological and physical resources; NSCS Core Value: Provide a safe....learning experience)

- Safety & Security
- Technological Support
- Building Maintenance

LISTING OF CAPITAL CONSTRUCTION REQUESTS

Capital requests being considered generally must be listed for the Coordinating Commission for Postsecondary Education by April 1 (2014).

Capital construction projects for the 2015-2017 biennium request include:

CSC Math/Science Renovation
PSC Biomass Energy Center
WSC Industrial Technology Facilities Planning
System Renewable Energy Master Planning

System Office recommends approval of the Biennium Budget Request Guidelines

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **Approve 2015-17 Biennium NSCS Capital Construction Board Initiatives**

Capital construction initiatives for the 2015-17 biennium will be directed by language considered and approved by the Board.

One of the items upon which the Coordinating Commission judges and prioritizes capital construction requests is how well our requests fit within the Board's stated capital construction initiatives. For the next biennium, the following language is recommended for wording the Board's capital construction priorities:

“To enhance educational opportunities for students and increase the potential for enrollment and retention, the Board of Trustees of the Nebraska State College System will focus its attention during the 2015-17 biennium on capital projects that renovate existing instructional and recreational facilities to the most efficient, productive condition possible.

Where new construction is necessary to replace a deteriorating facility, enhance technology learning and utilization, or accommodate enrollment growth, the facilities will incorporate the most energy efficient, easily maintained construction components that can be acquired within allowable resources. Technology resources will be designed to facilitate cooperative ventures with educational partners and enhance opportunities for student access and administrative savings.”

System Office recommends approval of the 2015-17 Biennium NSCS Capital Construction Board Initiatives

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

January 14, 2014

***ACTION:* Accept and Approve Recommendation for Naming of Events
Center at Chadron State College**

A new events center is currently under construction at Chadron State, adjacent to the Ross Armstrong Building. The Chancellor and CSC request that the new center be named the Vern Chicoine Events Center.

Board Policy 8020 provides for the naming of NSCS buildings and other facilities. Paragraph 4 of the policy states "The proposed name shall come to the Board as a recommendation of the College President." Pursuant to policy, Chadron State seeks to name the Events Center in recognition of Vern Chicoine who provided substantial financial gifts and service to the College as well as providing substantial gifts for the Armstrong renovation project. The building will be named the "Vern Chicoine Events Center".

This naming request brings honor to Mr. Chicoine and his family, to Chadron State and to the Nebraska State College System.

The Chancellor supports this request and recommends approval.

The System Office and Chadron State College recommend approval of the Naming of Events Center

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

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

The proposed revision to Policy #3400 brings it in line with state statute regarding a 50% tuition waiver required for qualified members of the active selected reserves.

System Office recommends approval of the Revisions to Board Policy 3400; Tuition Remission

ATTACHMENTS:

- Revisions to Board Policy 3400 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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BOARD POLICY

It is the policy of the Board that financial assistance be made available to all qualifying students. In some instances, such assistance may be provided as tuition remission and/or scholarships. Remissions may be awarded up to the limits specified (if any) in each individual category below. Any tuition waivers outside the enumerated categories or beyond the limits specified in this policy require the written approval of the Chancellor. Tuition remissions awarded for online courses will not exceed the comparable amount provided for an on-campus course for a resident student. By November 30 of each year, the Colleges shall provide the Chancellor with a summary of the remission funds awarded by category. The Chancellor shall provide a summary of remissions to the Board.

SYSTEM-WIDE REMISSIONS

Board of Trustee Scholarships

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

1. have standardized test scores of at least 25 for the ACT or 1700 composite for SAT;
2. are enrolling for the first time in a postsecondary institution;
3. provide one written reference from a high school teacher or administrator from the school of graduation; and
4. such other factors which may be considered including grade point average and rank in class as appropriate.

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

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

The scholarship is renewable to the total value of the equivalent of eight (8) semesters, up to 128 hours. The recipient may use the scholarship during the five (5) academic years following the initial use with a one-year delay in initial use allowable with the College's permission. Should original recipients terminate their education before using the full value of the scholarship, the balance of the scholarship's value may be re-awarded.

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

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POLICY: 3400 Tuition Remission

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

Corporate and Business Partnership Incentive

A tuition remission may be provided to employees of Corporate and Business Partners taking online courses as part of an agreement approved in advance by the Board of Trustees. Colleges considering such an agreement must work with the Chancellor in advance of any discussions with potential partners.

Governor's Opportunity Award

The Governor's Opportunity Award is awarded by each College to one resident student annually who graduated from a Nebraska high school and meets the following criteria:

1. has a standardized test score of 21-24 for the ACT or 1500-1650 composite for SAT;
2. is enrolling for the first time in a postsecondary institution; and
3. provides a written essay addressing why the student plans to stay in Nebraska and contribute to the state.

One student from each College is provided this award each year. The award is not transferable from one College to another. The award will be a waiver of one-half of resident tuition for four (4) years (up to 16 credit hours per semester up to a maximum of 128 hours toward an undergraduate degree.) The Governor's Opportunity Award is renewable each academic year, provided the recipient maintains a 3.25 GPA and standards are met.

NSCS Advantage Program

The NSCS Advantage program is a system effort designed for students who enroll at one of the Colleges as new first time freshmen and receive a federal Pell Grant. This program assures that qualified students will pay no tuition at any of the Nebraska State Colleges. Each participant in this program must:

- Be a Nebraska Resident
- Receive a federal Pell Grant
- Enroll as a new first-time freshman at one of the Colleges; and
- Be enrolled in at least 12 on-campus credit hours

The award is limited to a maximum of 16 credit hours per semester. Additional limitations are in place for the award of any remissions for online courses taken in addition to the 12 on-campus credit hours.

The award is not available for transfer students. A high school student who earns college credit while in high school is considered a first-time freshman when he or she enrolls at one of the State Colleges following high school graduation.

Participation is renewable for students as long as they meet the above criteria during all semesters they receive a Pell Grant. Continuation in the program requires the student to remain a federal Pell Grant recipient and continue to enroll in at least 12 on-campus credit hours.

For eligible participants, the program provides the difference between the cost of tuition and the amount of all other awards. Other awards include, but are not limited to: Pell, Supplemental Educational Opportunity Grant (SEOG), Nebraska Scholarship Grant (NSG), Academic Competitiveness Grant (ACG), institutional waivers, and foundation scholarship assistance.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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Cooperative Schools Scholarships

Each College is authorized to award scholarships to students entering college for the first time from schools providing student teaching facilities, such scholarships to be for one-half of the tuition costs per semester for up to 16 credit hours per semester, not to exceed 128 credit hours toward undergraduate degrees. The College may authorize the cooperating school to designate one (1) such scholarship for each three (3) student teachers served based on recommendations by the high school principal. Criteria for the award includes academic ability (top one-half of class), service to the school and leadership qualities. Scholarships are renewable each academic year, provided the recipient maintains a 2.5 GPA.

Student Teacher Supervision Scholarships

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

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

Employee Tuition Waivers

The employee waivers provide tuition waivers for one (1) course for each term to eligible employees. See Policies 5102, 5103 and 5104 and Collective Bargaining Agreements for details.

Immediate Family Tuition Remission

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

Survivors of Deceased Employees

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

Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)

The Nebraska State College System is to provide tuition (and fees) assistance to eligible military veterans through the Yellow Ribbon Program. The Colleges will provide assistance in accordance with agreements in place with the Department of Veteran Affairs and in conjunction with education benefits provided by the federal government as a provision of the Post 9/11 Veterans Educational Act of 2008.

Family of Deceased or Disabled Veterans (tuition and fees waiver)

This remission program is provided to Nebraska residents pursuant to the terms of Neb. Rev. Stat. §80-411. Effective beginning with the 2013 Fall Term, in addition to the tuition remission, the Colleges shall waive all fees remaining due after subtracting awarded federal financial aid grants and state scholarships and grants. Remission recipients must have a parent, stepparent, or spouse who was a member of the United States armed forces who:

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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- died of a service-connected disability, injury or illness (either before or subsequent to discharge);
- is permanently and totally disabled as a result of military service; or
- while a member of the United States armed forces is classified as missing in action or as a prisoner of war during armed hostilities.

Member of Active Selected Reserve

This remissions program is provided to Nebraska residents pursuant to the terms of Neb. Rev. Stat. #80-901. Those who qualify are entitled to a credit of fifty percent (50%) of tuition charges.

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

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

COLLEGE-BASED REMISSIONS

The Colleges are, at the President's discretion, authorized to provide College-Based remissions. Beginning in fiscal 2014-15, total College-based remissions generally shall not exceed 16% of the College's gross tuition before any refunds and remissions. Each College shall establish minimum guidelines and requirements for such remissions in addition to continued good academic standing for any renewal and any other requirements specifically spelled out below. Categories may include the following and policies and procedures for these awards shall be set by each College, approved by the President, and reported to the Board.

Athletic Awards are provided in accordance with College-established allocations each year.

The Colleges, based on funding available, may award up to the equivalent of 60 FTE resident tuition waivers. A College may, with the Chancellor's approval, increase its athletic awards up to the maximum allowed by the conference or athletic association to which each College belongs. Full or partial awards to male or female athletes, residents or nonresidents, may be made at the discretion of each College within funding allocation. Student athletes receiving renewable awards must maintain the minimum GPA requirements of the conference or athletic association.

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

International Student Scholarships may be provided to qualified undergraduate students who are citizens of other countries. The purpose is to provide opportunities to interact with the international community and bring diversity to the College.

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POLICY: 3400 Tuition Remission

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Need-Based Tuition Waivers are awarded based upon financial need and in most cases supplement available federal financial assistance.

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

Special Activity Awards are used to attract students who have talent in activities such as music, art, theatre, journalism, etc.

Rural Health Opportunities Program (RHOP) Waivers are a cooperative program between the University of Nebraska Medical Center (UNMC) and the Colleges to provide full tuition waivers for selected students accepted into RHOP. Selection of participants is determined by representatives of UNMC and the Colleges.

Other Discretionary Waivers may be awarded by each College. Examples include Presidential Scholarships, the Peru State One Rate Any State waiver, and Senior Citizen waivers.

Legal Reference:	RRS 80-411	Waiver of tuition at institutions of higher education; qualifications; application; Director of Veterans' Affairs; approval; effect; rules and regulations.
	RRS 85-504	State education institutions; fees; waiver
	RRS 85-501	State educational institutions; nonresident fees
	RRS 85-2304	<i>In the Line of Duty Dependent Education Benefit</i> ; established; eligibility; waiver of tuition and fees; application; notice; determination; effect

Policy Adopted: 1/28/77
 Policy Revised: 2/7/83
 Policy Revised: 10/16/86
 Policy Revised: 6/5/93
 Policy Revised: 9/26/97
 Policy Revised: 11/12/98
 Policy Revised: 4/13/00
 Policy Revised: 2/12/04
 Policy Revised: 6/2/06
 Policy Revised: 1/13/09
 Policy Revised: 4/17/09
 Policy Revised: 9/11/09
 Policy Revised: 1/12/10
 Policy Effective: 7/1/11 Approved: 1/19/11
 Policy Revised: 3/25/11
 Policy Revised: 11/4/11
 Policy Revised: 6/15/12
 Policy Revised: 9/7/12
 Policy Revised: 9/6/13
[Policy Revised:](#)

Attachment: Revisions to Board Policy 3400 (1116 : Revisions to Board Policy 3400; Tuition Remission)

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

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

The proposed revisions to Policy #7002 include clarifications and changes to capitalization of building renovations and intangible assets. Other general updates are also included.

System Office recommends approval of the Revisions to Board Policy 7002; Capitalization; Definitions and Classifications

ATTACHMENTS:

- Revisions to Board Policy 7002 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 1 of 10

BOARD POLICY

Asset -- Type and Classification

		Expected Life *
1.	Land	--
2.	Buildings	
	a. Major Buildings and Structures	50 years
	b. Minor Buildings and Structures	25 years
	c. Building Improvements/ <u>Renovations</u>	<u>20/35</u> years
3.	Improvements Other Than Buildings	
	a. Utility Generation and Distribution Systems	30 years
	b. Telephone and Data Cabling	10 years
	c. Fences	10 years
	d. Landscaping Improvements	20 years
	e. Digital or lighted signs	10 years
	<u>f. Roads</u>	<u>50 years</u>
4.	Equipment	
	a. <u>Heavy Equipment</u> All Equipment Not Specifically Defined in Other Classifications	10 years
	b. Autos, Vans, and <u>Other</u> Passenger Vehicles <u>Used in Motor Pool</u>	3 years
	c. Trucks, Busses, and Cargo Vehicles	8 years
	<u>d. Mowers, Skid Steer, Toolcat, and Other Grounds Equipment</u>	<u>5 years</u>
	e. Computer Equipment	3 years
	e. <u>f.</u> <u>Miscellaneous Educational Materials Stored on</u> <u>Computer-Related Equipment/Devices</u>	3 years
	fg. Specimens, Collections, <u>and Library Holdings</u> etc.	--
	gh. Leases	--
	hi. Office Furnishings	7 years
	<u>j. Used Equipment</u>	<u>3 years</u>
	<u>k. All Equipment Not Specifically Defined in Other Classifications</u>	<u>10 years</u>
5.	<u>Intangible Assets</u>	<u>10 years</u>
6.	<u>Construction Work in Progress</u>	--

(*Expected Life" is a reference to the depreciable life of an asset. A fixed asset, which has been capitalized, shall remain in the College's capital asset accounts net of accumulated depreciation until disposed of.)

Depreciation Method

The depreciation method used will be straight-line beginning with the month of purchase donation, or final construction payment.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 2 of 10

Interest Capitalization

Interest should be capitalized for the following types of assets (“qualifying assets”): assets that are constructed or otherwise produced for the College’s own use, assets intended for sale or lease that are constructed or otherwise produced as discrete projects, investments accounted for by the equity method while the investee has activities in progress necessary to commence its planned principal operations provided that the investee’s activities include the use of resources to acquire qualifying assets for its operations, and assets that are donated or granted to other entities.

The amount of interest cost to be capitalized for qualifying assets is intended to be that portion of the interest cost incurred during the assets’ acquisition periods that theoretically could have been avoided if outlays for the assets had not been made. Capitalized interest shall be calculated in accordance with applicable accounting guidance.

1. Land

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

2. Buildings

a. Major Buildings and Structures

1) Acquisition by Construction

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

2) Acquisition by Purchase

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

3) Building Additions

Additions are extensions, enlargements, or expansions made to an existing asset. Additions are capitalized and depreciated over 50 years because they are considered extraordinary or major alterations. If an addition project exceeds ~~fiveone~~ hundred thousand dollars (\$500,000), then the project costs should be added to the capitalized value of a building. Any addition project of less than ~~one~~ five hundred thousand dollars (\$500,000) should be charged to expense as long as the cost does not exceed twenty five

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002

Capitalization; Definitions and Classifications

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percent (25%) of the building cost before the addition is built. Also, work done on the existing asset to accommodate the addition should be regarded as part of the cost of the addition and capitalized. Examples of additions are extra floor space added to a building, the addition of an air conditioning system to an office, the addition of pollution control devices, the addition of attached ramps, the addition of truck docks, the addition of fire escapes, and other appurtenances.

4) ~~Improvements and Replacements~~

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

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

5) ~~Major Renovations and Remodeling~~

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

b. Minor Buildings and Structures

Capitalization and renovation policy would be the same as (a) above, except this classification would consist of any building whose value exceeds twenty fiveone hundred thousand dollars (\$25100,000) and is less than onefive hundred thousand dollars (\$1500,000) and may include the following: garages, sheds, greenhouses, and shops. Buildings whose value is less than twenty fiveone hundred thousand dollars (\$100,000) should be expensed.

c. Building Improvement/Renovation

Capital improvements should be distinguished from ordinary repairs that are expenses that maintain the existing asset in normal operating condition and should be expensed immediately.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 4 of 10

Ordinary repairs are recurring in nature and are normally small relative to the value of the asset; they do not materially add to the use of the asset, and do not substantially extend its operational life. Examples of ordinary repairs include replacing minor parts, janitorial and utility services, and care of grounds.

Improvements and replacements are substitutions of a part of an asset for another. While replacement is the substitution of an asset of basically the same type and performance capabilities, improvement is the substitution of a better asset with superior performance capabilities. Replacements are considered as ordinary repairs and maintenance and are expensed as opposed to capitalized. The example of a replacement expense is replacing an old carpet with a new one. The replacement will not increase the service life of the building to which the original cost of the old carpet was added.

Major renovation and remodeling will be capitalized if the renovation when viewed as a single project exceeds ~~two~~ five hundred thousand dollars (\$500,000) and the project objective and scope includes modernization of the structure as a whole, and not merely a rearrangement of selective office/classroom areas. In the event a renovation project involves significant razing of the existing structure, an estimate of the cost of initial construction, which was razed, should be removed from the existing building asset valuation. Office furnishings of renovations should be capitalized separately from any structural renovation costs.

3. Improvements Other Than Buildings

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

The following classifications of improvements will be capitalized:

a. Utility Generation and Distribution System

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

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 5 of 10

Generation and Distribution System projects will be capitalized if the project exceeds two hundred thousand dollars (\$200,000). Repairs and related maintenance of current systems should be charged to expenses.

b. Telephone and Data Cabling

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

Costs include actual equipment, related transportation costs and installation costs, as well as any legal or other fees, licenses, surveying, equipment rental, or other such costs incurred in connection with the installation of the wiring/cabling. Telephone and Data Cabling projects will be capitalized if the project exceeds two hundred thousand dollars (\$200,000). Repairs and maintenance of current systems should be charged to expense.

c. Fences

Includes cost of material, installation, surveying and other related items incurred for the construction of permanent security and traffic control fences. Cost of replacing wire, sections of post and/or rails and wire should be charged to expense. Additions to fences or complete replacement of fences should be capitalized in the year completed. Costs under fifty thousand dollars (\$50,000) should be charged to expense.

d. Landscaping Improvements, ~~Digital or lighted signs, and Roads~~

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

Additions to existing landscaping improvements~~sidewalks, drives, parking lots, digital or lighted signs, and roads~~ should be capitalized in the year completed. Maintenance, partial replacement, and resurfacing projects are to be charged to expense.

Landscaping improvement projects with a cost under fifty thousand dollars (\$50,000) should be charged to expense.

e. Digital or Lighted Signs

Digital or lighted signs are a stand-alone signs which displays information and other messages. Digital or lighted signs shall include the costs of installation and wiring. Costs under twenty thousand dollars (\$20,000) should be expensed.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002

Capitalization; Definitions and Classifications

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4. Equipment

Equipment items acquired by the Colleges with a cost exceeding five thousand dollars (\$5,000), and having an economic useful life of two (2) years, will be capitalized at net invoice price plus freight, installation charges, and trade-in allowance, if any. Items purchased in bulk quantity will be classified according to the smallest useable unit, (e.g., ten (10) computers purchased for one thousand five hundred dollars (\$1,500). Although the invoice will be for fifteen thousand dollars (\$15,000), these items will not be capitalized.) Component parts, which individually cost less than the capitalization level but when combined exceed the capitalization level shall be capitalized when purchased as a functional unit. Items of lesser value may be capitalized when required by a regulatory agency.

For purposes of this policy, equipment is defined by the following classifications:

All equipment not specifically defined in other classifications – life of 10 years

Autos, vans, and other passenger vehicles used in motor pool	life of 3 years
Mowers, bobcats and other grounds equipment	life of 5 years
Used equipment	life of 3 years
Heavy duty trucks, busses and cargo vehicles	life of 8 years
Heavy Equipment	life of 10 years
Computer equipment	life of 3 years
Miscellaneous Educational Materials Stored on	
Computer related Equipment/Devices	life of 3 years
Specimens, collections, and models	nominal value
Leases	nominal value
Office Furnishings	life of 7 years

a. Heavy Equipment

Includes tractors, frontend loaders, and telehandlers.

All Equipment Not Specifically Defined in Other Classifications

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

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

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 7 of 10

- b. Autos, Vans, and Other Passenger Vehicles Used in Motor Pool

Includes all vehicles which are used primarily for the transportation of individuals. ~~Includes net invoice price including any dealer preparation cost and local delivery.~~

- c. Trucks, Busses, and ~~Heavy Duty~~ Cargo Vehicles

Includes all busses used to transport individuals as well as vehicles used to transport cargo. ~~Costs same as above.~~

- ~~d. Mowers, Skid Steer, Toolcat, and Other Grounds Equipment~~

Includes all equipment which is used for the upkeep of groups.

- e. Computer Equipment

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

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

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

- fe. Miscellaneous Education Materials Stored on Computer-Related Equipment/Devices

Miscellaneous educational materials that are stored on computerized hardware or software devices shall be capitalized at acquisition cost or, if donated, at fair market value at the date of donation. The miscellaneous education materials will be capitalized as a single unit entry each year (not as the smallest useable unit) if in excess of five thousand dollars (\$5,000) per year.

- gf. Specimens, Collections, and Library Holdings, ~~etc.~~

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 8 of 10

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

hg. Leases

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

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

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

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

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

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 9 of 10

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

i. Office Furnishings

Includes furniture such as desks, chairs, cabinets, and appliances in a building.

j. Used Equipment

Includes all heavy equipment, autos, vans, passenger vehicles, trucks, busses, cargo vehicles, mowers, skid steers, toolcats, computers, office furnishings, and all other equipment which is purchased in a used condition by the Colleges.

k. All Equipment Not Specifically Defined in Other Classifications

This classification includes apparatus, machinery, implements, and tools used on campus grounds or in classrooms, laboratories, offices, shops, production operations, storerooms, and auxiliary enterprises which do not fall into one of the categories noted above.

5. Intangible Assets

Intangible assets are those that lack physical substance, nonfinancial in nature, and has an initial useful life that extends beyond a single reporting period. To be recorded as an asset the intangible must be owned by the Colleges and be separately identifiable. Examples of intangible assets are computer software and website, easements, various rights (e.g. land use, water, timber, and mineral), licenses and permits, patents, copyrights and trademarks. Intangible assets must have an acquisition cost of five hundred thousand dollars (\$500,000) and a life greater than two (2) years to be capitalized. Purchased intangible assets shall be capitalized using the asset's purchase price while donated intangible assets shall be capitalized at the asset's fair value at the time it is acquired. Intangible assets with indefinite useful lives should not be amortized. For intangible assets that are the result of contractual or legal rights, including patents, license, trademarks, etc. these assets should be amortized over the contractual or legal life.

Internally developed software for capitalization purposes includes software that is developed in-house by the Colleges' own personnel or by a contractor on the Colleges' behalf and commercially available software that is purchased or licensed by the Colleges that requires more than minimal incremental effort before being put into operation. Such software shall be amortized over 10 years.

Software development generally involves three (3) phases as follows:

a) Preliminary project stage

Activities in this stage will generally include the conceptual formulation and evaluation of alternatives for the software project, the determination of the existence of needed technology, and the final selection of alternatives for the development of the software.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7002 Capitalization; Definitions and Classifications Page 10 of 10

b) Application development stage

Activities in this stage will generally include the design of the chosen path, including software configuration and software interfaces, coding, installation of hardware, and testing, including the parallel processing phase.

c) Post-implementation/operation stage

Activities in this stage include user application training and system maintenance.

Costs associated with activities of the preliminary project stage and post-implementation/operation stage should be expensed as incurred. Once preliminary project stage activities are completed and management has authorized and committed to funding the software project, costs associated with activities of the application development stage should be capitalized until the software is in place and operational.

6. Construction Work in Progress

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

Upon completion of the project, all costs will be removed from the Construction Work in Progress aAccount and charged to appropriate bBuilding, improvements Other Than Buildings, and Equipment, and intangible asset aAccounts in accordance with the Capitalization policy.

Policy Adopted: 3/11/94
 Policy Revised: 11/11/95
 Policy Revised: 5/21/01
 Policy Revised: 4/13/07
 Policy Revised: 4/17/09
 Policy Effective: 7/1/10
 Policy Revised: 3/25/11
 Policy Revised: 1/14/14

Approved: 6/3/10

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **Revisions to Board Policy; 8025; Facilities Utilization; Non-College Purposes, Fees & Charges**

The Board is asked to modify policy 8025 to better reflect utilization practices for both facilities and information technology resources. Earlier policy was mute on the use of information technology and as a result utilization of NSCS technology resources was often administered differently by the Colleges. This revision along with a shared use procedure will work to resolve administrative differences for facility and information technology resources.

System Office recommends approval of the Revisions to Board Policy; 8025; Facilities Utilization; Non-College Purposes, Fees & Charges

ATTACHMENTS:

- Revisions to Board Policy 8025 (PDF)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

Page 1 of 1

BOARD POLICY

~~Facilities of the State College System are available for non-college purposes within specified limits. Physical and information technology resources (including, but not limited to, all existing and future structures, distance education electronics, virtual classrooms, and supporting data connections) of the State College System are available for non-college purposes with specified limits.~~

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

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

Students, faculty, staff and organizations affiliated with the ~~college~~ College shall have priority in the use of facilities and information technology resources over ~~anyone~~ individuals and groups not associated with the college.

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

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

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

In general, the ~~colleges~~ Colleges are to avoid allowing use of ~~college~~ College facilities and information technology resources in any manner that would directly compete with the commercial facilities of the community.

Legal Reference: RRS 85-314 Board of trustees; rules and regulations

Policy Adopted: 3/11/94

Policy Revised: 4/13/07

Policy Revised:

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **First and Final Round Approval of Revisions to Board Policy
9007; Revenue Bonds; Audits**

The proposed revision to Policy #9007 changes the deadline for completion of the revenue bond audit from ninety (90) days after the end of the fiscal year to one hundred twenty (120) days. In addition, it changes the date the audit must be filed in the System Office from October 1 of each year to November 1 of each year. This policy change will allow for a change in accounting method from a cash basis to an accrual basis beginning with the fiscal year ending June 30, 2014.

System Office recommends approval of the Revisions to Board Policy 9007; Revenue Bonds; Audits

ATTACHMENTS:

- Revisions to Board Policy 9007 (PDF)

REVENUE BOND - AUXILIARY OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 9007 Revenue Bonds; Audits Page 1 of 1

BOARD POLICY

The Board will solicit proposals and appoint an independent Certified Public Accountant or firm of independent Certified Public Accountants licensed, registered or entitled to practice as such under the laws of the State of Nebraska to undertake an annual examination of the financial records of the State Colleges' revenue bond programs. Within ~~ninety (90)~~ one hundred twenty (120) days of the close of the fiscal year, the Board will cause its records and books of account with respect to the revenue bond facilities, to be audited by the Accountant.

Such audit will show in reasonable detail:

1. the revenue credited to the revenue fund during the year and the deductions and payments made therefrom;
2. the financial statement of the facilities, the funds and accounts established in the bond resolutions;
3. the transactions during the year relating to said funds and accounts;
4. a review of the insurance carried on the facilities;
5. the percentage of occupancy and use of the facilities and the number of students with respect to whom any fees are pledged and charged; and
6. any other matters deemed relevant and necessary by the Accountant to make the audit informative.

The Accountant shall provide a management letter with comments and recommendations arising from the examination to the college administrators and the Board. At a subsequent meeting the Colleges will submit written responses to the Board on the actions taken to correct the problem areas identified in the revenue bond program audit.

Copies of the revenue bond operations audits shall be filed promptly with the System Office by ~~November~~ October 1 each year. The Board will take action at a subsequent meeting to accept the reports, after which copies will be distributed by the System Office to the Bond Trustee and to the bondholders or other entities who request the same in writing.

Legal Reference: Section 6.6 State College Revenue Bond Resolutions

Policy Adopted: 3/11/94
Policy Revised: 1/14/14

Attachment: Revisions to Board Policy 9007 (1118 : Revisions to Board Policy 9007; Revenue Bonds; Audits)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

**ACTION: Accept and Approve Math Science Building Program
Statement for Chadron State College**

Bahr Vermeer and Haecker Architects have completed a program statement for the renovation of the Math/Science Building at Chadron State and will present the document to the Board on January 14, 2014.

Bahr Vermeer and Haecker Architects, The Clark Enersen Partners, Olsson Associates, and the Sextant Group have worked closely with the CSC college community in the development of a Program Statement for the Math/Science Building. The building was originally constructed in 1970 and is outdated and suffers from deficiencies found in buildings of that era. Consequently, a total renovation and expansion is being recommended in order to continue essential service to the College. The need for renovation has been identified in both the 2001 and 2012 Campus Master Plan for CSC. With the Board's approval the Program Statement will be presented to the Coordinating Commission for Postsecondary Education for review.

The System Office and Chadron State request approval of the Math Science Program Statement.

The System Office and Chadron State College recommend approval of the Program Statement for Math Science Building

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

January 14, 2014

***ACTION:* Authorize Chancellor to Sign Construction Contracts for T.J. Majors Renovation Project at Peru State College**

The System Office and Peru State College respectfully request authorization for the Chancellor to sign professional services and construction contracts for the T.J. Majors HVAC and codes update building project at a cost not to exceed available funding.

Authorization for the Chancellor to sign professional services and construction contracts for the T.J. Majors project will assure the project will be able to move forward as funding becomes available. The project is expected to utilize a combination of Task Force for Building Renewal funds, institutional cash and capital improvement fee dollars. The Board previously approved the appointment of the architect selection committee.

The System Office and Peru State College recommend approval of the Authorize Chancellor to Sign Contracts for T.J. Majors Renovation Project

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

January 14, 2014

***ACTION:* Approve Disposal of Two Pieces of Revenue Bond-Owned Real Property - WSC**

Properties at 1205 Schreiner and 1304 Walnut have been determined to be worn out and unfit for continued utilization by the College.

WSC proposes to dispose of two residences purchased with revenue bond funds so that the land can be used for purposes designated in the Campus Master Plan. The property at 1205 Schreiner is a small house that has been temporarily utilized as the Multicultural Center. The house is worn out and requires extensive infrastructure repairs and code upgrades. It is unfit to serve the College in any capacity. The Master Plan calls for possible future parking in that location. The College requests approval to sell the house at auction, with removal by the purchaser.

The second property at 1304 Walnut was also purchased with Revenue Bond funds. The house has been rented since the time of its purchase in 2007, but is also worn out and unfit for further use. Extensive infrastructure repairs and code upgrades cannot be justified for this structure to continue as a rental property. The land is listed in the Master Plan as the future site for an expansion of the Student Center. The College requests approval to sell the house at auction, with removal by the purchaser.

The System Office and Wayne State College recommend approval of the Disposal of Two Pieces of Revenue Bond-Owned Real Property

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: **Authorize the Chancellor to Approve Spring Construction Contracts for Wayne State College**

Spring construction projects for Wayne State College include: Peterson Fine Arts clerestory window system; asbestos abatement for U.S. Conn Library; potential water system repairs; fire alarm system upgrade for the Recreation Center; electrical distribution panel upgrade at the Student Center; and tuckpointing for Morey Hall.

The 309 Task Force has allocated funding to replace the Peterson Fine Arts Building main lobby skylight with a new clerestory window system and a new upper roof structure. Sinclair Hille Architects submitted a proposal to design the new system. Bids for construction will need to be received early in the spring. The estimated cost of the project is \$195,000.

Asbestos abatement for the U.S. Conn Library is being designed and could be ready to bid before the April Board meeting. The asbestos removal is separate from the renovation contract and is administered by the College. AQS Environmental, Inc. has been selected to do the design and monitoring work. Costs for the abatement work are estimated by both the architect and our construction manager at \$400,100.

Water System Repairs have been requested from the 309 Task Force. The Task Force approved the first phase of repairs on an emergency basis. A second phase is anticipated to prepare for the Library renovation project. Should an allocation be provided, WSC requests approval for the Chancellor to sign a contract to keep preparations moving forward for Library renovations.

Advanced Engineering Systems, Inc. is currently designing the following projects: Fire Alarm System Upgrade at the Recreation Center and Electrical Distribution Panel at the Student Center. The fire alarm project is estimated at \$150,000. The electrical distribution panel project is estimated at \$120,000. Both are essential revenue bond projects, for which funding has been reserved. A third revenue bond project, tuckpointing for Morey Hall, is estimated at \$104,000.

The System Office and Wayne State College recommend approval of the Chancellor to Approve Spring Construction Contracts

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

January 14, 2014

ACTION: Contracts and Change Orders for Approval

Peru State Contracts

- Administration (re-design webpage) -- \$50,000
- Administration (photography) -- \$10,000

Wayne State Contracts

- U.S. Conn Library (asbestos abatement design/monitoring) -- \$156,420
- Network and Technology Services (content management system software) \$83,700 in 2013 plus ongoing maintenance of \$9,800/yr
- Student Financial Services (assistance for former students nearing the end of their federal grace period and provides online financial literacy course) not expected to exceed \$2,500 annually

Peru State Change Order

- Oak Bowl (#001 - change orders) -- \$79,999

System Office recommends approval of the Contracts and Change Orders for Approval

ATTACHMENTS:

- PSC Contracts and Change Orders for Approval (PDF)
- WSC Contracts and Change Orders for Approval (PDF)

CONTRACTS AND CHANGE ORDERS FOR APPROVAL

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 \$55,000; and c) consultant contracts for more than \$50,000 and any other contracts not exempt per Policy 7015.

Peru State College	
Location on Campus:	Administration
Contracted Work:	Re-design webpage
Contract Amount:	\$50,000
Fund Source:	Cash Funds
Contractor:	Good Twin
Location on Campus:	Administration
Contracted Work:	Photography
Contract Amount:	\$10,000
Fund Source:	Cash Funds
Contractor:	Good Twin

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are more than \$40,000. If approval of change order is critical to project schedule, \$40,000 to \$80,000 range change orders may be approved by Chancellor and ratified at next Board meeting.

Peru State College	
Location on Campus:	Oak Bowl
No. & Description:	#001, Change Orders
Change Order Amount:	\$79,999
Fund Source:	State Rubber Grant
Contractor:	Kiewit Bldg Group, Inc.

Attachment: PSC Contracts and Change Orders for Approval (1121 : Contracts and Change Orders for Approval)

CONTRACTS AND CHANGE ORDERS FOR APPROVAL

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 \$55,000; and c) consultant contracts for more than \$50,000 and any other contracts not exempt per Policy 7015.

Wayne State College	
Location on Campus:	U.S. Conn Library
Contracted Work:	Asbestos Abatement Design/Monitoring
Contract Amount:	\$156,420
Fund Source:	Cash
Contractor:	AQS Environmental, Inc.
Location on Campus:	Network and Technology Services
Contracted Work:	Content Management System Software
Contract Amount:	\$83,700 in 2013 plus ongoing maintenance of \$9,800/yr.
Fund Source:	Cash
Contractor:	Jadu, Inc.
Location on Campus:	Student Financial Services
Contracted Work:	Assistance for former students nearing the end of their federal grace period and provides online financial literacy course
Contract Amount:	Not expected to exceed \$2,500 annually
Fund Source:	Cash
Contractor:	Nebraska Student Loan Program, Inc. dba Inceptia

Attachment: WSC Contracts and Change Orders for Approval (1121 : Contracts and Change Orders for Approval)

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

January 14, 2014

INFORMATION ONLY: Reports of Personnel Actions

The personnel action reports are provided to the Board for information.

Board Policy 5021 states that all full-time (0.75 FTE or more) and part-time (less than 0.75 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.

ATTACHMENTS:

- CSC Personnel Report January 2014 (XLSX)
- PSC Personnel Report January 2014 (XLS)
- WSC Personnel Report January 2014 (DOCX)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: January 14, 2014

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
Brennan, Blair	Construction Project Coordinator	NA	53,395.00	State	11/01/2013 - 06/30/2014	1.000	Title change	NA
Wright, Ottley	Academic Advisor	NA	193.50	State	09/01/2013 - 09/30/2013	NA	Course grader	NA
Wright, Ottley	Academic Advisor	NA	152.00	State	10/01/2013 - 10/31/2013	NA	Course grader	NA

NON-UNIONIZED PROFESSIONAL STAFF
(FULL TIME/.75 FTE OR MORE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Prestwich, Aaron	Senior Executive Director of Student Affairs	NA	68,850.00	State	07/01/2009 - 12/12/2013	1.000	Resignation	NA

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	08/19/2013 - 12/13/2013	NA	Blended course; FCS 436-89	NA
Badura, Victoria	Business	Assistant Professor	1,500.00	State	09/24/2013 - 10/08/2013	NA	Online course development; ACT 241-79B1 (3 cr hr)	NA
Basnet, Hem	Business	Assistant Professor	840.42	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; ECON 232-79B1 (3 students)	NA
Bruehman, August	Business	Associate Professor	2,645.00	State	05/06/2013 - 06/30/2013	NA	Summer 2013 Department Chair (1.5 cr hr)	NA
Cary, Philip	Mathematical Sciences	Associate Professor	500.00	State	08/19/2013 - 12/13/2013	NA	Blended courses; MATH 151-89 & MATH 410-89	NA
Cavin, Scott	Visual & Performing Arts	Assistant Professor	550.00	Rev	10/15/2013 - 10/17/2013	NA	11 hrs @ \$50; Conferencing	NA
Enos, Karen	Education	Associate Professor	666.68	State	08/19/2013 - 12/13/2013	NA	IDL courses; 4 sites (2 cr hr each)	NA
Gallegos, Nathaniel	Business	Assistant Professor	711.36	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; MGMT 639-79B1 (2 students)	NA
Hamaker, Jamie	Business	Assistant Professor	1,680.84	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; BA 336-79B1 (6 students)	NA

Attachment: CSC Personnel Report January 2014 (1142 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: January 14, 2014

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Haugland, Jerry	Business	Professor	1,422.71	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; ACTG 532-79B1 (4 students)	NA
Hoem, Bruce	Counseling, Psychology & Social Work	Associate Professor	250.00	State	08/19/2013 - 12/13/2013	NA	IDL course; 1 site (3 cr hr)	NA
Jamison, Wendy	Physical & Life Sciences	Associate Professor	3,875.00	State	09/30/2013 - 12/13/2013	NA	Covering BIOL 341 & 341L; 5 cr hrs; 11 of 16 weeks due to faculty absence	NA
Keith, Tim	Physical & Life Sciences	Professor	2,923.00	State	09/30/2013 - 12/13/2013	NA	Covering BIOL 430-01; 3 cr hrs; 11 of 16 weeks due to faculty absence	NA
King, Don	Education	Professor	250.00	State	08/19/2013 - 12/13/2013	NA	Blended course; SPED 230-89	NA
Koehn, James	Business	Associate Professor	560.28	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; ACTG 430-79B1 (2 students)	NA
Madison, Lara	Physical & Life Sciences	Assistant Professor	1,939.00	State	09/30/2013 - 12/13/2013	NA	Covering BIOL 449/549-01; 3 cr hrs; 11 of 16 weeks due to faculty absence	NA
Madsen, Kim	Applied Sciences	Professor	750.00	State	08/19/2013 - 12/13/2013	NA	Blended courses; FCS 237-89, FCS 224-89 & FCS 422-89	NA
McCallum, Henry	Education	Assistant Professor	250.00	State	08/19/2013 - 12/13/2013	NA	Blended course; SPED 232-89	NA
Moeller, Janet	Education	Instructor	250.00	State	10/21/2013 - 12/13/2013	NA	Blended course; SPED 334-89B1	NA
Moeller, Janet	Education	Instructor	166.66	State	08/19/2013 - 12/13/2013	NA	IDL courses; 2 sites (1 cr hr each)	NA
Moeller, Janet	Education	Instructor	250.00	State	08/19/2013 - 12/13/2013	NA	Blended course; SPED 331-89	NA
Moody, Yvonne	Applied Sciences	Professor	750.00	State	08/19/2013 - 12/13/2013	NA	Blended courses; FCS 122-89, FCS 224-89 & FCS 422-89	NA
Petersen, G. Ann	Education	Professor	250.00	State	08/19/2013 - 12/13/2013	NA	Blended course; READ 431-89	NA
Poole, Loren	Mathematical Sciences	Assistant Professor	500.00	State	08/19/2013 - 12/13/2013	NA	Blended courses; MATH 237-89 & MATH 337-89	NA

Attachment: CSC Personnel Report January 2014 (1142 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: January 14, 2014

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ritzen, Donna	Health, Physical Education & Recreation	Assistant Professor	280.14	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; HPER 333-79B1 (1 student)	NA
Sealey, Jesse	Education	Assistant Professor	1,166.68	State	08/19/2013 - 12/13/2013	NA	IDL courses; 6 sites (2 cr hr each) & 2 sites (1 cr hr each)	NA
Tingley, Christopher	Business	Assistant Professor	1,120.56	State	10/21/2013 - 12/13/2013	NA	Over 30 in an online course; MKTG 331-79B1 (4 students)	NA
Vogl, Michael	Mathematical Sciences	Assistant Professor	500.00	State	08/19/2013 - 12/13/2013	NA	Blended courses; MATH 336-89 & MATH 434/534-89	NA
Wentworth, Beth	Mathematical Sciences	Associate Professor	250.00	State	08/19/2013 - 12/13/2013	NA	IDL course; 1 site (3 cr hr)	NA

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
Benson, Gary	Business	NA	2,505.00	State	10/21/2013 - 12/14/2013	NA	MKTG 439-79B1 (3 cr hr)	Special
Bernhardt, Sarah	Market Development	NA	50.00	State	09/01/2013 - 09/30/2013	NA	Course grading	Special
Bernhardt, Sarah	Market Development	NA	25.00	State	10/01/2013 - 10/31/2013	NA	Course grading	Special
Cole, Cody	Athletics - Wrestling	NA	6,000.00	State	08/16/2013 - 11/01/2013	0.250	Resignation	NA
Crouse, Kerma	Education	NA	835.00	State	10/21/2013 - 12/14/2013	NA	EDUC 270-79B3 (1 cr hr)	Special
Dorwart, Jennifer	Business	NA	5,010.00	State	10/21/2013 - 12/14/2013	NA	FIN 239-79B1 & 79B2 (6 cr hr)	Special
Jost, Rhea	Social & Communication Arts	NA	2,505.00	State	10/21/2013 - 12/14/2013	NA	CA 125-79B1 (3 cr hr)	Special
Leland, Dana	Business	NA	5,010.00	State	10/21/2013 - 12/14/2013	NA	FIN 330 & 331 - 79B1 (6 cr hr)	Special
Littrel, Tammi	Social & Communication Arts	NA	2,000.00	State	07/12/2013 - 10/15/2013	NA	OER condition II a completed	Special
Madison, Lara	Visiting Assistant Professor	NA	1,500.00	State	05/06/2013 - 07/29/2013	NA	Summer Activities Proposal	Special
Parton, John	Business	NA	5,010.00	State	10/21/2013 - 12/14/2013	NA	MGMT 430-79B1 & 79B2 (6 cr hr)	Special

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Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Sanchez, Dawn	Applied Sciences	NA	2,505.00	State	10/21/2013 - 12/14/2013	NA	AGRI 329-79B1 (3 cr hr)	Special
Smith, A. Dawn	Social & Communication Arts	NA	2,505.00	State	10/21/2013 - 12/14/2013	NA	CA 351-79B1 (3 cr hr)	Special
Waugh, Barbara	Mathematical Sciences	NA	2,000.00	State	07/15/2013 - 10/15/2013	NA	OER condition II c completed	Special
Waugh, Barbara	Market Development	NA	82.50	State	09/01/2013 - 09/30/2013	NA	Course grading	Special
Younglove, Georgia	Applied Sciences	NA	2,505.00	State	10/21/2013 - 12/14/2013	NA	AGRI 431-79B1 (3 cr hr)	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
McLain, Joseph	Game Management Assistant	NA	178.29	State	10/18/2013 - 10/19/2013	NA	FB Trip to Spearfish, SD; Downtime & mileage	Special
Park, Janie	NA	NA	2,500.00	State	08/06/2013 - 08/10/2013	NA	NCAA Hearing	Special

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
Callahan, Pamela	Accounting Clerk II	NA	2,594.83	State	10/23/1996 - 12/13/2013	1.000	Resignation	NA
Diehl, Robert	Custodial Leader	NA	1,955.25	.50 State / .50 Rev Bond	11/11/2013	1.000	New appointment; replaces Melvin Ainslie	Probationary
Franey, Max	Maintenance Repair Worker III	NA	2,872.25	Rev Bond	10/1/2013	1.000	Reclassification	NA
McCoy, Ranita	Custodian	NA	1,693.50	State	06/04/2012 - 11/10/2013	1.000	Resignation	N/A
Perlinski, Paula	Office Assistant II	NA	1,821.75	State	12/9/2013	1.000	New appointment; replaces Marsha Schrader	Probationary
Schrader, Marsha	Office Assistant III	NA	2,362.58	State	10/11/2013	1.000	New Hire	NA
Schrader, Marsha	Office Assistant II	NA	2,080.00	State	05/04/2006 - 10/10/2013	1.000	Resignation	NA
Stewart, Anessa	Accounting Clerk II	NA	1,821.75	State	08/16/2013 - 01/02/2014	1.000	Resignation	NA

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NON-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
Baumann, M. Todd	Maintenance Supervisor	NA	3,750.00	.55 state / .45 revenue bond	12/1/2013	1.000	Salary Adjustment	NA
Milanovich, Evelin	Accounting Clerk II	NA	1,821.75	State	12/1/2013	1.000	Interim appointment; replaces Pam Callahan	NA
Mowry, Harold	Maintenance Supervisor	NA	3,750.00	.55 state / .45 revenue bond	11/1/2013	1.000	New position	Probationary

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COLLEGE: PERU STATE COLLEGE
MEETING DATE: January 14, 2014

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
Crook, Sara	School of Arts and Sciences	Professor	\$884	State	08/19/13-12/13/13	N/A	Directed Study, PSCI 297 049Y (3 credit hours)	N/A
Davis, Spencer	School of Arts and Sciences	Professor	\$281	State	08/19/13-12/13/13	N/A	Directed Study, ANTH 297 000A (3 credit hours)	N/A
Gardner, Kelli Anne	School of Professional Studies	Associate Professor	\$281	State	08/19/13-12/13/13	N/A	Independent Study, HP 499 000A (3 credit hours)	N/A
Hutchison, Christy	School of Professional Studies	Associate Professor	\$1,200	State	08/19/13-12/13/13	N/A	Course Development, BUS 493 (3 credit hours)	N/A

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
Balogh, Melvin	Head Volleyball Coach	N/A	\$45,329	State	01/01/12-12/31/13	.92 FY	Resignation	N/A
Fender, Dan	Licensed Student Counselor	N/A	\$5,070	State	10/21/13-12/13/13	N/A	SOC 300 049Y(3 credit hours)	Special
Galardi, Greg	Dean, School of Professional Studies	N/A	\$300	State	10/21/13-12/13/13	N/A	COLL 201 049Y (1 credit hour)	Special
Moser, Kevin	IT Specialist	N/A	\$45,453 pro-rated \$30,302	State	11/1/2013-6/30/14	1 FY	Appointment	Special

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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
Seay, Greg	Dean, Graduate Programs	N/A	\$2,622	State	09/07/13-10/04/13	N/A	EDUC 605 01CX (3 credit hours)	Special
Seay, Greg	Dean, Graduate Programs	N/A	\$2,622	State	11/02/13-11/29/13	N/A	EDUC 540 01CX (3 credit hours)	Special
Waln, Ursula	Director, Student Assessment and Success Services	N/A	\$69,160	State	08/19/02-12/31/13	1 FY	Resignation	N/A

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	\$2,112	State	10/21/13-12/13/13	N/A	PSYC 121 049Y (3 credit hours)	Special
Anderson, Josh	School of Arts and Sciences	N/A	\$4,458	State	10/21/13-12/13/13	N/A	ART 206-049Y (3 credit hours)	Special
Bennett, Pam	School of Arts and Sciences	N/A	\$3,132	State	10/21/13-12/13/13	N/A	ANTH 225-049Y (3 credit hours)	Special
Benscoter, Andrew	School of Arts and Sciences	N/A	\$2,826	State	10/21/13-12/13/13	N/A	ENG 101-049Y (3 credit hours)	Special
Bliss, Stacy	School of Professional Studies	N/A	\$5,070	State	10/21/13-12/13/13	N/A	PSYC 450 049Y (3 credit hours)	Special
Brand, Lesa	Graduate Programs	N/A	\$4,734	State	09/07/13-10/04/13	N/A	EDUC 569-0HAX (3 credit hours), EDUC 5690HBX (3 credit hours)	Special

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NON-RANKED FACULTY (cont.)								
(PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Brizuela, Francisco	Graduate Programs	N/A	\$636	State	10/21/13-11/08/13	N/A	INS 500-049S (1 credit hour)	Special
Cartagena, Teresa	School of Education	N/A	\$3,030	State	10/21/13-12/13/13	N/A	SPED 353-00Z (3 credit hours)	Special
Clark, James	School of Arts and Sciences	N/A	\$1,806	State	10/21/13-12/13/13	N/A	HIST 202-049Y (3 credit hours)	Special
Craver, Susan	School of Professional Studies	N/A	\$4,560	State	10/21/13-12/13/13	N/A	BUS 328 049Y (3 credit hours)	Special
Craver, Susan	School of Professional Studies	N/A	\$4,662	State	10/21/13-12/13/13	N/A	BUS 480 049Y (3 credit hours)	Special
Dreier, Libby	School of Education	N/A	\$1,704	State	10/21/13-12/13/13	N/A	EDUC 255-49Y (3 credit hours)	Special
Falcon, Lori	Graduate Programs	N/A	\$5,448	State	10/05/13-11/01/13	N/A	EDUC 553-01BX (3 credit hours), EDUC 553-01AX (3 credit hours)	Special
Feldmann, Ann	Graduate Programs	N/A	\$2,520	State	10/05/13-11/01/13	N/A	EDUC 553-01CX (3 credit hours)	Special
Green, Mary Jane	School of Professional Studies	N/A	\$4,254	State	10/21/13-12/14/13	N/A	BUS 201 049Y (3 credit hours)	Special
Jacobsen, Linda	School of Professional Studies	N/A	\$4,662	State	10/21/13-12/13/13	N/A	BUS 380 049Y	Special
Kearney, James	School of Arts and Sciences	N/A	\$3,642	State	10/21/13-12/13/13	N/A	HIST 114-049Y (3 credit hours)	Special
Kuchera, Evan	School of Arts and Sciences	N/A	\$5,672	State	10/21/13-12/13/13	N/A	ESCI 240-049Y (3 credit hours)	Special
Martinelli, Jason	School of Arts and Sciences	N/A	\$3,768	State	10/21/13-12/13/13	N/A	ESCI 240-049W (4 credit hours)	Special

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NON-RANKED FACULTY (cont.)								
(PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
McGee, Mary	Graduate Programs	N/A	\$2,724	State	10/21/13-12/13/13	N/A	EDUC 556-049Y (3 credit hours)	Special
Odum, Jay	School of Professional Studies	N/A	\$4,152	State	10/21/13-12/13/13	N/A	CJUS 340 049Y (3 credit hours)	Special
Pemberton, Michael	School of Professional Studies	N/A	\$3,132	State	10/21/13-12/13/13	N/A	SOC 201 049Y (3 credit hours)	Special
Radell, David	School of Arts and Sciences	N/A	\$4,560	State	10/21/13-12/13/13	N/A	STAT 210-049Y (3 credit hours)	Special
Roberts, Laura	School of Professional Studies	N/A	\$2,724	State	12/21/13-12/13/13	N/A	PSYC 250-049Y (3 credit hours)	Special
Weichel, Mark	Graduate Programs	N/A	\$450	State	10/21/13-12/13/13	N/A	EDUC 530-049Y (3 credit hours)	Special
Weninger, Hope	School of Professional Studies	N/A	\$4,764	State	10/21/13-12/13/13	N/A	BUS 373 049Y (3 credit hours)	Special

NON-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
Morris, Debra	Custodial Supervisor	N/A	\$3,296/month	State	N/A	1 FY	Salary Adjustment	N/A
Reeves, Darrin	Security Supervisor	N/A	\$3,035/month	Revenue Bond	01/02/97-10/31/13	1 FY	Resignation	N/A

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Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bianchetta, Bruce	Library Technician	N/A	\$1,955/ month	State	12/1/2013	1 FY	Appointment	Probationary
Purdy, Michelle	Office Assistant II	N/A	\$1,958/ month	State	11/1/2013	1 FY	Appointment	Probationary
Schulte, Andrew	Security Officer II	N/A	\$1,750/ month	Revenue Bond	10/15/2013	.75 FY	Appointment	Probationary
Walters, Elizabeth	Office Assistant II	N/A	\$1,822/ month	State	11/1/2013	1 FY	Appointment	Probationary

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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
Hindman, Tara	School of Education and Counseling; Department of Counseling and Special Education	Assistant Professor	\$48,000.00	State	8/14/14 – 5/13/15	1.0	New hire	Tenure-Track

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
DePew, Kim	Assistant Coach	N/A	\$5,607.53	State	6/3/13 – 7/10/13	N/A	Summer Camp Assignment	Special
Kielsmeier, Kelly	Assistant Coach	N/A	\$3,133.07	State	5/29/13 – 6/15/13	N/A	Summer Camp Assignment	Special
Knight, Valerie	Librarian – Reference	N/A	\$420.00	State	8/19/13 – 12/13/13	N/A	IDS 368-W0 (2 cr hr)	Special
McLaughlin, Scott	Assistant Coach	N/A	\$1,443.69	State	6/23/13 – 7/2/13	N/A	Summer Camp Assignment	Special
McMenamin, John	Football Offensive Coordinator	N/A	\$1,442.26	State	6/23/13 – 7/2/13	N/A	Summer Camp Assignment	Special
Nelson, Lisa	Service Learning Coordinator	N/A	\$50.00	State	11/17/13	N/A	LEAD Presentation	Special
Pugliese, John	Assistant Coach	N/A	\$522.04	State-Camp	6/3-20/13	N/A	Summer Camp Assignment	Special
Quance, Marilyn	Librarian – Technical Services	N/A	\$840.00	State	8/19/13 – 12/13/13	N/A	IDS 196-W0 (2 cr hr)	Special
Quance, Marilyn	Librarian – Technical Services	N/A	\$420.00	State	8/19/13 – 12/13/13	N/A	IDS 196-W1 (1 cr hr)	Special

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Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Kneifl, Scott	Head Coach	N/A	\$10,406.68	State	6/3/13 – 7/10/13	N/A	Summer Camp Assignment	Special
Kielsmeier, Chris	Head Coach	N/A	\$4,697.66	State	5/29/13 – 6/15/13	N/A	Summer Camp Assignment	Special
Muir, Nick	Interim Chief Information Officer	N/A	\$5,000.00	State	10/7/13 – 1/31/14	1.0	Additional pay for interim appointment	Special
Oswald, Laurie	Assistant Director of Student Financial Services	N/A	\$38,500.00; prorated \$23,223	State	11/23/13 – 6/30/14	1.0	New hire, replaced LeAnn Hoffman	Special

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Adams, Frank	Educational Foundations and Leadership	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, EDU 395-30 (3 cr hr)	N/A
Alexander, Andrew	Language and Literature	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Independent Study, ENG 395-30 (3 cr hr), ENG 499-31 (3 cr hr)	N/A
Amend, Tracie	Language and Literature	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, SPA 230-60 (3 cr hr)	N/A
Arneson, Patricia	Business and Economics	Professor	\$715.00	State	8/16/13 – 12/17/13	N/A	Directed Study; BUS 602-60 (3 cr hr), BUS 640-60 (3 cr hr)	N/A
Arneson, Patricia	Educational Foundations and Leadership	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 409-61 (3 cr hr)	N/A
Barnes, Johanna	Educational Foundations and Leadership	Assistant Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Independent Study, EDU 395-31 (3 cr hr), EDU 499-31 (3 cr hr)	N/A

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Bertolas, Randy	History, Politics and Geography	Professor	\$1,765.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, GEO 305-60 (3 cr hr), GEO 395-30 (3 cr hr), GEO 499-30 (3 cr hr), GEO 499-31 (3 cr hr), GEO 499-32 (3 cr hr), GEO 500-60 (3 cr hr)	N/A
Bertolas, Randy	History, Politics and Geography	Professor	\$100.00	State	11/17/13	N/A	LEAD Presentation	Special
Blankenau, Joseph	History, Politics and Geography	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, POS 444-60 (3 cr hr)	N/A
Blankenau, Joseph	History, Politics and Geography	Professor	\$50.00	State	11/17/13	N/A	LEAD Presentation	Special
Bohnert, David	Music	Professor	\$188.00	State	8/16/13 – 12/17/13	N/A	Directed Study, MUS 309-60 (2 cr hr)	N/A
Bohnert, David	Music	Professor	\$1,970.00	State	8/16/13 – 12/17/13	N/A	Director of Band, Fall 2013	Special
Brummels, J. V.	Language and Literature	Associate Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Independent Study, ENG 395-31 (3 cr hr), ENG 499-30 (3 cr hr)	N/A
Buryanek, Donald	Technology and Applied Sciences	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, ITE 314-60 (3 cr hr)	N/A
Butler, Katherine	Language and Literature	Professor	\$1,072.00	State	8/16/13 – 12/17/13	N/A	Directed Study, ENG 621-60 (3 cr hr)	N/A
Carrigg, Maureen	Communication Arts	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, CNA 499-30 (3 cr hr)	N/A
Christensen, Douglas	Life Sciences	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, BIO 499-30 (3 cr hr)	N/A

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Dalal, Meenakshi	Business and Economics	Professor	\$50.00	State	11/17/13	N/A	LEAD Presentation	Special
Davis, Adam	Physical Sciences and Mathematics	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, PHY 336-60 (3 cr hr)	N/A
DeBoer, Buffany	Life Sciences	Instructor	\$42,052.00	State	8/16/13 – 5/14/14	1.0	Revised	Specific
DeBoer, Buffany	Life Sciences	Instructor	\$1,952.00	State	8/16/13 – 12/17/13	N/A	Revised	Special
Dinsmore, Janice	Educational Foundations and Leadership	Assistant Professor	\$358.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 693-62 (3 cr hr)	N/A
Ellis, Susan	Sociology, Psychology and Criminal Justice	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, SOC 355-60 (3 cr hr)	N/A
Dorman, Sherry	Educational Foundations and Leadership	Instructor	\$39,796.00	State	8/16/13 – 5/14/14	1.0	Revised	Specific
Ellis, Susan	Sociology, Psychology and Criminal Justice	Professor	\$50.00	State	11/17/13	N/A	LEAD Presentation	Special
Engbretsen, Barbara	Health, Human Performance and Sport	Professor	\$639.00	State	8/16/13 – 12/17/13	N/A	Independent Study, PED 499-30 (3 cr hr), PED 695-31 (3 cr hr)	N/A
Erwin, Carol	Technology and Applied Sciences	Instructor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, FCS 407-60 (3 cr hr)	N/A
Everett, Pamela	Sociology, Psychology and Criminal Justice	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, CJA 395-30 (3 cr hr)	NA
Franklin, Laura	Counseling and Special Education	Assistant Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, SPD 361-60 (6 cr hr)	N/A

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Garvin, Sharon	Business and Economics	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, BUS 395-30 (3 cr hr)	N/A
Garvin, Tim	Computer Technology and Information Systems	Professor	\$1,354.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, CIS 430-60 (3 cr hr), CIS 695-30 (3 cr hr), CSC 695-30 (3 cr hr), CSC 695-31 (3 cr hr)	N/A
Greene, Todd	Sociology, Psychology and Criminal Justice	Assistant Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Independent Study and Directed Study, SOC 395-30 (3 cr hr), SSC 300-60 (3 cr hr)	N/A
Hallgren, Kenneth	Business and Economics	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, BUS 470-60 (3 cr hr)	N/A
Hansen, Pearl	Art and Design	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, ART 111-60 (3 cr hr), ART 321-60 (3 cr hr)	N/A
Harms, Sally	Educational Foundations and Leadership	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, EDU 395-32 (3 cr hr)	N/A
Hepworth, Elise	Music	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, MUS 499-30 (3 cr hr)	N/A
Hill, Kevin	Educational Foundations and Leadership	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 331-60 (3 cr hr)	N/A
Hill, Kevin	Health, Human Performance and Sport	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, PED 361-60 (3 cr hr)	N/A

Attachment: WSC Personnel Report January 2014 (1142 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: January 14, 2014

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hurner, Casey	Counseling and Special Education	Assistant Professor	\$358.00	State	8/16/13 – 12/17/13	N/A	Directed Study, SPD 611-60 (3 cr hr)	N/A
Irlmeier, Joni	Educational Foundations and Leadership	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, EDU 499-30 (3 cr hr)	N/A
Jensen, Gwen	Communication Arts	Professor	\$1,126.00	State	8/16/13 – 12/17/13	N/A	Directed Study, CNA 432-60 (3 cr hr), CNA 455-60 (3 cr hr)	N/A
Jensen, Gwen	Continuing Education	Professor	\$1,602.00	State	11/25/13 – 12/13/13	N/A	CNA 101-W0 (3 cr hr), CNA 101-W1 (3 cr hr)	N/A
Leeper, Mark	History, Politics and Geography	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, SSC 395-30 (3 cr hr)	N/A
Lindberg, Judith	Technology and Applied Sciences	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, FCS 313-60 (3 cr hr)	N/A
McElwain, David	Communication Arts	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, CNA 458-60 (3 cr hr)	N/A
Meyer, Jeffrey	Health, Human Performance and Sport	Instructor	\$1,689.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, PED 395-30 (3 cr hr), PED 450-60 (3 cr hr)	N/A
Miller, Daniel	Sociology, Psychology and Criminal Justice	Associate Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, PSY 470-60 (3 cr hr)	N/A
Miller, Kevin	Educational Foundations and Leadership	Associate Professor	\$358.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 693-61 (3 cr hr)	N/A
Miller, Kevin	Technology and Applied Sciences	Associate Professor	\$996.00	State	8/16/13 – 12/17/13	N/A	Directed Study, ITE 317-60 (3 cr hr), ITE 510-60 (3 cr hr)	N/A

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: January 14, 2014

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Moeller, Judy	Educational Foundations and Leadership	Instructor	\$38,666.00	State	8/16/13 – 5/14/14	1.0	Revised	Specific
Murphy, Richard	Communication Arts	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, CNA 395-30 (3 cr hr)	N/A
Newcomb, Lori	Language and Literature	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, ENG 499-32 (3 cr hr)	N/A
Ossian, James	Educational Foundations and Leadership	Professor	\$358.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 693-60 (3 cr hr)	N/A
Parker, Charles	Business and Economics	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, BUS 499-30 (3 cr hr)	N/A
Peitz, David	Physical Sciences and Mathematics	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Independent Study, CHE 395-30 (3 cr hr)	N/A
Piersanti, Joshua	Art and Design	Assistant Professor	\$1,032.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, ART 395-30 (3 cr hr), ART 395-31 (3 cr hr), ART 395-32 (3 cr hr), ART 411-60 (1 cr hr)	N/A
Rawlings, Lesli	History, Politics and Geography	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, GEO 315-60 (3 cr hr)	N/A
Rawlings, Lesli	History, Politics and Geography	Assistant Professor	\$50.00	State	11/17/13	N/A	LEAD presentation	Special
Ronnow, Gretchen	Language and Literature	Professor	\$639.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, ENG 395-32 (3 cr hr), ENG 644-60 (3 cr hr)	N/A

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: January 14, 2014

RANKED FACULTY (OVERLOAD AND SUMMER SCHOOL APPOINTMENTS)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Rudin, Catherine	Educational Foundations and Leadership	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, EDU 409-60 (3 cr hr)	N/A
Snowden, Monica	Sociology, Psychology and Criminal Justice	Professor	\$469.00	State	8/16/13 – 12/17/13	N/A	Independent and Directed Study, SOC 395-31 (3 cr hr), SSC 485-60 (3 cr hr)	N/A
Taber, Douglass	History, Politics and Geography	Professor	\$50.00	State	11/17/13	N/A	LEAD Presentation	Special
Vander Weil, Greg	Technology and Applied Sciences	Assistant Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, ITE 330-60 (3 cr hr)	N/A
Walker, Karen	Sociology, Psychology and Criminal Justice	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Independent Study, PSY 395-31 (3 cr hr), PSY 499-30 (3 cr hr)	N/A
Weixelman, Joseph	History, Politics and Geography	Associate Professor	\$639.00	State	8/16/13 – 12/17/13	N/A	Directed Study, HIS 380-60 (3 cr hr), HIS 665-60 (3 cr hr)	N/A
Whitt, Deborah	Communication Arts	Professor	\$563.00	State	8/16/13 – 12/17/13	N/A	Directed Study, CNA 252-60 (3 cr hr), CNA 467-60 (3 cr hr)	N/A
Worner, Tamara	Physical Sciences and Mathematics	Professor	\$50.00	State	11/17/13	N/A	LEAD presentation	Special
Young, Todd	Physical Sciences and Mathematics	Professor	\$282.00	State	8/16/13 – 12/17/13	N/A	Directed Study, PHY 465-60 (3 cr hr)	N/A

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: January 14, 2014

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
Dahlseid, Thomas	Art and Design Lecturer	N/A	\$32,000.00	State	8/15/13 – 5/14/14	1.0	Revised	Special
Holmes, Kelley	Health, Human Performance and Sport Lecturer	N/A	\$38,000.00	State	8/15/13 – 5/14/14	1.0	Revised	Special
Holton, Christopher	Art and Design Lecturer	N/A	\$32,000.00	State	8/15/13 – 5/14/14	1.0	Revised	Special
Powicki, Liesel	Educational Foundations and Leadership Lecturer	N/A	\$38,000.00	State	8/15/13 – 5/14/14	1.0	Revised	Special
Worner, Gregory	Technology and Applied Sciences Lecturer	N/A	\$38,000.00	State	8/15/13 – 5/14/14	1.0	Revised	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
Bode, Liane	Counseling and Special Education Lecturer	N/A	\$17,258.00	State	8/15/13 – 12/17/13	.50	Revised	Special
Bye, Lisa	Counseling and Special Education Lecturer	N/A	\$18,000.00	State	8/15/13 – 12/17/13	.50	Revised	Special
Heggestad, Susan	Art and Design	N/A	\$2,265.00	State	8/16/13 – 12/17/13	N/A	ART 102-0010 (3 cr hr)	Special
Magnuson, Grant	Continuing Education	N/A	\$345.00	State	10/16/13 – 12/13/13	N/A	ITE 510-W0 (3 cr hr)	Special
Meier, Cheryl	Language and Literature Lecturer	N/A	\$19,000.00	State	8/16/13 – 12/17/13	.50	Revised	Special
Parker, Karen	Computer Technology and Information Systems	N/A	\$525.00	State	11/5/13 – 12/10/13	N/A	CIS 231-01 (1 cr hr)	Special
Tucker, Anne	Continuing Education	N/A	\$755.00	State	10/16/13 – 12/13/13	N/A	EDU 457/557-W2 (1 cr hr)	Special
Worner, Gregory	Technology and Applied Sciences	N/A	\$456.00	State	8/16/13 – 12/17/13	N/A	Revised	Special
Worner, Gregory	Continuing Education	N/A	\$2,410.00	State	8/20/13 – 12/10/13	N/A	Revised	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: January 14, 2014

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
Pivovar, Shannon	Athletics – Softball	N/A	\$2,500.00 + 9 hours tuition waiver	State	1/13/14 – 5/14/14	.125	Graduate Assistant	Special

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
Burtwistle, Laura	Office Assistant II	N/A	\$2,080.00/mo.	State	10/28/13	1.0	New hire, replaced Jane O'Brien	Probationary
Campbell, Terrill	Maintenance Repair Worker III	N/A	\$2,260.27/mo.	State	10/21/13	1.0	New hire, replaced Bob Clarkson	Probationary
Jammer, William	Maintenance Repair Worker II	N/A	\$2,232.50/mo.	Revenue Bond	10/28/13	1.0	New hire, replaced Matt Baeir	Probationary
Jensen, Jason	Maintenance Repair Worker III	N/A	\$2,579.20/mo.	State	11/18/13	1.0	New hire, replaced Ron Weed	Probationary
Loberg, Jeff	Maintenance Repair Worker III	N/A	\$13.40/hour	Revenue Bond	12/2/13 – 1/2/14	.50	Temporary increase	N/A
Morlok, Deb	Office Assistant II	N/A	\$2,339.83/mo.	State	9/1/01 – 11/6/13	1.0	Resignation	N/A
Oswald, Laurie	Office Assistant II	N/A	\$2,132.00/mo.	State	3/2/09 – 11/22/13	1.0	Resignation	N/A
Suckstorf, Erin	Office Assistant II	N/A	\$2,080.00/mo.	State	11/20/13	1.0	New hire, replaced Sandra Wurdinger	Probationary

NON-UNIONIZED SUPPORT STAFF (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ankeny, Val	Office Assistant I	N/A	\$1,300.65/mo.	State	11/4/13	.725	New hire	N/A

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

January 14, 2014

***INFORMATION ONLY:* Foundation Employee Compensation Report**

The PSC Foundation employee salary report for 2013-14 is attached as an information item.

ATTACHMENTS:

- PSC Foundation Staff Salaries (PDF)

Peru State College

Employee Name	Rank or Position Title	FTE	2012-13 Salary Base	Salary Increase	2013-14 Total Annual	NOTES
Foundation						
Ashford, Brooke	Alumni Relations Associate	1.00	28,000.00	1,000.00	29,000.00	
DeBilzan, Promise	Administrative Assistant	1.00	29,000.00	1,200.00	30,200.00	
Fettig, John	Sr. Advancement Officer	0.75	63,750.00	5,100.00	68,850.00	
Jewell, Rebecca	Advancement Officer	1.00	64,000.00	0	64,000.00	new hire
Simpson, Richard Todd	Executive Director	1.00	118,600.00	15,400.00	134,000.00	

ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING, AND ENROLLMENT

January 14, 2014

**INFORMATION ONLY: Governor's Opportunity Award and Board of Trustees
Scholarship Application Report**

The report of the number of scholarship applications is provided to the Board for information.

As of January 3, 2014, 43 applications for the NSCS Board of Trustee's Scholarship were received in the System Office-- 5 for Chadron, 7 for Peru and 31 for Wayne. An update will be provided at the board meeting. The scholarship application deadline is January 15. The number of scholarships awarded by each college is determined through a formula based on the FTE of the previous fall semester.

All Nebraska students who received ACT scores of 25 or above were mailed letters and reminder postcards about the BOT Scholarships and directed to a specific web page. Posters, high school newspaper press releases and applications were mailed to high school guidance counselors in Nebraska. Press releases were also sent to Nebraska newspapers.

The System Office received 222 applications for the NSCS Governor's Opportunity Award-- 39 for Chadron, 24 for Peru and 159 for Wayne.

This is the sixth year for this award, which reflects a partnership between the NSCS and Governor Heineman. One incoming freshman at each college will receive a scholarship for the 201314 academic year.

All Nebraska students who received ACT scores between a 21 and 24 were mailed letters and reminder postcards about the Governor's Opportunity Award and directed to a specific web page that listed requirements and the application. Posters, high school newspaper press releases and applications were mailed to high school guidance counselors in Nebraska in October. Press releases were also sent to Nebraska newspapers.

Once the recipients of both the Board of Trustees' Scholarship and Governor's Opportunity Award are selected, the System Office will send press releases to the *Omaha World Herald* and *Lincoln Journal Star* and the colleges will send releases to the recipients' hometown media.

ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING,
AND ENROLLMENT

January 14, 2014

INFORMATION ONLY: **2014 Senator's Reception**

The Senator's Reception will be held Tuesday, January 14, 2014 from 4:00-7:00 p.m. at the Ferguson Center.

**ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING,
AND ENROLLMENT**

January 14, 2014

INFORMATION ONLY: **2014 Scholarship Luncheon**

The fifth annual NSCS Scholarship Luncheon will be held Friday, April 11 from noon-1:30 p.m. at Hillcrest Country Club in Lincoln. Please mark your calendars.

Those invited will include the 2014-15 Board of Trustees scholars, Governor's Award recipients, as well as the state senators, NSCS Board of Trustees, college presidents, admissions directors and System Office staff.

**ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING,
AND ENROLLMENT**

January 14, 2014

***INFORMATION ONLY:* Student Trustees' Selection**

Jon Hansen, CSC; Michaela Willis, PSC; and Jeff Carstens, WSC, will coordinate the 2014-15 Student Trustees' nomination process at their respective colleges. Their nominations are due to the NSCS Office by Friday, March 21. Governor Heineman receives a booklet of all nominations from the System Office from which he selects the new student trustees this spring.

**ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING,
AND ENROLLMENT**

January 14, 2014

***INFORMATION ONLY:* Marketing and Enrollment Officers Retreat**

Council of Admissions and College Relations Officers, chaired by Vice Chancellor Tande, will hold its annual retreat on April 23, 2014. At this event, the Council will evaluate the marketing efforts done in 2013-14 academic year. The recommendations will be used in conjunction with the priorities established at past board retreats with new ideas discussed and developed.

Vice Chancellor Tande will provide a summary of the retreat at the April meeting.

ITEMS FOR INFORMATION AND DISCUSSION\STUDENT AFFAIRS, MARKETING, AND ENROLLMENT

January 14, 2014

INFORMATION ONLY: **Fall Enrollment Reports**

Fall 2013 enrollment reports from each of the Colleges were provided to the Board for information.

	2012 FTE Enrollment	2013 FTE Enrollment	Percent Change	2012 Headcount	2013 Headcount	Percent Change
Chadron	2,221	2,249	1.26%	3,005	3,068	2.10%
Peru	1,550	1,560	0.99%	2,388	2,422	1.42%
Wayne	3,003	2,951	-1.73%	3,558	3,513	-1.26%
System Total	6,774	6,760	0.21%	8,951	9,003	0.58%

	% of Full-Time Students (Headcount)	% of Undergraduate Students (Headcount)	% of On-Campus Students (Headcount)	% of Resident Students (Headcount)
Chadron	62%	80%	54%	60%
Peru	52%	89%	37%	76%
Wayne	80%	85%	85%	85%
2013 System Totals	66%	84%	62%	74%
2012 System Totals	67%	84%	63%	75%

ATTACHMENTS:

- CSC Fall 2013 Enrollment Report (PDF)
- PSC Fall 2013 Enrollment Report (PDF)
- WSC Fall 2013 Enrollment Report (PDF)

END OF TERM ENROLLMENT REPORT*
CHADRON STATE COLLEGE
 TERM: Fall 2013

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Lower Division	1205	1293	7%	920	373	965	1001
Upper Division	1156	1150	-1%	840	310	960	961
Graduate Division	644	625	-3%	127	498	296	286
TOTALS	3,005	3,068	2%	1,887	1,181	2,221	2,249
						Change in FTE	Percent Change
						28	1.26%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
On-Campus Students							
Undergrads	1,541	1,625	5%	1,533	92	1,485	1,565
Graduates	87	46	-47%	15	31	47	21
TOTALS	1,628	1,671	3%	1,548	123	1,532	1,586
Off-Campus Students							
Undergrads	820	818	0%	227	591	440	397
Graduates	557	579	4%	112	467	249	265
TOTALS	1,377	1,397	1%	339	1,058	689	663
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Resident Students							
Undergrads	1,574	1,559	-1%	1,042	517	1,244	1,190
Graduates	307	293	-5%	64	229	132	131
TOTALS	1,881	1,852	-2%	1,106	746	1,376	1,321
Non-Resident Students							
Undergrads	787	884	12%	718	166	680	772
Graduates	337	332	-1%	63	269	164	156
TOTALS	1,124	1,216	8%	781	435	844	928

*with Ws

END OF TERM ENROLLMENT REPORT
PERU STATE COLLEGE
 TERM: 2013 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Lower Division	1145	1247	9%	581	666	644	725
Upper Division	985	911	-8%	605	306	775	701
Graduate Division	259	264	2%	69	195	126	135
TOTALS	2,389	2,422	1%	1,255	1,167	1,545	1,560
						Change in FTE	Percent Change
						15	0.99%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
On-Campus Students							
Undergrads	851	886	4%	837	49	814	829
Graduates	0	0	0%	0	0	0	0
TOTALS	851	886	4%	837	49	814	829
Off-Campus Students							
Undergrads	1,279	1,272	-1%	349	923	606	597
Graduates	259	264	2%	69	195	126	135
TOTALS	1,538	1,536	0%	418	1,118	731	731
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Resident Students							
Undergrads	1,623	1,659	2%	821	838	1,031	1,033
Graduates	175	186	6%	53	133	86	95
TOTALS	1,798	1,845	3%	874	971	1,116	1,128
Non-Resident Students							
Undergrads	507	499	-2%	365	134	388	393
Graduates	84	78	-7%	16	62	40	40
TOTALS	591	577	-2%	381	196	429	432

*Totaling errors may occur as a result of rounding

END OF TERM ENROLLMENT REPORT
WAYNE STATE COLLEGE
 TERM: 2013 FALL

Type of Instruction	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Lower Division	1,580	1,530	-3%	1,432	98	1,460	1,404
Upper Division	1,439	1,463	2%	1,304	159	1,306	1,325
Graduate Division	539	520	-4%	80	440	237	222
TOTALS	3,558	3,513	-1%	2,816	697	3,003	2,951
						Change in FTE	Percent Change
						-52	-1.73%
Class Location	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
On-Campus Students							
Undergrads	2,895	2,912	1%	2,712	200	2,715	2,690
Graduates	108	83	-23%	26	57	54	44
TOTALS	3,003	2,995	0%	2,738	257	2,769	2,734
Off-Campus Students							
Undergrads	124	81	-35%	24	57	51	39
Graduates	431	437	1%	54	383	183	178
TOTALS	555	518	-7%	78	440	234	217
Resident Status	Headcount		Percent Change	Full Time	Part Time	FTE 2012	FTE 2013
	2012	2013					
Resident Students							
Undergrads	2,620	2,627	0%	2,392	235	2,402	2,390
Graduates	375	361	-4%	37	324	154	142
TOTALS	2,995	2,988	0%	2,429	559	2,556	2,532
Non-Resident Students							
Undergrads	399	366	-8%	344	22	364	339
Graduates	164	159	-3%	43	116	83	80
TOTALS	563	525	-7%	387	138	447	419

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.

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

January 14, 2014

ACTION: Grant Applications and Awards for Information

The following grant applications and awards are provided to the Board for information.

Chadron Application

- Digitization TCN: Human activity and its impact on plants of the plains and basins of the western US (National Science Foundation) -- \$37,104 CSC sub-award through Black Hills State

Chadron Award

- Nothing as Awesome as Science, Absolutely! (NASA Nebraska Space Grant Consortium) -- \$5,250

Peru Application

- Public Health Early Admission Student Track (PHEAST) Undergraduate Symposium (The Sherwood Foundation) -- \$249,504.89

Wayne Award

- Nebraska Atlas for Elementary Students (Humanities Nebraska) -- \$6,000

System Office recommends approval of the Grant Applications and Awards for Information

ATTACHMENTS:

- CSC Grant Application - Rolfsmeier Digitization TCN (PDF)
- CSC Grant Award - L Brown A Petersen Nothing As Awesome As Science (PDF)
- PSC Grant Application - Sherwood Foundation (PDF)
- WSC Grant Award - Atlas Humanities Council (PDF)

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Chadron State College		Date: January 14, 2014
Notice of Intent	Application: X	Accept Award:
Name of Program: Digitization TCN: Human activity and its impact on plants of the plains and basins of the western US		
Funding Source: National Science Foundation		
Amount Requested: \$37,104 CSC sub-award through Black Hills State (27 institutions in this collaborative grant request for over 2 million dollars)	Amount Awarded:	Funding Period: July 2014 - June 2017
Closing Date for Application Submission: Nov 13, 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: 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: .47 (student worker)
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: This is a large collaborative grant to support digital imaging of herbarium specimens in the Northern Great Plains and Intermountain regions, and to make vascular plant specimen data in these collections available online through the SEINet network. At present, over 16,000 (27%) of such collections in the High Plains Herbarium (CSCN) have been entered into a database, but our data is not yet available online.		
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. Mary Barkworth, Utah State University/Dr. Steve Rolfsmeier, Chadron State College		
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: January 14, 2014
Notice of Intent	Application:	Accept Award: X
Name of Program: Nothing as Awesome as Science, Absolutely!		
Funding Source: NASA Nebraska Space Grant Consortium		
Amount Requested: \$6,000	Amount Awarded: \$5,250	Funding Period: 9/1/13 - 5/31/14
Closing Date for Application Submission: May 15, 2013		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: June 2013
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.): \$18,670 salaries, wages, & fringe		
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: X	No:
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: This project will provide opportunities for CSC students to present workshops to area public school students and their families. The purpose of these workshops is to foster an interest in science among future teachers and to give these teachers the tools they need to explore scientific concepts with their students. NASA lesson plans and resources will be used throughout the project to better connect the students and student teachers of our region with the wonder of both space science and its ability to lead to a better understanding of the Earth.		
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. Linda Brown		
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: Peru State College		Date: 12/01/2013
Notice of Intent:	Application: X	Accept Award:
Name of Program: Public Health Early Admission Student Track (PHEAST) Undergraduate Symposium		
Funding Source: The Sherwood Foundation through the Peru State College Foundation		
Amount Requested: 249,504.89	Amount Awarded:	Funding Period: 2014 - 2017
Closing Date for Application Submission: Rolling deadline		
When reporting Grant Award-- Has Grant Application been approved by the Board?		Date Approved:
Does this grant include Indirect Cost Funds for the College's use?	Yes:	No: X
Will this grant require State Matching Funds ?	Yes:	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
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: N/A	
Briefly describe the purpose(s) of this application/award: To annually convene a cohort of undergraduate students enrolled in/eligible for the PHEAST/RHOP programs at: Chadron State College, Peru State College, Wayne State College, and the University of Nebraska Kearney, in a one-day symposium to foster community collaboration and community leadership development.		
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. Kyle Ryan		
Administrator responsible for approving the application: Dr. Todd Drew		

Attachment: PSC Grant Application - Sherwood Foundation (1122 : Grant Applications and Awards for Information)

NOTICE OF INTENT TO APPLY FOR, OR TO ACCEPT, AWARDS OF NON-STATE CONTRACTS OR GRANTS

College: Wayne State College		Date: January 14, 2014
Notice of Intent	Application:	Accept Award: X
Name of Program: Nebraska Atlas for Elementary Students		
Funding Source: Humanities Nebraska		
Amount Requested: \$12,000	Amount Awarded: \$6,000	Funding Period: 09/25/13-10/30/14
Closing Date for Application Submission 08/01/2013		
When reporting Grant Award-- Has Grant Application been approved by the Board? Yes		Date Approved: 09/06/13
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.): The match of \$3,200 will be provided by donations to the Wayne State Foundation for wages to be paid to the project director.		
Will this grant require In-Kind Funds ?	Yes: X	No:
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.): In-kind support includes the time commitment of several faculty and staff and charges for the atlas to be shipped to WSC from the printing company. It will also include the use of a color printer and software for the design and construction of the atlas.		
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 to the Geographic Educators of Nebraska (GEON), for whom Wayne State College serves as the fiscal agent, will provide funding for a Nebraska Atlas to be printed that will be suitable to be used in elementary school classrooms. The atlases will include lesson plans and reference materials for usage by teachers.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. Randy Bertolas, Professor, History, Politics and Geography		
Administrator responsible for approving the application: Ms. Jean Dale, Vice President Administration & Finance		

Attachment: WSC Grant Award - Atlas Humanities Council (1122 : Grant Applications and Awards for Information)

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

January 14, 2014

INFORMATION ONLY: **Contracts and Change Orders for Information**

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

Nebraska State College System Contract

- Nebraska State College System and Colleges (addendum to audit contract for revenue bond program for restatement of prior year) -- \$2,500
- Nebraska State College System Office (office cleaning) -- \$220/mo.
- Nebraska State College System and Colleges (online media monitoring service) -- \$1,500/yr.

Chadron State Contracts

- Child Development Center at Burkhiser Complex (agreement governs provision of child care and child care related issues) -- \$25/child/year unless continuously enrolled
- Maintenance Building (construct maintenance storage building) -- \$25,000
- Campus (radio marketing spots) -- \$5,400
- Campus (professional fees) -- \$8,500

Peru State Contracts

- Marketing & Communications Office (advertising/marketing) -- \$3,000
- Al Wheeler Activity Center (back boards repaired) -- \$6,570
- Quad (stump removal) -- \$150
- Campus Services (replacement of fuel pressure sender and actuator) -- \$2,643.79
- Marketing & Communications Office (front cover of calendar) -- \$160
- CATS Conference Center Room ((2) 4 hour grant writing workshops) -- \$606.22
- Al Wheeler Activity Center (repaired steam line) -- \$16,500
- Morgan Hall (replace existing steam and condensate line) -- \$17,500
- AWAC, TJ Majors, AV Larson, CATS/Library, Campus Services, Hoyt, and Theatre (installing 8 electric metering devices including integration) -- \$9,600
- Marketing & Communications Office (phone book ad) -- \$120.55/month
- Administration Building (remove and install new stair treads) -- \$4,621
- Marketing & Communications Office (holiday special ads) -- \$2,724.48 and \$10,000

Wayne State Contracts

- Campus (build new discus ring) -- \$5,021
- Peterson Fine Arts Building (inspect and recaulk skylight) -- \$10,580
- Peterson Fine Arts Building (install Milliken Cleansweep carpet in vestibules) -- \$686.23
- Soccer Field (replace approach to track shed) -- \$1,630
- U.S. Conn Library (additional soil boring and tests) -- \$1,200
- U.S. Conn Library (asbestos abatement design) -- \$1,650
- Campuswide (semi-annual inspection of fire suppression systems) -- \$1,260
- Bowen Hall (replace sidewalk; install storm sewer inlet) -- \$4,935

Chadron State Change Orders

Information Item (ID # 1120)

Meeting of January 14, 2014

- Kent Hall (#1 installation of missing facia) -- \$408
- Student Center (#1 installation of missing facia) -- \$408

Wayne State Change Order

- Water System Improvements (final quantity adjustments) -- \$6,478.30

ATTACHMENTS:

- CSC Contracts and Change Orders for Information (PDF)
- PSC Contracts and Change Orders for Information (PDF)
- WSC Contracts and Change Orders for Information (PDF)
- NSCS Contracts and Change Orders for Information (PDF)

CONTRACTS AND CHANGE ORDERS FOR 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); d) exempt contracts over \$50,000; and e) legal counsel and auditor contracts for durations greater than 5 days, requiring Chancellor’s approval.

Chadron State College	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Child Development Center at Burkhiser Complex Agreement governs provision of child care and child care related issues \$25/child/year unless continuously enrolled Cash Nebraska Dept. of Health and Human Services
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Maintenance Building Construct maintenance storage building \$25,000 Cash Cullan Supply Contractors
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Radio marketing spots \$5,400 Cash Eagle Radio North Platte
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Professional fees \$8,500 Cash Falco – Fred A. Lockwood & Company

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are equal to \$40,000. If approval of change order is critical to project schedule, \$40,000 to \$80,000 range change orders may be approved by Chancellor and reported for ratification at next Board meeting.

Chadron State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Kent Hall Residence Hall #1—installation of missing facia \$408 Cash Twin City Roofing
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Student Center #1—installation of missing facia \$408 Cash Twin City Roofing

Attachment: CSC Contracts and Change Orders for Information (1120 : Contracts and Change Orders for Information)

CONTRACTS AND CHANGE ORDERS FOR 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); d) exempt contracts over \$50,000; and e) legal counsel and auditor contracts for durations greater than 5 days, requiring Chancellor’s approval.

Peru State College	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Marketing & Communications Office Advertising/Marketing \$3,000 Cash Pandora
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	AWAC Back boards repaired \$6,570 Cash Squibb Welding
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Quad Stump removal \$150 Cash Clinton Clark Stump Removal
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Services Replacement of fuel pressure sender & actuator \$2,643.79 Cash Cummins Central Power, LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Marketing & Communications Office Front cover of calendar \$160 Cash Peru Kiwanis
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	CATS Conference Room (2) 4 hour grant writing workshops \$606.22 Cash Ketstone Strategic Solutions
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	AWAC Repaired steam line \$16,500 Cash Moran Brothers Excavating
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Morgan Hall Replace existing steam and condensate line \$17,500 Cash Moran Brothers Excavating
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	AWAC, TJ Majors, AV Larson, CATS/Library, Campus Services, Hoyt & Theatre Installing 8 electric metering devices including integration \$9,600 LB 309 Project #6512J097 Specialized Engineering Solutions
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Marketing & Communications Office Phonebook Ad \$120.55/month Cash The Berry Company, LLC

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Administration Building Remove and install new stair treads \$4,621 LB 309 – Project #6512J104-43309 Shiplely Flooring
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Marketing & Communications Office Holiday special ads \$2,724.48 & \$10,000 Cash Omaha World Herald

CONTRACTS AND CHANGE ORDERS FOR 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); d) exempt contracts over \$50,000; and e) legal counsel and auditor contracts for durations greater than 5 days, requiring Chancellor’s approval.

Wayne State College	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Outdoors Build new discus ring \$5,021.00 Cash Christiansen Construction Co.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peterson Fine Arts Building Inspect and recaulk skylight \$10,580.00 Cash Super Sky Products Enterprises
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peterson Fine Arts Building Install Milliken Cleansweep carpet in vestibules \$686.23 Cash Phipps Commercial Flooring
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Soccer Field Replace approach to track shed \$1,630.00 Cash Christiansen Construction Co.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	U.S. Conn Library Additional soil boring and tests \$1,200.00 Cash Mid-State Engineering and Testing
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	U.S. Conn Library Asbestos abatement design \$1,650.00 Cash AQS Environmental
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-Wide Semi-Annual Inspection of Fire Suppression Systems \$1,260.00 Cash/Rev. Bond General Fire & Safety Equipment Co.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Bowen Hall Replace sidewalk; install storm sewer inlet \$4,935.00 Rev. Bond Christiansen Construction Co.

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are equal to \$40,000. If approval of change order is critical to project schedule, \$40,000 to \$80,000 range change orders may be approved by Chancellor and reported for ratification at next Board meeting.

Wayne State College	
Location on Campus:	Water System Improvements
No. & Description:	Final quantity adjustments
Change Order Amount:	\$6,478.30
Fund Source:	LB 309
Contractor:	Schoon Construction

CONTRACTS AND CHANGE ORDERS FOR 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); d) exempt contracts over \$50,000; and e) legal counsel and auditor contracts for durations greater than 5 days, requiring Chancellor’s approval.

Nebraska State College System	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Nebraska State College System Office and Colleges Addendum to audit contract for revenue bond program for restatement of prior year \$2,500 College Revenue Bond Funds BKD, LLP
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Nebraska State College System Office Office cleaning \$220/mo. Cash Attention to Detail Cleaning
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Nebraska State College System Office and Colleges Online media monitoring service \$1,500/yr Cash Meltwater News

Attachment: NSCS Contracts and Change Orders for Information (1120 : Contracts and Change Orders for Information)

Chancellor's Report

Legislative Session

The Legislative session begins on January 8, 2014. The 60 day session is scheduled to adjourn on April 17, 2014. As always, we will monitor bills and other activities and keep the Board informed as the session progresses.

Senators' Reception

The 2014 Senator's Reception will be held Tuesday, January 14, 2014 from 4-7 p.m. at The Ferguson Center. The reception will follow the Board meeting at Hillcrest Country Club. The College Foundations are again co-hosting the event, and as always, we appreciate their support for this important event.

NSCS Calendars

The 2014 NSCS Calendars are available and will be distributed at the Board meeting. This year, the calendar's focus is on our students. Vice Chancellor Tande worked closely with the marketing and admissions folks at the Colleges to develop the 2014 calendar. Along with highlighting students for their achievements and the opportunities they have at the Colleges, achievements for the NSCS are also highlighted. The calendars are distributed to the Governor and Lt. Governor, the State Senators, various college personnel, and, of course, Board members. A number of calendars will go to admissions personnel to distribute to key high school counselors in their regions. If you would like more than one calendar, please let Vice Chancellor Tande know.

Fall Enrollment

The good news is that the Fall 2013 System student headcount crossed the 9000 mark. Chadron experienced the largest increase with 2.1 percent growth compared to Fall 2012. I want to recognize the Presidents and the many staff members at each of the Colleges for their continued attention to enrollment and retention matters. As fewer students graduate from Nebraska's high schools, recruiting and increasing enrollments become more and more challenging. While our tuition is modest, greater attention in Nebraska and across the country is focused on the "value of education" in terms of "return on investment" (ROI). I think our enrollment increase reflects the value and ROI students and their families see in the education provided at the State Colleges.

College Ranking System

As you will remember from the November Board Meeting, I spoke about several concerns that I have regarding President Obama's plan to develop a college rating system. In particular, I am concerned that such a system could eventually be tied to the distribution of federal financial aid. In September, the President appointed a new Deputy Under Secretary, Ms. Jamie Studley, to oversee the development and implementation of the new rating system.

Vice Chancellor Tande and I travelled to DC in December to share my concerns and the effects such a ratings plan could have on higher education generally and on the State Colleges specifically. We had meetings with Congressman Adrian Smith, Senators Johanns and Fischer, and the Under Secretary and her staff.

Each member of the Congressional delegation, with whom we met, understood our concerns and offered to help however they could. Senator Johanns specifically offered to write a letter regarding this matter and share it with his colleagues. The meeting with the Deputy Under Secretary and several of her staff members provided an opportunity to express concerns and

suggest alternative measures for determining the “value of a college education.” The Deputy Under Secretary has put out a “call for information” in the Federal Register regarding the President’s proposal and we will prepare a response that will outline several measures of success that we would support as a way to provide important information about colleges and universities to potential students.

Hispanic Students Recruitment

The fastest growing population in NE, by demographic, is the Hispanic community. Nationally, enrollment of Hispanic/Latino students in higher education is expected to grow by 46 percent by 2020. In 2010, the percentage of Hispanics in Nebraska stood at 9.2 percent. In 2020, the percentage is expected to increase by more than 3 percentage points, to 12.5 percent. By 2050, 25 percent of the state’s population will be Hispanic. It is critical for the economic future and well-being of the State that our Colleges understand the impact this population shift will have and plan accordingly. To that end, NSCS staff recently met with the executive director of the Latino-American Commission of Nebraska to discuss various opportunities for collaboration and to explore ways to aid our Colleges in recruiting, retaining, and graduating Hispanic/Latino students.

OER

The Colleges continue to develop and offer Open Educational Resources (OER) based courses. Under the OER umbrella, faculty develop course materials that eliminate the need for our students to purchase expensive textbooks, thereby reducing the cost of attendance significantly. Chadron is currently collaborating with several national institutions, such as MIT, and working to have its entire General Education courses completely OER-based. The system office is also working with the Colleges to hold a second system-wide summit on OER in the spring semester.

Statewide Collaborations

In an effort to expand collaborations that will benefit the state and its citizens, system office staff recently met with the presidents of the Nebraska community colleges to discuss opportunities for collaborating, expanding existing relationships, and identifying mutually beneficial activities. In addition to the community colleges, meetings have also taken place (or are scheduled) with the two tribal college representatives and representatives from the University of Nebraska Medical Center and the University of Nebraska – Lincoln. In addition, we are working with the Nebraska Department of Economic Development to find ways for the Colleges to offer educational opportunities for rural economic development.

**Chadron State College
Cultural Enrichment
Academic Year 2012-2013**

Chadron State College continues its commitment in realizing the value and importance of diversity within the educational experience at our institution.

The Presidentially appointed Diversity Committee is responsible for coordinating many of the campus diversity events although each member of the campus is responsible for taking an active role in this important task. The Diversity Committee is comprised of faculty, staff, and students.

The Student Activities Coordinator provides essential support for multicultural activities at Chadron State College. One of the functions of this position is to coordinate efforts and events that emphasize diversity awareness/appreciation.

Diversity Awareness/Appreciation

Numerous speakers and diversity events were held at Chadron State College to provide diversity education and awareness to the campus and community:

- Dorset Graves Lecture Series
 - “Empire, Manliness and Post-Emancipated Identity: Progressive Pan-Africanism at the Turn of the Twentieth Century”
 - “The Wit of the Irish”
- Sixth “RELEASE” Performance, CSC student Karl McFarlane
- Differently-Abled Conference
- Galaxy Series
 - “Lost in Africa” Performance
 - Presentation by Charlie Sampson (1st African American World Rodeo Champion)
- Native American Local Businesses Honorary Night at Men’s Basketball game
- Native American Dance Performance at Men’s Football game
- Presentation by Bryan Brewer (Oglala Sioux Tribe President) and luncheon with CSC Executive Committee Administrators
- International Coffee Hours
- International Food Tasting Dinner and Cultural Presentations
- Festival of Colors Celebration
- International Student Presentations for several community organizations
- Martin Luther King, Jr. Celebration: Freedom Walk, Student Roundtable Discussion, MLK Presentation & Children Sing-along, and MLK video presentation.
- Residence Life Programming:
 - Fiesta Celebration, Ethnic Dining Night, Deutsch Weihnachten, Mardi Gras Ball, St. Patrick’s Day Dance, Chinese New Year, Hunger Awareness, Dia De Muerto Mexican Celebration, Battle of the Salsas Dancing, Gelato Night, Foreign Game Night, Easter Around the World, and Italian Pasta Night.
- Oktoberfest Celebration
- TRiO Academic Success Seminars
- Upward Bound Summer Learning Program
- Veterans Day Celebration Program
- Wellness for a Lifespan Health Fair
- The “Big Event,” which included service projects at several community sites including, but not limited to, nursing homes, community churches, etc.

- Monthly Cultural Celebrations included:
 - Hispanic Heritage; Disability Awareness; Gay, Lesbian, Bisexual, Transgender; Native American Heritage; Martin Luther King, Jr.; Black History; Women's History; Asian Pacific Islander

Integrating Diversity Into Curriculum

Chadron State College faculty incorporate multicultural perspectives into classroom curriculum through the selection of textbooks, required readings, class discussions, classroom activities, debates, speakers, and video presentations.

Faculty also include field trips to regional and international locations as a way to incorporate diverse topics into the educational experience. Field trips this year included: Alaskan Cultural Trip: Alaskan Native Heritage Center, Anchorage Museum, Pine Ridge Indian School, Red Cloud Indian School/Holy Rosary Mission, Wounded Knee Historic Site, Fort Robinson, and Fur Trade Museum. The Study Abroad Program also included student travel to Alaska, Australia, Morocco, and London.

Diversity related curriculum activities include:

- The Social Work 435 Class (Social Work Communities and Organizations) organized and presented an all-day conference on campus devoted to addressing the issue of being Differently-Abled. The class partnered with the Federation of the Blind to organize and sponsor the conference.
- Elements of Theatre course read and discussed the play "Master Harold and the Boys" which was written by South African playwright Athol Fugard and included several diversity related topics.
- The EDUC 323 Course (Elementary/Middle School Social Studies Methods) invited international students from the Job Corps to come and share their personal stories about their home countries and also heard from a guest speaker from Pakistan.
- EDUC 131 (Introduction to Teaching) cultural speaker on India.
- PSYC 421 (Culture & Psychology) had guest speakers from Jamaica and Samoa.
- Education 415e heard a presentation from UNL Multicultural Extension Office regarding Mexican-American Heritage in Nebraska.

Other notable activities:

- International students from Algeria and Morocco taught volunteer French courses.
- Pre-med Health Profession students visited Jamaica on a medical mission trip.
- Chi Alpha club partnered with an organization called Venture Expeditions to host a bike ride and panel discussion in an effort to bring awareness to Burma

Peru State College
January 2014
Diversity and Inclusion

Peru State College is committed to creating an inclusive environment where students and employees embrace and celebrate the uniqueness of individuals. Our efforts to promote inclusion continue to evolve and improve as we develop and continue programs focused on this important piece of our educational mission.

Open Door Program

The purpose of the Peru State Open Door Program is to provide advocacy, guidance and compassion for students who are experiencing problems, difficulties or crises due to their sexual orientation, gender identity, being the victim of crime, hazing, bullying or sexual assault, and/or are the discriminated against due to their mental health status, disability, race, religion, ethnicity or national origin.

The program was implemented in 2013 as part of the Council for Inclusion, a group comprised of faculty, staff and students that promotes acceptance for all of the visible and invisible characteristics that make individuals unique. The Open Door Program began with training conducted by Anita Patel, vice president for racial justice and public policy for the YWCA of Minneapolis. Every department on campus was represented in the inaugural class. As part of their training, participants discussed challenges students face, how to respond to reported challenges, information on Title IX reporting and legal requirements, practice scenarios, self-reflection and Peru State students shared their experiences as well. A second full-scale training session will be held during the spring semester and mini-training sessions will be held throughout the academic year. A recent mini-training session shared information about the Americans with Disabilities Act and working with students who are differently abled.

All Open Door Program participants have a special insignia for their office spaces to make them easily identifiable to students. The group has worked to publicize their existence through e-mails, flyers and an article in the *Peru State Times*. Efforts in this area will continue. Additionally, an Open Door Program reporting form is posted on the college website. These forms are submitted to the dean of Student Life for follow-up and assessment purposes.

Bystander Intervention Training

In October 2012, the Office of Student Life partnered with the Nebraska Collegiate Consortium (NCC) to bring Dr. Alan Berkowitz to campus for Bystander Intervention Training. Berkowitz is a renowned independent consultant who assists colleges and universities, public health agencies, military organizations, and communities design programs that address health and social justice issues. He is editor and founder of *The Report on Social Norms* and is an award-winning speaker and trainer. His lecture and workshop topics include changing campus, community and base culture, effective drug and sexual assault prevention strategies, reducing prejudice, racial identity theory, multicultural issues, alcohol and sexual assault, men's responsibility for preventing sexual assault, developing alliances across differences and understanding today's youth.

Nearly 300 students, including more than 120 student-athletes, an English 100 class, upperclassmen planning to move off-campus and Residence Life student-staff members attended Berkowitz's presentation. NCC members and Peru State faculty/staff members also joined the discussions, which were broadcast live on the website throughout the 8-hour session. Additionally, all incoming first-year students participated in a one-hour Bystander Intervention workshop facilitated by Dean of Student Life Kristiaan Rawlings during New Student Weekend. The curriculum included conflict management and response, social norming data, intervention skills and options discussions.

Campus Climate Assessment

For the second consecutive year, Peru State conducted surveys using online instruments developed by Educational Benchmarks, Inc. (EBI). The Council for Inclusion coordinated the administration of the EBI Campus Climate Assessment with different versions for students and faculty/staff. Summary ratings from the surveys are presented in the table below.

Table 5: Educational Benchmarks, Inc. (EBI) Campus Climate Surveys: Summaries for Peru State

	Spring of 2012				Spring of 2013			
	Peru State College	Select 6 Institutions	Carnegie Class	All Institutions	Peru State College	Select 6 Institutions	Carnegie Class	All Institutions
Campus-wide Student Climate/Diversity Assessment: Overall Program Effectiveness	5.59	≈	≈	≈	5.69	≈	≈	≈
Faculty/Staff Climate/Diversity Assessment: Overall Program Effectiveness	5.24	↓	↓	↓	5.60	≈	≈	≈

Note: The scores above represent composites on a scale of 1 to 7 with an identified goal of 5.50. The scores are derived using multi-variant linear regression. A ↓ symbol indicates a score lower than the comparison group, and a ≈ symbol indicates no significant difference.

Source: Adapted from EBI Summary Reports

In comparison to the prior year's overall ratings, increases can be seen in both assessments for Overall Program Effectiveness. Of special interest is the Faculty/Staff Overall Program Effectiveness results show movement from slightly below goal one year ago, to above goal this year. In addition, our mean for each of the 10 factors for Faculty/Staff Climate have all increased. Student results for Overall Program Effectiveness also show a slight increase and remain above our goal.

On the student campus climate survey report, the college's "greatest strength" was a low incidence of expressions of insensitivity and prejudice by faculty and staff. However, this rating was statistically consistent with those of the comparison groups. The "greatest weakness" noted was the low number of students who felt they had received special consideration regarding additional academic support on campus, financial aid, admissions, or on-campus employment opportunities; however, our mean is statistically higher than our three external comparison groups.

The factor identified as potentially having the greatest impact on the students' perception of campus climate, if improved, was "academic achievement and personal development." The college did see increases in mean results in this area and results are statistically equal to peer comparison groups. The greatest strength identified by the faculty/staff survey was the degree to which the work environment represents others.

Wayne State College
January 2014
Diversity

Wayne State remains committed to the ideals and practices of diversity in its pedagogy, cultural activities and curriculum. Each of the college's four schools has comprehensive approaches to diversity that underline the need to maintain awareness of the cultural mosaic of the world and communicate its importance to our students, staff and faculty.

The Office of Multicultural Affairs continues to provide support for multicultural activities at the college and has implemented a broad range of initiatives to enhance diversity on the Wayne State College campus and in surrounding communities. Office of Multicultural Affairs programs include a food pantry operated in conjunction with the Counseling Center.

Multicultural Center initiatives, which seek to maintain a climate that values a wide range of opinions, cultures, communities, experiences and perspectives, included ESL outreach; Martin Luther King, Jr., presentations; activities and presentations for heritage months; and a student-led Diversity Conference.

The President's Council for Diversity, which was created to make recommendations to the President regarding diversity issues, serves as a voice for the needs of minority students. The Council is comprised of students, faculty, staff, and community members. Representation of members from diverse cultures is encouraged. Members participated in and presented at the International Dinner and played an active role in the Wayne State Strategic Planning Retreat.

The School of Arts and Humanities promotes diversity through individual faculty and staff efforts in teaching, curriculum development, academic programming, and faculty scholarship and school-based projects revolving around sponsoring events and hosting campus visits by guest scholars from underrepresented groups.

Curricular efforts included enhancing students' awareness and appreciation of diversity in art and design, communication arts, theater, public relations, journalism, broadcasting, language and literature, and music. Highlights include exchange programs, intercultural communication seminars, examination of the cultural characteristics of families, and dramatic adaptations of multicultural fairy tales in theater classes.

The School of Natural and Social Sciences included a broad range of curricular activities in each of the departments. When possible, students explored diversity issues outside of the curriculum through campus activities sponsored by the Multicultural Center.

Diversity is a central tenet in the disciplines of Sociology, Psychology, and Criminal Justice. Regardless of specific disciplines, diversity is incorporated in every attempt to explain human behavior. Virtually every class in these disciplines looks at minority experiences in such areas as the justice system, sexuality, social welfare, and the family.

The Department of History, Politics, and Geography prominently features diversity in its course work exploring the scope of the human experience. Multiculturalism, ethnicities, languages, and political geography form the backbone of curricular explorations of such topics as Native American sovereignty, gender and health care, world history, the Civil Rights movement, and the Holocaust.

The Department of Life Sciences uses biology as a starting point for explorations of diversity. These efforts included ethnobotanical practices of indigenous Neotropic inhabitants; human genetics and sickle cell disease; cultural attitudes toward agriculture; cultural attitudes regarding science and evolution; the interrelatedness of all organisms; cultural change due to external influences; and the biological basis of skin coloration and its application to discrimination.

The Department of Health, Human Performance and Sport examines diversity through the lenses of a variety of human physical activities relating to sports, nutrition and health. Students are taught that as teachers they will be able to employ a number of issues to raise the issue of diversity in the classroom, such as values, customs and beliefs, awareness of discrimination, and family culture. Other efforts included cultural competencies in health care; social and physiological differences in relation to strength training and conditioning; disparity of heart disease and risk factor impact between genders and races; and race and sports culture.

The School of Education and Counseling requires all students to complete a diversity project that may include a minority experience, interviews or service-learning. The school reports that many faculty seek opportunities to explore diversity on their own to improve their awareness and bring a higher level of cultural understanding to the classroom. These experiences include conferences, retreats, and guest speakers.

Counseling students have diversity built into the core of each of their courses. Faculty members note that teaching diversity is not just one lesson, but an integration of understanding the interconnectedness of diversity in the work of a counselor. These lessons include strategies for culturally appropriate interventions, ethical issues in multicultural counseling, and diversity competence for group counselors.

Special education courses require WSC students to master content that teaches tolerance, inclusiveness, bullying awareness, and culturally responsive teaching. Examples include class discussions on unconscious bias, combating hidden curriculums, and responding to stereotyping and discrimination in the classroom.

Wayne State takes great pride in providing students, staff, faculty and Northeast Nebraska with a variety of activities within the classroom and in outside activities that emphasize the rich variety of cultures. Whether they are preparing for a career as a teacher, law enforcement officer, doctor, or any other professional field, our students are exposed to the mosaic of the human experience.