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## **BOARD OF TRUSTEES**

### **MEETING NOTICE**

**In compliance with the provisions of Neb. Rev. Stat. Section 84-1411, printed notice is hereby given that a Regular Meeting of the Board of Trustees of the Nebraska State Colleges will convene at Peru State College, Peru, Nebraska on March 24, 2017**

Executive Session	March 23–	10:30 a.m.
Business Meeting	March 24 –	8:00 a.m.

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

**BOARD OF TRUSTEES MEETING  
MARCH 23-24, 2017  
PERU STATE COLLEGE  
PERU, NEBRASKA**

**WEDNESDAY, MARCH 22 – Lied Lodge**

10:30–5:00	Council of Business Officers	Executive Board Room 4 <sup>th</sup> Floor
1:00–5:00 p.m.	Council of Academic Officers	Hospitality Suite Room 304
2:00–5:00 p.m.	Council of Student Affairs Officers	Terrace Room A & B

**THURSDAY, MARCH 23 – Meetings will be held in the Center for Achievement and Transition Services (CATS) unless otherwise indicated**

7:00 – 8:00	Breakfast	Student Center, Bur Oak Room
8:00 – 9:30	Fundamentals of Finance Follow-Up (Board Members, Chancellor, Vice Chancellor for Finance and Admin and General Counsel)	CATS Conference Room
9:45 – 10:30	Title IX Presentation (Board Members, Chancellor, Vice Chancellor for Finance and Admin, General Counsel, System Office Risk Mgt Director and Title IX Director)	CATS Conference Room
10:30 – 11:30	BOARD OF TRUSTEES EXECUTIVE SESSION Litigation, Personnel & Liability Issues	CATS Conference Room
10:30 – 11:30	Student Trustee Orientation	CATS Room 201
11:30 – 12:15	Lunch	Student Center, Bur Oak Room
12:15 – 1:45	Design Development Presentations CSC Stadium Renovation Bahr Vermeer Haecker WSC Center for Applied Technology Bahr Vermeer Haecker WSC Press Box Jackson-Jackson & Associates, Inc.	CATS Conference Room
2:00 – 2:15	Academic & Personnel Committee Teaching Excellence Award Discussion	CATS Room 201
2:15 – 3.30	Academic & Personnel Committee Meeting	CATS Room 201

**2:00 – 3:30**      **BOARD COMMITTEE MEETINGS**  
Fiscal, Facilities & Audit Committee      **CATS Room 209**  
Student Affairs, Marketing & Enrollment Committee      **CATS Conference Room**

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

**5:30**              **Reception**                                      **Jindra Fine Arts Building Lobby**

**6:30**              **Dinner**    **Jindra Fine Arts Building Band Room**

**FRIDAY, MARCH 24**

**7:00 – 8:00**      **Breakfast**    **Bur Oak Room**

**8:00**              **BOARD OF TRUSTEES BUSINESS MEETING**      **CATS Conference Room**

**Tour of Delzell Hall Immediately Following the Business Meeting**

## Call to Order

Approval of Meeting Agenda

Public Comments

## Minutes Approval

- 1 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jan 17, 2017 1:30 PM

### 1. Items for Consent Agenda

- 1.1 Approve the Recommendation of the Academic and Personnel Committee for the 2017 Teaching Excellence Award Recipient
- 1.2 Approve Chadron State College Revised Organizational Chart
- 1.3 Approve Authorization for Chancellor to Bind Insurance Coverages
- 1.4 Approve Continuation of Food Service Contracts for 2017-2018
- 1.5 Approve Authorization for Chancellor to Sign Contracts and Change Order for Chadron State College
- 1.6 Approval of Authorization for Chancellor to Sign Centennial Complex Sprinkler Installation Contract for Peru State College
- 1.7 Approve Authorization for Chancellor to Sign Construction Contracts for the Memorial Stadium Press Box Replacement for Wayne State College
- 1.8 Approve Appointment of Substantial Completion Committee for U.S. Conn Library Renovation Project at Wayne State College
- 1.9 LB 309 Allocations and Retrievals

### Items for Discussion and Action

#### 2. Academic and Personnel

- 2.1 Approve Program Review Recommendations
- 2.2 Approve Salary Policy 2017-2018
- 2.3 First and Final Round Approval of Revisions to Board Policies 2700, 3020, 3021, 5000 and 5007; Anti-Discrimination Policies
- 2.4 First and Final Round Approval of Revisions to Board Policy 4430; Transfer of Credits and Degrees
- 2.5 First and Final Round Approval of Revisions to Board Policy 5017; Emeritus Status

- 2.6 First and Final Round Approval of Revisions to Board Policy 5040; Criminal Background Checks; Employees
- 2.7 First and Final Round Approval of Revisions to Board Policy 5102, 5103 and 5104; Policies Related to Bargaining Agreements
- 2.8 Approve a Memorandum of Agreement with the University of Nebraska College of Agricultural Sciences and Natural Resources for the 3+1 Program in Plant Biology-Ecology and Management Option for Wayne State College
- 2.9 Approve Athletic Administration Focus Area in School Administration/Educational Leadership Program for Wayne State College
- 2.10 Approve Chemistry/Fermentation Science Concentration Within the Chemistry Program for Wayne State College
- 2.11 Approve Interlocal Agreement Between City of Chadron Police Department and Chadron State College for College Resource Officer

**3. Student Affairs, Marketing, and Enrollment**

**4. Fiscal, Facilities and Audit**

- 4.1 Approve Contracts for Audits for Fiscal Year Ending June 30, 2017
- 4.2 Approve the Resolutions Authorizing the Colleges to Spend Revenue Bond Surplus Funds for Contingency Maintenance Projects
- 4.3 Approve 2017-2018 Room and Board Rates
- 4.4 Approve Revised Distribution of Funds
- 4.5 Accept and Approve the Design Development Documents for the Stadium and Track Improvement Project at Chadron State College
- 4.6 Accept and Approve the Design Development Documents for the Memorial Stadium Press Box Replacement at Wayne State College
- 4.7 Accept and Approve Design Development Documents for Center for Applied Technology for Wayne State College
- 4.8 First and Final Round Approval of Revisions to Board Policy 7004; Identity Theft Prevention Program
- 4.9 Approve Amendment to Spirit Shop Contract for Peru State College
- 4.10 Approve Reallocation of Contingency Maintenance Funds for Peru State College
- 4.11 Approve Reallocation of Contingency Maintenance Funds for Wayne State College
- 4.12 Approve Use of Unappropriated Cash Funds on a One-Time Basis for Wayne State College
- 4.13 Approve Authorization to Use Capital Improvement Fee (CIF) Funds for Memorial Stadium Press Box for Wayne State College
- 4.14 First and Final Round Approval of Revisions to Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services

**Items for Information and Discussion**

**5. Academic and Personnel**

- 5.1 Fall 2016 Graduation Summaries
- 5.2 Fall 2016 Instructional Load Reports
- 5.3 Five-Year Academic Calendar
- 5.4 NSCS Funding Request for CSC Foundation
- 5.5 Reports of Personnel Actions

**6. Student Affairs, Marketing, and Enrollment**

- 6.1 Student Trustees Update
- 6.2 Television and Radio Ad Update
- 6.3 Scholarship Luncheon
- 6.4 Intercollegiate Athletics Report of Institutional Commitment to NCAA Principles for Conduct to Enhance Integrity in Intercollegiate Athletes

**7. Fiscal, Facilities, and Audit**

- 7.1 Capital Construction Quarterly Reports (as of December 31, 2016)
- 7.2 Contingency Maintenance Progress Reports (as of December 31, 2016)
- 7.3 LB 309 Project Status Reports (July-December 2016)
- 7.4 Physical Plant Status Reports (October-December 2016)
- 7.5 Financial Reports (July-December 2016)
- 7.6 Operating Expenditure Reports (July-December 2016)
- 7.7 Revenue Bond Expenditure Reports (July-December 2016)
- 7.8 Fall Occupancy and Income Reports
- 7.9 Potential Occupancy and Income Reports
- 7.10 Optimal Enrollment Report
- 7.11 Grant Applications and Awards for Information
- 7.12 Contracts and Change Orders for Information

**8. Miscellaneous Action and Information Items**

**i. Chancellor's Report**

- 8.1.1 Chancellor's Report
- 8.1.2 Proposed Board of Trustees Meeting Schedule for 2017-2018

**ii. Presidents' Report**

- 8.2.1 Presidents' Reports

**iii. Student Trustees' Report**

**Adjournment**

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## Executive Session - January 17, 2017

### Call to Order - Executive Session

The meeting was called to order at 9:00 AM by Chair Bieganski to discuss finances and the annual audit.

Motion was made by Trustee Engles and seconded by Trustee Chaney to go into executive session at 10:56 AM as authorized by Neb. Rev. Stat. §84-1410 for the protection of the public interest, and to prevent needless injury to the reputation of persons who have not requested a public hearing for the purpose of holding a discussion limited to the following subjects:

- Litigation
- Personnel matters
- Liability issues

Chair Bieganski declared that the executive session would be strictly limited to a discussion of:

- Litigation
- Personnel matters
- Liability issues

Motion was adopted. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

Motion was made by Trustee Chaney and seconded by Trustee Engles to close the executive session at 11:30 AM. Motion was approved. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

The Board went into executive session at 10:56 AM. The Board reconvened the open meeting at 11:30 AM.

### Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Bieganski at 11:30 AM.



**January 17, 2017**

## Call to Order

The meeting was called to order at 1:30 PM by Chair Gary Bieganski

Attendee Name	Title	Status	Arrived
Michelle Suarez	Trustee	Absent	
Gary Bieganski	Chairman	Present	
John Chaney	Trustee	Present	
Bob Engles	Trustee	Present	
Carter Peterson	Trustee	Absent	
Matt Blomstedt	Trustee	Present	
Jess Zeiss	Vice Chairman	Present	

## Approval of Meeting Agenda

A motion was made by Trustee Chaney and seconded by Vice Chair Zeiss to approve the Meeting Agenda. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

## Public Comments

No public comments.

## Minutes Approval

Board of Trustees of the Nebraska State Colleges - Regular Meeting - Nov 10, 2016 10:30 AM

A motion was made by Trustee Engles and seconded by Vice Chair Zeiss to approve the minutes of the November 10, 2016 meeting. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

### 1. Items for Consent Agenda

A motion was made by Trustee Engles and Trustee Chaney to approve the Consent Agenda Items. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

- 1.1 Approve Authorization for Chancellor to Sign Construction Contracts for Wayne State College

The System Office and Wayne State respectfully request authorization for the Chancellor to sign construction contracts for the following projects:

Humanities Window Replacement  
 Connell Hall Exterior Molding Replacement  
 Anderson Hall Fire Sprinkler Installation and Ceiling Replacement  
 Berry Hall Fire Sprinkler Installation

## 1.2 Approve LB 309 Allocations and Retrievals

**Wayne**

1. Retrieval of \$51,085 for campuswide fire alarm upgrade
 

Allocation Date/Amount	1/13/16	\$440,000.00
Retrieval Date/Amount	12/9/16	<u>51,085.00</u>
Estimated Project Cost		\$388,915.00
  
2. Retrieval of \$6,905 for tuck pointing on Studio Arts building
 

Allocation Date/Amount	9/20/16	\$42,000.00
Retrieval Date/Amount	12/9/16	<u>6,905.00</u>
Estimated Project Cost		\$35,095.00

**Items for Discussion and Action****2. Academic and Personnel**

## 2.1 Approve 2017-2019 Agreements Between the Board of Trustees of the Nebraska State Colleges and the SCEA, NSCPA and NAPE/AFSCME Bargaining Units

A motion to approve the 2017-2019 Agreements Between the Board of Trustees of the Nebraska State Colleges and the SCEA, NSCPA and NAPE/AFSCME Bargaining Units was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss

**ABSENT:** Michelle Suarez, Carter Peterson

## 2.2 Approve Memorandums of Understanding Between ESU 13 and Chadron State College and ESU 16 and Chadron State College

A motion to approve the Memorandums of Understanding Between ESU 13 and Chadron State College and ESU 16 and Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

## 2.3 Approve Addition of ESL Supplemental Endorsement Programs (PK-12, PK-6, 4-9, 7-12) for Peru State College

A motion to approve the Addition of ESL Supplemental Endorsement Programs (PK-12, PK-6, 4-9, 7-12) for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.4 Approve Addition of Public Administration Option in the Business Administration Degree for Peru State College

A motion to approve the Addition of Public Administration Option in the Business Administration Degree for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.5 Approve Elimination of K-8 Vocal Music Endorsement Program for Peru State College

A motion to approve the Elimination of K-8 Vocal Music Endorsement Program for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.6 Approve the Master of Science in Education-Special Education Program for Wayne State College

A motion to approve the Master of Science in Education-Special Education Program for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.7 First and Final Round Approval of Revisions to Board Policy 2550; Nebraska State College System Organizational Chart

A motion to approve the First and Final Round Approval of Revisions to Board Policy 2550; Nebraska State College System Organizational Chart was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.8 First and Final Round Approval of Revisions to Board Policy 5030; Salary Payment

A motion to approve the First and Final Round Approval of Revisions to Board Policy 5030; Salary Payment was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 2.9 Approve the Ecuador Study Abroad Agreement with Trek Ecuador for Wayne State College

A motion to approve the Ecuador Study Abroad Agreement with Trek Ecuador for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

### 3. Student Affairs, Marketing, and Enrollment

No action items.

### 4. Fiscal, Facilities and Audit

- 4.1 Approve Acceptance of Basic Financial Audit Report for Fiscal Years Ending June 30, 2016 and 2015

The Auditor of Public Accounts (APA) has completed the Nebraska State College System (NSCS) basic financial audit for the fiscal years ending June 30, 2016 and 2015. The audit was attached.

A motion to approve the Acceptance of the Basic Financial Audit Report for Fiscal Years Ending June 30, 2016 and 2015 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 4.2 Approve Acceptance of the Single Audit for Year Ended June 30, 2016

BKD completed the Nebraska State College System (NSCS) Single (federal) audit for the year ending June 30, 2016. A copy of the audit was attached.

A motion to approve the Acceptance of the Single Audit for Year Ended June 30, 2016 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

4.3 Approve Continuation of Bookstore Contracts

A motion to approve the Continuation of Bookstore Contracts was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

4.4 Approve Revised Write-Off of Uncollectible Accounts for Peru State College

The Board had previously approved write-offs for uncollectible accounts at its September 2016 meeting. Subsequently, Peru State realized that its full write-off amounts were not included in the Board's action. The College's worksheet for write-offs had two sections, and the amount picked up for the write-offs were the amount at the bottom of the worksheet, which was actually a sub-total. Peru's revised total amounts were:

<u>Peru State College (revised)</u>	
Cash Fund Accounts (Tuition and Fees)	\$63,528.02
Other Fund Accounts (CIF and Trust)	3,271.29
Revenue Bond Accounts	<u>39,217.33</u>
	\$106,016.64

The following is Peru State College's "bad debt" designation that was authorized by the Board in September 2016.

<u>Peru State College</u>	
Cash Fund Accounts (Tuition and Fees)	\$23,891.46
Other Fund Accounts (CIF and Trust)	1,254.50
Revenue Bond Accounts	<u>21,962.79</u>
	\$47,108.75

Approval is requested for the revised write-off amount for uncollectible accounts at Peru State College.

A motion to approve the Approve Revised Write-Off of Uncollectible Accounts for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 4.5 Approve Artists and Art Designs for 1% Art Projects for Carhart Science and US Conn Library for Wayne State College

A motion to approve the Artists and Art Designs for 1% Art Projects for Carhart Science and US Conn Library for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 4.6 Approve Use of Sports Facility Cash Funds for October 1, 2018 and 2019

The Board was asked to approve the use of Sports Facility Cash Funds received October 1, 2018 and October 1, 2019 for the CSC Track project, with the approvals pending receipt of the funding from the State of Nebraska.

A motion to approve the Use of Sports Facility Cash Funds for October 1, 2018 and 2019 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

- 4.7 First and Final Round Approval of Revisions to Board Policy 3400; Tuition Remission

The policy was revised to increase the number of credit hours allowed per semester from sixteen (16) to eighteen (18) for the Board of Trustees' Scholarships, Governor's Opportunity Award, TeamMates Program Award, and Cooperative Schools Scholarships. These revisions were in response to the students requests for increasing the allowed credit hours for these scholarships.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 3400; Tuition Remission was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Blomstedt, and Zeiss.

**ABSENT:** Michelle Suarez, Carter Peterson

## Items for Information and Discussion

### 5. Academic and Personnel

- 5.1 Reports of Personnel Actions

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

5.2 Foundation Employee Compensation Report for Peru State College

The Peru State College Foundation employee compensation report was provided to the Board for information.

**6. Student Affairs, Marketing, and Enrollment**

6.1 Senator's Reception Reminder

The Senator's Reception was scheduled to be held Tuesday, January 17, 2017, from 4:00-7:00 p.m. at the Ferguson Center. The Senator's Reception is an excellent opportunity for the Board and others to discuss the State Colleges with the Senators. The Governor, Lt. Governor and other state leaders are also invited to attend.

6.2 Scholarship Luncheon

The seventh annual Nebraska State College System (NSCS) Scholarship Luncheon will be held Friday, April 21, 2017, from 12:00-1:30 p.m. at Hillcrest Country Club in Lincoln. Please mark your calendars.

6.3 Student Trustees' Selection

Jon Hansen, CSC; Jesse Dorman, PSC; and Jeff Carstens, WSC, are coordinating the 2017-2018 Student Trustees' nomination process at their respective colleges. The nominations will be sent to the NSCS Office and will then be forwarded to the office of Governor Ricketts. The appointed students along with College personnel will be notified of the Governor's selections upon receipt of the information.

6.4 Fall Enrollment Reports

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

6.5 Chancellor's Summary Report

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

**7. Fiscal, Facilities, and Audit**

7.1 Grant Applications and Awards for Information

The following grant application and award were provided to the Board for information.

## Wayne State Application

- Improving Social Studies Instruction Using the *Student Atlas of Nebraska, 2017-18* (U.S. Department of Education) -- \$17,300

## Wayne State Award

- Nebraska Business Development Center (U.S. Small Business Administration) -- \$9,500 additional funding

## 7.2 Contracts and Change Orders for Information

The following contracts and change orders reported by each of the Colleges were provided to the Board for information.

## Chadron State Contracts

- Old Administration Building (Social Science event speaker) -- \$500 plus local lodging and meals and mileage
- Residence Halls (refinish and recover lobby chairs) -- \$235
- Student Center (guest speaker in conjunction with CSC's Election Forum) -- \$1,820
- Market Development Office (recruitment of international students) - not to exceed 10% of out-of-state tuition
- Marketing Department (promotional CSC banner and mailing) - \$15,000
- Nelson Physical Activity Center (bongo ball and battle ball activities) -- \$3,750
- Evans Plunge, Hot Springs, SD (charter bus transport for swim class) -- \$900/trip
- Memorial Hall (guest artist in concert and guest speaker in class) -- \$300 plus local lodging
- Coffee Agriculture Pavilion (hay for rodeo team livestock-delivered) -- \$100 per ton up to 40 tons
- Athletic Field (install fence and concrete around track and field hammer throw ring) -- \$6,973
- Andrews Hall (design fire sprinkler installation) -- \$13,000
- High Rise (shower renovation design - floors 4 and 5) -- \$625
- High Rise (shower renovation design - floors 2 and 3) -- \$625
- Kent Hall (design fire sprinkler install) -- \$13,000
- Math/Science Building (instructional sessions to FYI 169H-Mathletics Class) -- \$400
- School of BEAMSS (marketing and consultation services - instructor/assistant professor of marketing) - not to exceed \$12,500, up to 100 hours plus maximum expenses up to \$1,000
- School of BEAMSS (marketing and consultation services - instructor/assistant professor of accounting) - not to exceed \$12,500, up to 100 hours plus maximum expenses up to \$1,000
- VP of Academics Office (marketing and consultation services - AVP Teaching/Learning Technologies) - not to exceed \$16,000, up to 128 hours plus maximum expenses up to \$1,200
- School of BEAMSS (marketing and consultation services - instructor/assistant professor of math) - not to exceed \$12,500,



- up to 100 hours plus maximum expenses up to \$1,000
- Chadron Community Hospital (provide PA or Nurse Practitioner to see students referred by CSC Nurse) -- \$70/hour per service day
- Market Development (social media pages management for currently enrolled CSC students) -- \$8,000 annually
- IT Department (network upgrade; post implementation wireless survey) -- \$9,000
- Student Services (EMP subscription services - outreach, application, enrollment) -- \$62,750 annually
- Chicoine Event Center (wrestling officiating services) -- \$150 per day plus mileage at the NCAA rate of .53/mile, 500 miles maximum
- Memorial Hall (AHU1 control repairs) -- \$5,066.30
- Market Development Office (recruitment of international students) - not to exceed 10% of out-of-state tuition
- Rangeland Lab Building (professional design fees - lower level classrooms and offices) - not to exceed \$6,800
- Coffee Agriculture Pavilion (lease of roping calves) -- 27 calves @\$1.50/day for 80 days for \$3,240 total
- Coffee Agriculture Pavilion (lease of tie down roping calves) -- 10 head @1.50/day for 80 days for \$1,200 total
- Coffee Agriculture Pavilion (lease of rodeo team steers) - 15 head @\$1.00/day for 80 days for \$1,200 total
- Student Center (speaker for Social Work Fall Conference) - airfare \$423.96; lodging \$186
- Coffee Agriculture Pavilion (lease of rodeo team calves) - 8 head @\$1.00/day for 80 days for \$640 total
- Student Center (speaker) -- \$2,500

#### Peru State Contract

- Sesquicentennial Plaza (architectural design) -- \$11,860

#### Peru State Change Orders

- Student Center Room (#1-fascia metal flashing and wood blocking to accommodate taper system) -- \$3,240

#### Wayne State Contracts

- Student Center (abatement) -- \$554
- Campus (snow removal) -- \$8,000
- Brandenburg Education (install carpet) -- \$242
- Carlson Natatorium (pool assessment to determine cause of leakage) -- \$15,500
- Center for Applied Technology (topographical survey) -- \$2,000
- Carlson Natatorium (window graphics) -- \$16,024
- Peterson Fine Arts (exterior building repairs) -- \$5,935
- Energy Plant (repairs to Boiler #1) -- \$5,473
- Berry Hall (exterior building repairs) -- \$1,675
- Memorial Stadium (add extension to storm sewer) -- \$12,442
- Parking Lot 4 (repair sidewalk) -- \$7,368

- Willow Bowl (install sidewalk across stage area) -- \$7,944
- Humanities (fire sprinkler system repairs) -- \$340
- Pile Hall (fire sprinkler system repairs) -- \$460
- Humanities (window replacement) -- \$36,000
- Connell Hall (south elevation exterior wood veneer/ornamental replication) -- \$23,350
- Berry Hall (fire sprinkler project) -- \$20,600
- Anderson Hall (fire sprinkler project) -- \$25,300
- Rice Auditorium (egress study) -- \$6,740
- Carlson Natatorium (exterior building repairs) -- \$6,340
- Bowen Hall (construction materials testing and special inspection services) -- \$8,355
- Center for Applied Technology (design services) -- \$1,011,025
- Carlson Natatorium (flooring in women's restroom) -- \$615
- Carlson Natatorium (demo floor in women's restroom) -- \$4,440

#### Wayne State Change Orders

- US Conn Library (addendum 3-additional design services) -- \$15,703
- US Conn Library (#14-changes to art gallery walls) -- \$3,124.45
- Bowen Hall (#1-design services for precast structural repairs and renderings) -- \$8,230
- Bowen Hall (#2-design services for exposed rebar and mesh repairs) -- \$4,905
- Humanities (#2-replace precision exit device touchbar assembly) - (\$890)

#### Nebraska State College System Office

- System Office (weekly cleaning service) -- \$220/month
- Nebraska State College System and Colleges (employee assistance program) -- \$24.70 per employee per year

## 8. Miscellaneous Action and Information Items

### i. Chancellor's Report

#### 8.1.1 Chancellor's Report

Chancellor Carpenter noted his report on previous student trustees and where they were in their lives indicated the quality of NSCS students who had served as student trustees. He further commented that the NSCS has been blessed with excellent student trustees who represented student interest on the Board.

Chancellor Carpenter thanked everyone for their flexibility regarding the scheduling of the meeting especially as the weather was the unpredictable variable as the Board came together for its meeting.

Chancellor Carpenter stated that he would be testifying at an appropriations hearing at 3:30 p.m. that afternoon.

## ii. Presidents' Report

### 8.2.1 President's Reports

WSC President Rames reported on the cultural enrichment at Wayne State. She noted the President's Council on Diversity was taking a broader look at this issue. WSC recently hired an admissions representative for the South Sioux City area who is bilingual in Spanish and English.

CSC President Rhine reported on the cultural enrichment at Chadron State. He noted the study abroad programs in England and Cuba and the celebration of various holidays and months; Martin Luther King, Jr. Day and Hispanic Month are just a couple of the celebrations planned. He further noted that 160 international students attend CSC which is a major increase from 4-5 years ago when only 12 international students attended CSC.

PSC President Hanson reported on cultural enrichment at Peru State. He noted that PSC has been a diverse educational institution from the start as African Americans and women attended the first classes 150 years ago. He indicated that part of the strategic planning process was working on preparing for future demographics.

## Adjournment

The meeting was adjourned at 2:30 PM

---

Stan Carpenter, Chancellor

## ITEMS FOR CONSENT AGENDA

March 24, 2017

***ACTION:***                                 **Approve the Recommendation of the Academic and Personnel Committee for the 2017 Teaching Excellence Award Recipient**

Since 1984, the NSCS Board of Trustees has recognized teaching excellence in the State College System annually, through the Teaching Excellence Award. The award is given to one faculty member from the System and includes public recognition of the recipient and a \$3,000 cash award.

The criteria used to make the selection includes demonstrated teaching effectiveness, positive record of academic advising, professional development applied to effective teaching, high quality courses, and professional contributions to students, the College, and the community.

Each College nominates one candidate for the Award. The Academic & Personnel Committee evaluates the three nominees and recommends one candidate to the full Board. The name of the recipient is announced by the Board, with the recipient recognized during his/her College's spring commencement program. The award is formally presented to the faculty member at his/her college during the Board meeting held the following academic year.

### Teaching Excellence Award Nominees for 2017

Chadron State College	Dr. Nathaniel Vargas Gallegos, Assistant Professor of Business
Peru State College	Ms. Kristi Nies, Assistant Professor of English
Wayne State College	Dr. Glenn Kietzmann, Professor of Biology

The System Office recommends approval of the Teaching Excellence Award Nomination.

**ITEMS FOR CONSENT AGENDA**

March 24, 2017

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***ACTION:*                                    Approve Chadron State College Revised Organizational Chart**

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Chadron State requests approval for a revision to its organizational chart per Board Policy 2500. The revision will strengthen its recruitment and admissions effort.

Currently the Director of Market Development and the Associate Vice President of Student Services report directly to the Vice President for Enrollment Management, Marketing and Student Services. The Associate Vice President of Student Services also oversees the START office.

The proposed revision would move the Director of Market Development under the Associate Vice President of Student Services. The Director of Market Development would supervise the four academic advisors that staff the START office. This revision will streamline responsibilities for the Vice President for Enrollment Management, Marketing and Student Services and the Associate Vice President of Student Services by moving one of the Vice President's direct reports to the Associate Vice President's direct supervision and at the same time providing the Associate Vice President with a supervisor for the four person START office.

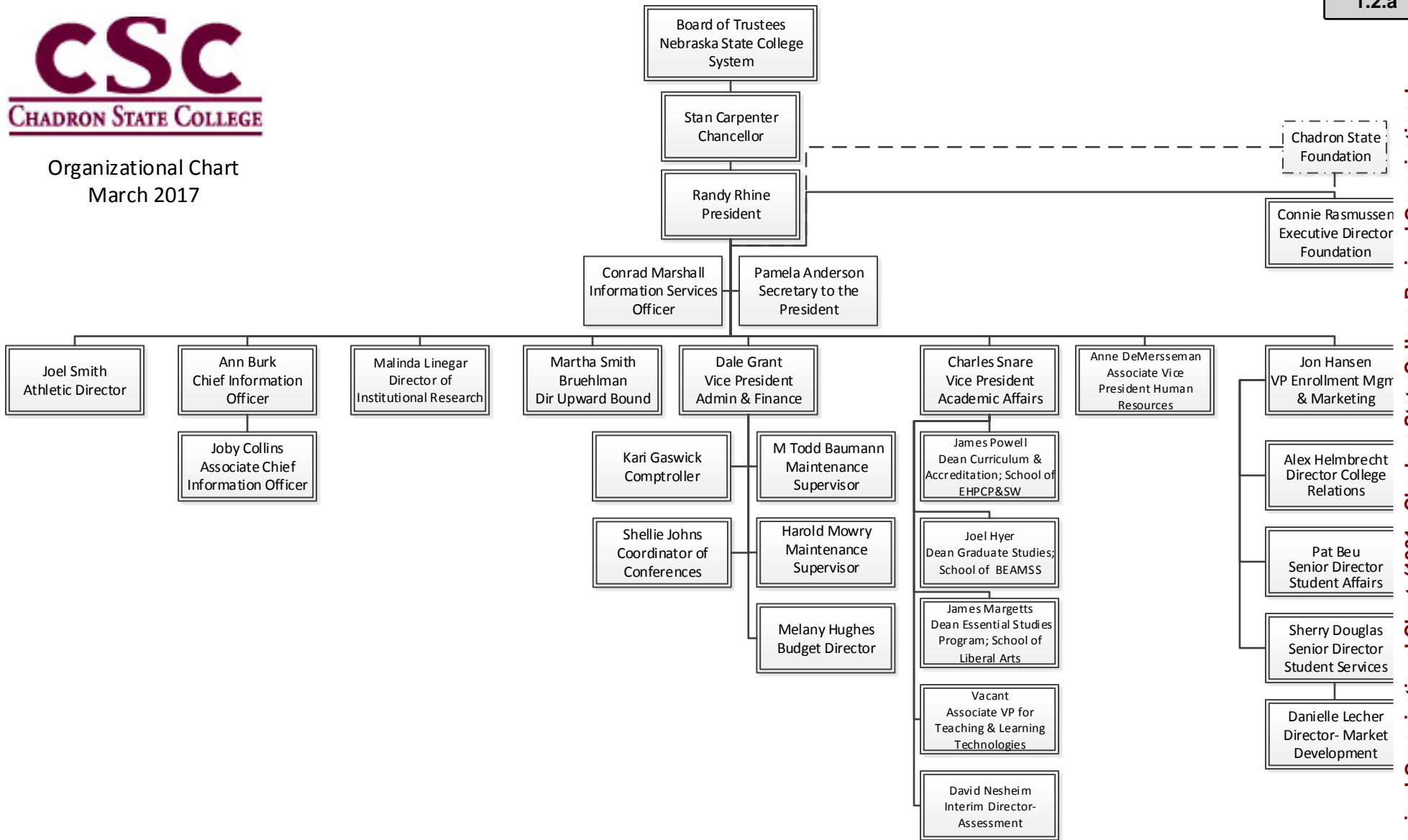
The System Office and Chadron State College recommend approval of the Chadron State College Revised Organizational Chart.

**ATTACHMENTS:**

- CSC Revised Organizational Chart (PDF)



Organizational Chart  
March 2017



Attachment: CSC Revised Organizational Chart (1961) : Chadron State College Revised Organizational

**ITEMS FOR CONSENT AGENDA**

March 24, 2017

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***ACTION:*                      Approve Authorization for Chancellor to Bind Insurance Coverages**

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Authorization is requested for the Chancellor to secure insurance for the fiscal year 2017-2018. A summary report will be provided when the renewed and/or new policies are in place. The major policies include comprehensive general liability, excess liability, educators legal liability (D&O), property and casualty, and athletic injury.

The System Office recommends approval of the Authorization for Chancellor to Bind Insurance Coverages.

## ITEMS FOR CONSENT AGENDA

March 24, 2017

**ACTION:** **Approve Continuation of Food Service Contracts for 2017-2018**

Chadron State College	CREATIVE DINING SERVICES
Peru State College	CREATIVE DINING SERVICES
Wayne State College	CHARTWELLS

Chadron, Peru and Wayne have submitted recommendations for food service contracts for 2017-2018. The recommendations regarding payments to be made to the vendors are as follows, with all three renewals being for the fifth year of a seven-year contract:

### CHADRON STATE CONTINUATION FOR 2017-18

Creative Dining Services signed an agreement with Chadron State effective July 1, 2012 through June 30, 2019 to provide management services for the Chadron State College dining services program with appropriate renewal and non-renewal provisions.

Chadron recommends continuance of the food services contract with Creative Dining Services for the period of July 1, 2017 through June 30, 2018.

Chadron - rate per year	\$99,700 plus additional operating costs Up from \$96,796 for 2016-17
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### PERU STATE CONTINUATION FOR 2017-18

Peru recommends approval of the continuation of the contract with Creative Dining Service to provide dining service for 2017-2018. This contract was approved by the Board to be effective July 1, 2012 through June 30, 2019. The contract amount is \$69,100 plus the cost of food and operating costs for 2017-2018.

Peru - rate per year	\$69,100 plus additional operating costs Up from \$67,500 for 2016-17
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### WAYNE STATE CONTINUATION FOR 2017-18

Wayne recommends approval of the continuance of the food service contract with Chartwells Higher Education for the sixth year of a seven-year contract.

Wayne - rates for 2017-2018 contract period are projected to be:

(All Rates are Per Person Per Meal)



	Per Meal Rate
19-meal plan + \$100/7-Day plan	\$3.08
15-meal plan + \$150/7-Day plan	\$4.14
150 block meal plan + \$200/7-Day plan	\$6.33
70 block meal plan+ \$75/7-Day plan	\$7.45
50 block meal plan + \$100/7-Day plan	\$7.35

For 2017-2018 the structure of the first two meal plans remained the same but changes were made in the structure of the other meal plans. The rates for those that remained the same increased by less than 1% above the 2016-2017 rates.

#### 2017-2018 Casual Meal Rates

Breakfast	\$5.75
Continental Breakfast	\$5.40
Lunch/Brunch	\$7.60
Evening Dinner	\$8.50
Special Dinner	\$9.70

2017-2018 Summer Conference Meal Rates     \$7.40

The System Office recommends approval of the Continuation of Food Service Contracts for 2017-2018.



**ITEMS FOR CONSENT AGENDA**

March 24, 2017

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***ACTION:***                                    **Approval of Authorization for Chancellor to Sign Centennial Complex Sprinkler Installation Contract for Peru State College**

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The System Office and Peru State respectfully request authorization for the Chancellor to sign a construction contract for the Centennial Complex Sprinkler System project at a cost not to exceed available funding.

Authorization for the Chancellor to sign the construction contract for the Centennial Complex Sprinkler System project will assure that the project will be able to move forward as funding becomes available. The project is expected to utilize Contingency Maintenance Funds.

The System Office and Peru State College recommend approval of the Authorization for Chancellor to Sign Complex Sprinkler Installation Contract for Peru State College.

**ITEMS FOR CONSENT AGENDA**

March 24, 2017

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*ACTION:*                                 **Approve Authorization for Chancellor to Sign Construction Contracts for the Memorial Stadium Press Box Replacement for Wayne State College**

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The System Office and Wayne State respectfully request authorization for the Chancellor to sign construction contracts for the Memorial Stadium Press Box Replacement Project. Authorization for the Chancellor to sign contracts of over \$100,000 per Board policy, and in amounts not to exceed available funding for this project, will assure that construction on the project can proceed in a timely manner.

The System Office and Wayne State College recommend approval of the Authorization for Chancellor to Sign Contracts for Press Box Replacement for Wayne State College.

**ITEMS FOR CONSENT AGENDA**

March 24, 2017

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***ACTION:*                                  Approve Appointment of Substantial Completion Committee  
for U.S. Conn Library Renovation Project at Wayne State  
College**

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The U.S. Conn Library renovation project is nearing completion. WSC recommends appointment of the following committee to perform the substantial completion review in accordance with Board Policy.

John Chaney, Chair; Fiscal, Facilities & Audit Committee, Board of Trustees  
Carter 'Cap' Peterson, Board of Trustees  
Steve Hotovy, Vice Chancellor for Facilities & Information Technology, NSCS  
Nick Pischel, Registered Architect, LB309 Task Force for Building Renewal  
Marysz Rames, President, WSC  
Angela Fredrickson, Vice President for Administration & Finance, WSC  
David Graber, Director-Library, WSC  
Chad Altwine, Director-Facility Services, WSC  
Jackson-Jackson & Associates, Inc. Representative

The System Office and Wayne State College recommend approval of the Appointment of Substantial Completion Committee for Library Renovation at Wayne State College.

## ITEMS FOR CONSENT AGENDA

March 24, 2017

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**ACTION: LB 309 Allocations and Retrievals**


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**Peru State**

1.	Retrieval of \$19,700.42 for TJ Majors ADA restroom improvements		
	Allocation Date/Amount	8/24/15	\$215,000.00
	Retrieval Date/Amount	2/13/17	<u>19,700.42</u>
	Estimated Project Cost		\$195,299.58

**Wayne State**

1.	Retrieval of \$19,956.35 for Humanities roof replacement		
	Allocation Date/Amount	10/27/15	\$175,000.00
	Retrieval Date/Amount	2/13/17	<u>19,956.35</u>
	Estimated Project Cost		\$155,043.65

The System Office recommends approval of the LB 309 Allocations and Retrievals.

## ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

March 24, 2017

**ACTION:** **Approve Program Review Recommendations**

Per Policy 4200, existing academic programs shall be reviewed every 7 years by each College to determine the quality and effectiveness of each program, the efficiency with which each is delivered, and to avoid unnecessary duplication. Each program is evaluated based on the minimum threshold requirements established by the Coordinating Commission for Postsecondary Education (CCPE).

Below are the academic programs that have been successfully reviewed for the 2016-2017 academic year and the subsequent recommendations for continued offering of each.

### **Chadron State**

- Physical Science - **continue the program**
  - Chemistry
  - Chemistry Subject Endorsement (7-12)
  - Earth and Space Science Subject Endorsement (7-12)
  - Geoscience
  - Science Field Endorsement (7-12)
  - Science Middle Grades Specialization (4-9)

### **Wayne State**

- Chemistry- **continue the program**
  - Chemical Sciences
  - Chemistry Subject Endorsement (7-12)
  - Health Sciences
- Geography - **continue the program**
  - Geography
  - Geography Subject Endorsement (7-12)

The System Office recommends approval of the Program Review Recommendations.

### **ATTACHMENTS:**


- CSC Program Review Report - Physical Sciences (PDF)
- WSC Program Review Report - Chemistry (PDF)
- WSC Program Review Report - Geography (PDF)

## Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

**Institution:** Chadron State College    **Program:** Physical Sciences (including Physics)

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on \_\_\_\_\_
- the governing board's action was: \_\_\_\_\_

Signed:  \_\_\_\_\_ (Date)

(Chief Academic Officer or designated representative)

### Evidence of Demand and Efficiency

		11-12	12-13	13-14	14-15	15-16	5 yr avg
<b>Student Credit Hours (SCH)</b>		2,975	2,998	2,610	2,608	2,600	2,758.2
<b>Faculty Full-time Equivalency (FTE)</b>		4.63	5.85	6.05	5.71	5.96	5.64
<b>SCH/Faculty FTE</b>		642.55	512.48	431.4	456.74	436.24	495.88
<b>Number of Degrees and Awards</b>	BS	2	3	1	4	2	2.4
	BSE	2	4	4	4	1	3
<i>(list degrees/ awards separately)</i>							

### Evidence of Need (provide a detailed explanation below or attach documentation)

The Physical Sciences Program continues to be an important program at Chadron State College. Currently, the Physical Sciences Program is comprised of two options, Geoscience and Chemistry, both of which are integral to the mission of the institution. Students within the Chemistry Option are often part of the state's RHOP (Rural Health Opportunities Program), which is the primary vehicle within the state to serve rural areas with health-care professionals. CSC is a prime location for the Geoscience Option, due in part to its proximity to numerous caves and paleontological digs. The Physical Sciences Program also serves as an important element within the Essential Studies Program (CSC's general studies program). One of the program's greatest strengths centers on its providing science teachers and outreach to local public schools. Faculty members have formed a partnership with Chadron public schools under the NASA Nebraska Space Grant Program, in which students from elementary and middle schools engage in hands-on science. Both options (Chemistry and Geoscience) are the only such programs in the Frontier and Rural areas of the state. CSC's service region is a nexus of western Nebraska, the High Plains, and Frontier and Rural, along with surrounding food deserts. In this manner, the program fits in with Chadron State 2020, the institution's strategic plan. CSC has the highest percentage of RHOP students within the state college system who return to work in rural areas.

Attachment: CSC Program Review Report - Physical Sciences (1911 : Program Review Recommendations)



Justification if the program is below either of the CCPE thresholds—complete page 2

\_\_\_\_\_  
For CCPE use: reviewer/date

**Justification if the program is below CCPE thresholds—check one or more boxes and provide a detailed explanation or attach a document**

Program is critical to the role and mission of the institution (detailed explanation).

***Chadron State College will enrich the quality of life in the region by providing educational opportunities, research, service, and programs that contribute significantly to the vitality and diversity of the region.***

Rural communities often face challenges in filling local needs in the medical field. One of the ways that has helped CSC meet these challenges is through the RHOP program. By educating students in the rural area during their undergraduate years, students can see and participate in the lifestyles in a rural community. They are challenged and engaged with a different community than is offered in a large city. This shows a student during their maturing years the many positive things that a smaller community can offer. The Physical Sciences Program (Chemistry Option) plays a vital part of CSC's ability to educate medical professionals.

Few students have a significant idea of what will be expected of them as professionals. Physical scientists are at a disadvantage compared to biologists in that there are few role models in the community with which to identify. The public deals regularly with health professionals, but is less likely to have contact with chemists and geoscientists. Student numbers in the program are small compared to those in the biological sciences; nationally, the physical sciences train and employ around one tenth the corresponding numbers in biology.

Program contains courses supporting general education or other programs (detailed explanation).

Faculty who teach within the Physical Sciences Program also contribute to the Essential Students Program (ESP). CSC's ESP encompasses interdisciplinary and integration skills, intellectual and proficiency skills, modes of inquiry, and personal and social responsibility skills. Faculty within the Physical Sciences Program teach 13 classes within 3 of the 12 components in the ESP.

Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).

Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).

Regarding Geoscience, demand varies significantly from one year to the next. This volatility is mostly in response to fluctuating fossil fuel prices. Nevertheless, it is predicted to rise in the coming decades.

Other figures are worthy of note. Data on degrees granted in geoscience point out the relatively small numbers compared to those from biology. The trend in geoscience graduates is up nationally, but will always be small (fewer than 4000 graduates in 2015) compared with numbers in biology. (National Center for Educational Statistics nces.ed.gov). US News reported in 2014 that physical sciences majors accounted for just 1.4% of college graduates, compared to biology

and health professions, which accounted for 13%.

- Program provides unique access to an underserved population or geographical area (explain).

Chadron State College's service area is 100% rural and represents a low-density, underserved population. Rural areas in Nebraska have been losing population, especially among younger citizens, which results in additional challenges. The Physical Sciences Program offers expertise that can help to address rural issues such as the loss of high school graduates to urban areas. Nebraska's rural areas have great resource potential that can only be met with well trained and creative problem solvers working in these communities.

- Program meets a unique need in the region, state, or nation (explain).

Please see page 1 and the previous item in this document.

- Program is newly approved within the last five years (no additional justification needed).

- Other (detailed explanation).

Overall, the broad field of environmental sciences presents the greatest opportunities for graduates. Recent employment trends in the environmental fields (including hydrology, environmental chemistry, chemistry of the atmosphere and chemical oceanography) are up substantially over preceding decades. Employment demand in the geosciences (geology, hydrogeology, geophysics, geochemistry and petroleum geology) is also up due to continued demand for specialists in petroleum and other energy-related fields and increasing demand for scientists with environmental specializations. The complex problems that these fields present require the skills of interdisciplinary trained scientists. Scientists trained in the Physical Sciences Program are more than capable of handling these tasks than those trained by traditional single-discipline programs. Their active participation in rural issues as problems that need to be solved makes them especially valuable to our region.

In 2013 the Geoscience option was enhanced by making the courses necessary for completion of the degree available online. More than 50% of our enrollment growth since that time has been among online students. Most online geoscience students live outside Nebraska. Recently, we began offering first-year chemistry online, including online labs. This would allow us to reach still further beyond our service region and grow enrollments across the program. Finally, during spring 2015, due to low enrollment numbers, a decision was made to eliminate the Physics Option within the Physical Sciences Program. Thus, the Physical Sciences Program now includes the two aforementioned options: Chemistry and Geoscience.

**NSCS Existing Program Review Report: Chadron State College, Physical Sciences**

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

1. Program Description – provide narrative and suggested table that includes the following information:

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program
- Definition and number of hours required for program completion (see table below)

Major	Option, Concentration, Focus Area or Endorsement	Minor	Undergraduate	Number of Hours
	Physical Sciences, Chemistry Option		BS	53
	Physical Sciences, Geoscience Option		BS	55
	Bachelor of Science – Education – Subject Endorsement in Chemistry (7-12)		BS	42
	Bachelor of Science – Education – Subject Endorsement in Earth and Space Science		BS	43
	Bachelor of Science – Education – Field Endorsement in Science (7-12)		BS	49-52
	Bachelor of Science – Education – Middle Grades Content Area of Specialization in Sciences (Grades 4-9)		BS	34
		Chemistry Minor		20
		Geoscience Minor		21
		Physics Minor		21
		Water Resources Minor		21

- Description of programmatic accreditation, if any: None.
- Description of any programmatic concerns based on assessment of program: None.

2. Adequacy of Resources and related concerns, if any – provide narrative and/or data to confirm that resources in the following areas are sufficient for existing program or to describe concerns related to existing resources:

- Faculty and faculty-related resources: They are sufficient.
- Informational resources (library, technology, data services, etc.): The LMS, Sakai, is adequate.
- Physical facilities and instructional equipment, if applicable: The Math and Science Building is in desperate need of an upgrade. Facilities are out of date, and heating and cooling systems, along with ventilation, are inadequate. The physical lay-out of labs could be addressed with the anticipated building upgrade. There is a continuing challenge to ensure equipment needs; one current example is microscopes. The 2016-17 budget reductions exacerbate the challenge of ensuring up-to-date equipment for student learning.
- Fiscal resources: Please see statement above.

3. Evidence of Demand and Efficiency (per established CCPE standards) – submit copy of *CCPE Existing Program Review report* that includes table with the following information:

- Student Credit Hours (SCH)
- Faculty Full-time Equivalency (FTE)
- SCH/FTE percentages
- Number of degrees and awards

4. Justification and Evidence of Need (if program is below CCPE thresholds) – submit copy of the *CCPE Existing Program Review report* that provides this information if needed.

*NOTE: A copy of the CCPE Existing Program Review report needs to be forwarded to the CCPE, so please submit **two documents** to the Vice Chancellor for Academic Planning and Partnership: an NSCS Existing Program Review report that includes all of the information listed above and then the original CCPE Existing Program Review report that addresses the requirements of the CCPE*

## Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

**Institution:** Wayne State College      **Program:** Chemistry (BA, BS)  
 (includes Chemistry, Chemistry Education, and Physical Sciences Education)

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on \_\_\_\_\_
- the governing board's action was: \_\_\_\_\_

Signed: \_\_\_\_\_ (Date)  
 (Chief Academic Officer or designated representative)

### Evidence of Demand and Efficiency

		11-12	12-13	13-14	14-15	15-16	5 yr avg
<b>Student Credit Hours (SCH)</b>		4,200	3,887	3,882	3,946	3,951	3,973
<b>Faculty Full-time Equivalency (FTE)</b>		10.35	10.16	10.47	10.35	10.54	10.37
<b>SCH/Faculty FTE</b>		406	383	371	381	375	383
<b>Number of Degrees and Awards</b>  <i>(list degrees/awards separately)</i>	<b>BA</b>	0	0	1	0	0	.2
	<b>BS</b>	12	25	19	16	14	17.2

**Evidence of Need** (provide a detailed explanation below or attach documentation)

**Justification if the program is below either of the CCPE thresholds—complete page 2**

\_\_\_\_\_  
 For CCPE use: reviewer/date

### NSCS Existing Program Review Report Template

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

1. Program Description – provide narrative and suggested table that includes the following information:

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc)
- Description of programmatic accreditation, if any
- Description of any programmatic concerns based on assessment of program

College	Major/Area	Option/Concentration or Endorsement	Minor	Ugrad
WSC	Chemistry	Chemical Sciences		BA, BS
WSC	Chemistry	Chemistry Subject Endorsement (7-12)		BA, BS
WSC	Chemistry	Health Sciences		BA, BS
WSC	Chemistry		Chemistry	

#### Accreditation

There is no program accreditation at this time

#### Assessment

Each program assesses their area with both direct and indirect measures. The faculty in those areas are current in Education Department standards and make appropriate changes to the programs when necessary to meet state standards. Chemistry, also known as the Central Science, represents one the key curriculums at most comprehensive colleges. At WSC, chemistry is a part of the PSCM department which has many programs of study, from technical degrees such as chemistry, to pre-professional programs such as pharmacy and medicine. We strive to create a total quality educational experience in the physical sciences and mathematics for all students by constantly improving teaching, programs, and facilities as well as being role models in our civic and professional activities. The science programs at WSC are a source of pride for the State of Nebraska. In fact, the location of WSC in Nebraska is such that high school graduates from the small towns of NE can have access to higher education at moderate cost, with the small class sizes that they expect. Our faculty have many diverse interests including research into solar collectors, biodiesel production, how to form less toxic ceramic glazes, to astronomy and mathematics in children's literature.

**Capstone Experience:** Chemistry research, CHE 370/470, are designed to be the chemistry major capstone experience. Our current research environment requires our majors to participate in two semesters of research to get their degree, generally in their junior-senior years. The students interview each faculty member to find projects of interest and then they pick a research advisor. Upon completion of their project, students are required to submit a paper to the department and present a talk (for external review) at a national or regional chemistry meeting on their experiences. We emphasize participation at the annual meeting of the Nebraska Academy of Sciences (NAS) and American Chemical Society (ACS) regional meetings.

**Rural Health Initiatives:** Chemistry plays a central role in the scientific background necessary to train for a career in the Medical Arts. Our graduates go on to careers as teachers in science, doctors, pharmacists, dentists, and all other types of health care positions, as well as lab technicians, lab researchers, and other positions in biotechnology. It has been shown that a majority of Health Care professionals in rural areas of the country come from rural communities themselves. Students from rural areas of Nebraska are the core student population at WSC and they will be needed to fill current and future needs for health care in rural Nebraska. Chemistry is central to the RHOP, PHEAST, and INBRE programs, which are all programs designed to help rural students enter professional, technical careers in Nebraska.

**Technical careers.** Nebraska has had a history of agricultural product and ag-related materials processing and a recorded demand for individuals with the expertise to work in Quality Assurance laboratories and manufacturing support. WSC's Chemistry program has a proven track-record in providing graduates with the expertise necessary to fill these needs. We regularly place graduates with Cargill, Degussa, Tyson and Archer-Daniels-Midland (ADM) as well as other regional and national Ag-processors. We maintain continuing partnerships with local chemistry companies such as Cargill, Tyson, Northeast Nebraska Biodiesel, and Nebraska Renewable Energy Systems. Currently, there are not enough graduates in Chemistry and Biochemistry to fill positions in biotechnology and other technical areas in the US; we should continue to promote science education to keep Nebraska central in these fields.

**Teacher education.** The State of Nebraska and WSC have always been strong advocates of math and science education. Increasing the technical capability of our citizenry by improving teacher preparation and increasing the number of science and math teachers is a high priority for WSC. Chemistry courses are critical to preparing teachers with certifications in both Chemistry subject endorsement and broad-based field endorsements (Physical Science education are critical). Chemistry faculty have been active in outreach activities directed toward secondary science programs, such as serving as science fair judges, giving demonstrations, making presentations at profession meetings (such as Nebraska Teachers of Science –NATS) and consulting with regional science educators.

**General Education:** All of the Physical Science and Chemistry faculty teach Physical Science for General Education (PHS 102). Most non-science majors take PHS102 to fulfill the general education physical science requirement, and without the physical science requirement, WSC students would not ever take a course that investigates topics such as the nature of our world, the universe, green chemistry, environmental concerns, and how science is important to everyday life.



2. Adequacy of Resources and related concerns, if any – provide narrative and/or data to confirm that resources in the following areas are sufficient for existing program or to describe concerns related to existing resources:

- Faculty and faculty-related resources
- Informational resources (library, technology, data services, etc.)
- Physical facilities and instructional equipment, if applicable
- Fiscal resources

#### Faculty

The Wayne State College Chemistry program utilizes many faculty members to deliver courses in the academic program. All faculty are terminally degreed and full-time tenured or tenure-track faculty members. Each is fully supported with an on-campus faculty office and all of the information resources and administrative/secretarial support afforded to all full-time WSC faculty.

General Resources. The Conn Library is open approximately 90 hours weekly, serves approximately 224,000 students, staff, faculty and community members annually. The library's information desk provides in person and telephone reference services and instruction about 72 hours weekly. Librarians provide over 200 information literacy instruction classes or guest speaking sessions annually to Wayne State College students and area high schools. Interlibrary loan arrangements with state colleges and universities as well as with libraries throughout the nation have insured that materials not housed in the collection can be made available within an average of seven working days. The Instructional Technology Center makes a wide array of instructional software, hardware, and equipment available to the campus as well as coordinating satellite downlinks for the campus and the community.

The campus local area network provides distributed and in-library access to the library's catalog, the Internet and several indexing systems. More than 16,000 journal titles are available in full text from the library's journal database subscriptions.

#### Physical Facilities

The program is housed in Carhart Science. The Department of Life Sciences and the Department of Physical Sciences and Mathematics are housed in Carhart Science. It was opened in 1969 and has four full floors. Besides separate biology, chemistry, earth science, and physics lab facilities and offices for 23 faculty and staff, it contains a computer lab, three modern technology-based teaching classrooms, a library and conference room, a planetarium, and the A. Jewell Schock Museum of Natural History. WSC has made a large investment in chemistry equipment, infrastructure (building remodel), and supplies in the last 7 years. Since our last review we have acquired a major piece of equipment that the department had been lacking, a Nuclear Magnetic Resonance (NMR) spectrometer, similar to an MRI, it is used for structure determination of compounds and substances. Its importance is noted by the requirement of the American Chemical Society for their accreditation of a chemistry degree. The chemistry program has all the other necessary equipment to provide a sound educational experience for the students.

### Fiscal Resources

Each faculty member is allotted travel money for professional development and departmental budgets for purchasing resources.

3. Evidence of Demand and Efficiency (per established CCPE standards) – submit copy of **CCPE Existing Program Review report** that includes table with the following information:

- Student Credit Hours (SCH)
- Faculty Full-time Equivalency (FTE)
- SCH/FTE percentages
- Number of degrees and awards

4. Justification and Evidence of Need (if program is below CCPE thresholds) – submit copy of the **CCPE Existing Program Review report** that provides this information if needed.

Our programs all have good student credit hour production (SCHP)/FTE, the 5 year average for chemistry = 383 SCHP/FTE. We also graduate a significant number of majors each year, with our 5-year average of 17.2 graduates/year. This is an outstanding number of graduates for any small Midwest college. (see attached document).

**Summary:** Chemistry is heavily intertwined with math, physics, biology, earth science and education. The nature of these areas of study not only increase the quality of life of Nebraskans through good paying jobs, good education and caring people who will end up staying in Nebraska to enjoy the good life. Wrap this all up with a group of faculty members who are all experts in the fields, all have PhDs in the areas in which they teach, you have an outstanding program that can make Nebraska proud.

*NOTE: A copy of the CCPE Existing Program Review report needs to be forwarded to the CCPE, so please submit **two documents** to the Vice Chancellor for Academic Planning and Partnership: an NSCS Existing Program Review report that includes all of the information listed above and then the original CCPE Existing Program Review report that addresses the requirements of the CCPE*

## Coordinating Commission for Postsecondary Education Review of Existing Instructional Programs

**Institution:** Wayne State College      **Program:** Geography (BA, BS)  
(includes Geography and Geography Education)

I certify the following:

- the information provided regarding this program is accurate
- the above named institution has in place a procedure for reviewing instructional programs
- such review took place and was presented to the institution's governing board on \_\_\_\_\_
- the governing board's action was: \_\_\_\_\_

Signed: \_\_\_\_\_ (Date)  
(Chief Academic Officer or designated representative)

### Evidence of Demand and Efficiency

		11-12	12-13	13-14	14-15	15-16	5 yr avg
<b>Student Credit Hours (SCH)</b>		1,458	1,482	1,437	1,422	1,296	1,419
<b>Faculty Full-time Equivalency (FTE)</b>		2.00	1.88	2.00	2.13	2.13	2.03
<b>SCH/Faculty FTE</b>		729	788	719	668	608	700
<b>Number of Degrees and Awards</b>  <i>(list degrees/awards separately)</i>	<b>BA</b>	0	0	1	0	0	.2
	<b>BS</b>	7	9	6	4	5	6.2

**Evidence of Need** (provide a detailed explanation below or attach documentation)

*Please see attached documentation.*

**Justification if the program is below either of the CCPE thresholds—complete page 2**

*Please see attached documentation.*

\_\_\_\_\_  
 For CCPE use: reviewer/date

Attachment: WSC Program Review Report - Geography (1911 : Program Review Recommendations)

Justification if the program is below CCPE thresholds—check one or more boxes and provide a detailed explanation or attach a document

Program is critical to the role and mission of the institution (detailed explanation).

Geography is often called the “mother of all sciences” because it is one of the earliest known disciplines dating back to the original humans who migrated out of Africa. Indeed, some would argue that spatial awareness and early mapping techniques were more critical to the development and migration of humans than was language. Humans have always both needed and desired to explore their surroundings and impose their influence over new lands. This reality, as present in our species today as it ever was in the past, is what makes Geography such an important and integrative field of study. Toward the goal of carrying out the mission of Wayne State College, the geography program meets these challenges in many ways:

**WSC MISSION STATEMENT:**

*Wayne State College is a comprehensive institution of higher education dedicated to freedom of inquiry, excellence in teaching and learning, and regional service and development. Offering affordable undergraduate and graduate programs, the College prepares students for careers, advanced study, and civic involvement. The College is committed to faculty-staff-student interaction, public service and diversity within a friendly and collegial campus community.*

**‘Excellence in teaching and learning’**

The WSC geography program employs two award-winning, tenure-track professors with a combined 30 years of teaching experience. Just as the world is dynamic and ever-changing, the WSC geography program also evolves to meet the needs of undergraduates and the business community. For example, in 2015 the program added a new minor in Geospatial Technology. Already drawing very respectable numbers, students who minor in this area are exposed to courses in geographic information systems, global positioning systems, and—soon—remote sensing. In addition, the program recently developed a new course entitled Physical Geography (GEO 130), which was accepted into the general education curriculum in 2015. Drawing well the first time it was offered, this new course promises to enlighten the current generation of students as to how their planet functions and how humans have impacted, and are themselves impacted by, the Earth and its environs. When evaluating Geography in the context of “viability criteria,” the program scores well:

- Graduated 34 students, an average of 6.4 graduates per year over the past five years.
- Produced 700 SCH/FTE per year, one of the highest program averages at WSC.
- Majors routinely distinguish themselves in summer internships around the region.
- Faculty currently advise 18 majors and 12 minors in an active program area.
- Faculty are currently supervising 8 students in the Honors program pipeline.

**‘Regional service and development’**

The geography program fulfills this part of WSC’s mission in various ways. For instance, both professors serve on the steering committee (one serves as state coordinator) of the Geographic Educators of Nebraska, a grassroots statewide organization affiliated with the National Geographic Society and composed of parents, professors, teachers, and administrators dedicated to improving the content and quality of geography instruction taught at the K-12 level. Further, Honors classes in the geography program have in recent years worked to bring elementary level students from around the area to participate in WSC’s “Land & Sky Day” activities where children get to engage with a National Geographic giant traveling floor map and also receive a tour of the planetarium. Further, one of the geography faculty members participates in the statewide “Geo-Mentor” program to help K-12 teachers implement geographic information technology in their schools. This faculty member has also recently been appointed to the Governor’s “Geographic Information Technology Council.” In addition, the other geography faculty member annually coordinates the “Global Seminar” each November which prepares LEAD (Leadership

Education/Action Development) Program Fellows for travel to foreign countries every January where they represent Nebraska to the world.

***'Prepares students for careers, advanced study and civic involvement'***

The geography program works to prepare students for lifelong learning.

- In the area of Teaching, courses in geography are required or recommended in a wide variety of educational endorsements on campus (see Table 1 at the conclusion of this report). In particular, geography provides critical courses that support the Social Sciences Field Endorsement, as well as providing the only Geography Subject Endorsement in the Nebraska State College System.
- In the area of Careers, geography graduates from Wayne State College approach near 100% job placement, many in jobs directly related to the field. In recent years, geography program graduates have found employment in both the public and private sector.
- In the area of Advanced Study, program graduates have enjoyed success in graduate school having attained recent Master's degrees from the University of Minnesota-Twin Cities, the University of Southern Mississippi, and the University of Nebraska-Omaha.
- In the area of Civic Involvement, all program graduates are inculcated with a sense of purpose and provided numerous opportunities to give back to the campus and community.

***'Faculty-staff-student interactions'***

For the benefit of campus and community, the geography program provides significant interaction between faculty, staff, and students by contributing to WSC life in many ways:

- Geography faculty serve as advisors to numerous honor societies and organizations on campus including Gamma Theta Upsilon (geography honor society), Pi Gamma Mu (social sciences honor society), Phi Kappa Phi (all discipline honor society), and the Explorers Club.
- Every year, these clubs sponsor speakers, fundraisers, initiation ceremonies, community service activities, the spring Social Sciences Day activities, the Student Senate Debates, the Festival of Trees holiday fundraiser, and many other activities that promote the academic and social life of the college.
- Each year, WSC geography professors serve as judges--and WSC Geography majors participate as timers/scorekeepers--in Omaha at the Nebraska State Geographic Bee.
- Each year, WSC geography program faculty and students organize the campus wide "Geography Bowl" in celebration of National Geography Awareness Week.
- Whenever feasible, program faculty bring geography majors to observe or to present their course research at state and regional conferences.

***'Public service'***

In addition to the wide variety of examples listed above, faculty and students in the geography program provide public services both on and off campus. Geography faculty serve on many standing and ad hoc committees on campus, with one of the two professors entering his ninth year as chair of the Department of History, Politics, and Geography. Program faculty volunteer for a variety of other campus duties including annual summer New Student Registration, Fridays at WSC and the Just Juniors program that brings high school students to visit campus. Both geography faculty also provide professional development programs around the state by annually offering numerous workshops to K-12 teachers involving computer mapping, cloud computing, soil conservation, and use of the "Student Atlas of Nebraska" (created by geography faculty at WSC)

in elementary school classrooms. Both faculty in the program also regularly present and participate in both regional and national conferences. One of the professors currently serves as International Outreach Coordinator for Gamma Theta Upsilon, the international honor society in geography.

***'Diversity within a friendly and collegial campus community'***

The geography program faculty feature daily insights into ethnic and cultural diversity around the world in every section of World Regional Geography (GEO 120). Through the teaching of human geography, faculty provide a wide variety of aspects on multiculturalism, ethnicities, religion, language, and much more. Additionally, they annually give "Global Seminar" presentations to visiting LEAD Fellows in preparation for the agriculturalists' travel to somewhere in the world while representing Nebraska. Further, one faculty member regularly "video chats" during her Geography of Europe (GEO 350) class with **a member of** the United Nations Development Program in Bratislava, Slovakia. In **Geography of Latin America (GEO 370), she has the students learn about—and conduct—a** Day of the Dead (*Día de Muertos*) observance in honor of the holiday celebrated throughout Mexico and acknowledged around the world in other cultures.

- Program contains courses supporting general education or other programs (detailed explanation).

Sections of the general education course in World Regional Geography (GEO 120) are routinely full. During the fall semester of 2016, over 200 students are enrolled in this course at WSC. In addition, despite not having yet been approved for credit in the general education curriculum, our new course in Physical Geography (GEO 130) drew over 30 students in the spring of 2015. This class is expected to enjoy continued success when offered again in future semesters.

- Interdisciplinary program (providing the program meets the requirements set in the existing policy for interdisciplinary programs) (explain).

Geography is the original interdisciplinary subject. Geographers study the where and why of places, and this involves much more than just memorizing state capitals. Geographers study location and interaction across horizontal space, and maps are crucial for showing geographic information. Another focus of geography is the relationship between human beings and their environment. Geography also examines cultural differences and similarities around the globe. In truth, geography may be one of the most useful subjects offered in school.

- Student or employer demand, or demand for intellectual property is high and external funding would be jeopardized by discontinuing the program (explain).

Demand for courses in the geography program by both students and employers is higher than the number of majors might indicate. Geography program students with geospatial technology experience have been snapped up by regional employers because of their proficiency in geographic information systems and computer mapping. With GIS careers exploding worldwide, we will continue to fill a tremendous regional void in human capital.

Geography's occupational employment statistics are tracked by the U.S. Department of Labor: <http://www.bls.gov/oes/current/oes193092.htm>

The demand for students versed in geospatial technology is also expected to grow: <http://www.usnews.com/science/articles/2011/05/11/geospatial-technology-as-a-core-tool>

Geospatial careers are among the fastest-growing in the U.S. today, and geospatial jobs are currently available in every industry. Examples include the banking, insurance, law enforcement, business, healthcare, finance, and defense industries. Functional areas/titles within these industries include technician, analyst, software/hardware developer, management, sales, and marketing.

Further, WSC is the host institution for the Geographic Educators of Nebraska (GEON), a coalition of citizens concerned with improving and increasing the amount and quality of geography taught at the K-12 level in our state. The National Geographic Education Foundation manages GEON's endowment of approximately \$750,000, money raised in Nebraska over a 25-year period. As host institution, WSC manages the payout from GEON's endowment which annually amounts to approximately \$40,000 that is spent statewide on the creation of curriculum and conducting professional development programs. These activities raise the profile of Wayne State College and promote the school's name throughout Nebraska. This extramural funding would not come to WSC if the geography program were discontinued.

- Program provides unique access to an underserved population or geographical area (explain).

Geography firmly resides within the liberal arts core of the College mission. Wayne State College remains the sole baccalaureate degree-granting institution in the Nebraska State College System, and there is no other four-year college located in either northeast Nebraska or northwest Iowa from which to obtain such a degree.

Geography is an interconnected discipline that services a wide variety of fields across the curriculum. It provides required and elective courses for Education, Business, Criminal Justice, and Sports Management programs, plus several of the Pre-Professional programs. In addition, Geography attracts students from a wide diversity of fields who are interested in a spatial approach to human relations, cultural diversity, world affairs, disasters, and world conflict.

- Program meets a unique need in the region, state, or nation (explain).

Wayne State College currently provides the only Geography major and only Geography subject endorsement in the Nebraska State College System. The college also currently employs the only tenure-track, terminal-degree geography professors in the NSCS. WSC also offers the only Geospatial Technology minor in the NSCS, and this is also of the few minors of this type in the state at any institution of higher learning.

- Program is newly approved within the last five years (no additional justification needed).

- Other (detailed explanation).

Geography is an interdisciplinary study of the spatial aspects of the surface of the Earth. Many other fields employ geographic techniques and methodology in their own research. Thus, the field of geography serves as a bridge between the social sciences and the natural sciences in seeking to know and study the Earth. Many of the world's contemporary environmental and social problems can be better understood through the lens of geography. Toward that goal, Table 1 presents a list of majors and minors at Wayne State College that utilize geography courses in their own programs.

**Table 1.** Geography courses are required, recommended, or accepted as electives in the following fields at Wayne State College:

Major/Minor	GEO 120 World Regional Geography	GEO 300 Human Geography	GEO 305 Political Geography	GEO 315 World Economic Geography	GEO 320 Urban Geography	GEO 325 Recreation, Tourism, Sports	GEO 360 Geography of Russia	GEO 370 Geography of Latin America	GEO 410 Hazards and Disasters	GEO 430 Geographic Information Systems	GEO 490 Geography History of Nebraska
Earth Science	electives										→
Economics				recommend							
Electronic Media			elective								
Elementary Education	recommend										
Emergency Management									required	required	
Environmental Studies				elective						required	
Exercise Science										recommend	
History							elective	elective			elective
History Education	required						elective	elective			elective
International Business	required	electives									→
International Studies	elective	elective	elective	elective							
Journalism			elective								
Middle Grades Endorsement											required
Political Science			recommend								
Political Science Education		elective	elective								
Pre-Law			elective		elective						
Psychology Education		electives									→
Public Administration					elective	elective				elective	
Public Health				elective	elective				elective	elective	
Social Sciences	electives										→
Social Sciences Endorsement	required	electives									→
Sociology Education		electives									→
Spanish								elective			
Spanish Education								elective			
Sport Management						required					

Attachment: WSC Program Review Report - Geography (1911 : Program Review Recommendations)



### Geography Program Review Report

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

1. **Program Description** – provide narrative and suggested table that includes the following information:

- Table that identifies majors, options/concentrations, endorsements, focus areas, certificates and/or minors offered within the program (copy/paste out of annual program review spreadsheet sent from System Office or include Excel doc)
- Description of programmatic accreditation, if any
- Description of any programmatic concerns based on assessment of program

College	Major/Area	Option/Concentration or Endorsement	Minor	Ugrad
WSC	Geography	Geography		BA, BS
WSC	Geography	Geography Subject Endorsement (7-12)		BA, BS
WSC	Geography		Geography	
WSC	Geography		Geospatial Technology	

#### Accreditation

There is no program accreditation at this time

#### Assessment

Each program assesses their area with both direct and indirect measures. The faculty in those areas are current in Education Department standards and make appropriate changes to the programs when necessary to meet state standards.

2. **Adequacy of Resources** and related concerns, if any – provide narrative and/or data to confirm that resources in the following areas are sufficient for existing program or to describe concerns related to existing resources:

- Faculty and faculty-related resources
- Informational resources (library, technology, data services, etc.)
- Physical facilities and instructional equipment, if applicable
- Fiscal resources

### **Faculty**

The Wayne State College Geography program utilizes many faculty members to deliver courses in the academic program. All faculty are terminally degreed and full-time tenured or tenure-track faculty members. Each is fully supported with an on-campus faculty office and all of the information resources and administrative/secretarial support afforded to all full-time WSC faculty.

### **General Resources**

The Conn Library is open approximately 90 hours weekly, serves approximately 224,000 students, staff, faculty and community members annually. The library's information desk provides in person and telephone reference services and instruction about 72 hours weekly. Librarians provide over 200 information literacy instruction classes or guest speaking sessions annually to Wayne State College students and area high schools. Interlibrary loan arrangements with state colleges and universities as well as with libraries throughout the nation have insured that materials not housed in the collection can be made available within an average of seven working days. The Instructional Technology Center makes a wide array of instructional software, hardware, and equipment available to the campus as well as coordinating satellite downlinks for the campus and the community. The campus local area network provides distributed and in-library access to the library's catalog, the Internet and several indexing systems. More than 16,000 journal titles are available in full text from the library's journal database subscriptions.

### **Physical Facilities**

The program is housed in Connell Hall. Originally built in 1923, it was completely renovated in 1999-2000 and has three floors. In addition to classrooms and offices for 25 faculty and staff, it contains a 60-seat tiered, conference-style classroom, three distance-learning classrooms, one large computer lab, five modern technology-based teaching classrooms, a dedicated GIS lab, and a social-sciences research suite and library.

### **Fiscal Resources**

Each faculty member is allotted travel money for professional development and departmental budgets for purchasing resources.

3. Evidence of Demand and Efficiency (per established CCPE standards) – submit copy of ***CCPE Existing Program Review report*** that includes table with the following information:

- Student Credit Hours (SCH)
- Faculty Full-time Equivalency (FTE)
- SCH/FTE percentages
- Number of degrees and awards

4. Justification and Evidence of Need (if program is below CCPE thresholds) – submit copy of the **CCPE Existing Program Review report** that provides this information if needed.

*NOTE: A copy of the CCPE Existing Program Review report needs to be forwarded to the CCPE, so please submit **two documents** to the Vice Chancellor for Academic Planning and Partnership: an NSCS Existing Program Review report that includes all of the information listed above and then the original CCPE Existing Program Review report that addresses the requirements of the CCPE*

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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**ACTION:** **Approve Salary Policy 2017-2018**

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**Non-Unionized Professional Staff.** On July 1, 2017, each College and the System Office is authorized to provide a one and one-half percent (1.5%) salary increase to non-union professional staff employees.

**Non-Unionized Support Staff.** On July 1, 2017, each College and the System Office is authorized to provide a one percent (1%) salary increase to non-union support staff employees.

Background Information:

NAPE/AFSCME Support Staff Employees. The 2017-19 NSCS-NAPE/AFSCME Bargaining Agreement was approved by the Board on January 17, 2017. The Agreement provides a one percent (1%) salary annual increase on July 1, 2017 and for incremental salary adjustments based on five, ten, fifteen and twenty years of service.

NSCPA Professional Staff Employees. The 2017-19 NSCS-NSCPA Bargaining Agreement was approved by the Board on January 17, 2017. The Agreement provides for a one and one-half percent (1.5%) annual increase on July 1, 2017.

SCEA Faculty Employees. The 2017-19 NSCS-SCEA Bargaining Agreement was approved by the Board on January 17, 2017. The Agreement provides for a one and one-half percent (1.5%) salary increase on July 1, 2017.

The System Office recommends approval of the Salary Policy 2017-2018.

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                    **First and Final Round Approval of Revisions to Board Policies 2700, 3020, 3021, 5000 and 5007; Anti-Discrimination Policies**

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The legal references for applicable nondiscrimination laws have been revised and expanded pursuant to a recommendation from the Office of Civil Rights.

The System Office recommends approval of the Revisions to Board Policies 2700, 3020, 3021, 5000 and 5007; Anti-Discrimination Policies.

**ATTACHMENTS:**

- Revisions to Board Policy 2700      (PDF)
- Revisions to Board Policy 3020      (PDF)
- Revisions to Board Policy 3021      (PDF)
- Revisions to Board Policy 5000      (PDF)
- Revisions to Board Policy 5007      (PDF)

## GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 2700 Equal Educational Opportunity**

**Page 1 of 1**

### BOARD POLICY

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. Each College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing [Title II of the Americans with Disabilities Act](#), [Titles VI, and VII of the Civil Rights Act](#), [Title IX of the Education Amendments of 1972](#), and Section 504 [of the Rehabilitation Act](#).

### PROCEDURE

Acts of unlawful discrimination are prohibited and shall be regarded as actionable under established grievance or disciplinary procedures.

Policy Adopted: 6/5/93  
 Policy Revised: 11/14/08  
 Policy Revised: 3/26/15      Effective: 7/1/15  
[Policy Revised:](#)

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 3020 Sexual Violence or Sex Harassment  
Reporting, Policies and Procedures**

**Page 1 of 7**

### BOARD POLICY

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sex harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The Colleges will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.

This policy provides guidance for what students should do if they have been victims of sexual violence or sex harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements, also apply to employees alleged to have committed sexual violence or sex harassment.

The Colleges have a responsibility to respond to reports of sexual violence or sex harassment and attend to the needs of the students who are involved. Reports of sexual violence and sex harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible, and will also be referred to appropriate services for assistance.

#### Definitions

**Dating Violence:** Dating violence is violence (*violence includes, but is not limited to sexual or physical abuse or the threat of such abuse*) committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.

Dating violence can occur when one person purposely hurts or scares someone they are dating. Dating violence can be physical, emotional, and/or sexual abuse.

**Domestic Violence:** Domestic violence shall mean felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.

Domestic violence includes patterns of abusive behavior in relationships used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Sexual Violence or Sex Harassment  
Reporting, Policies and Procedures

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*Under Neb. Rev. Stat. §28-323, domestic assault occurs when a person; (a) intentionally and knowingly causes bodily injury to his or her intimate partner; (b) threatens an intimate partner with imminent bodily injury; or, (c) threatens an intimate partner in a menacing manner. Intimate partner means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship.*

**Sexual Assault:** Sexual assault shall mean an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault is contact or sexual penetration that occurs without the consent of the recipient.

Sexual contact means the intentional touching of a person's intimate parts or the intentional touching of a person's clothing covering the immediate area of the person's intimate parts. Sexual contact also includes when a person is forced to touch another person's intimate parts or the clothing covering the immediate area of the person's intimate parts. Sexual contact shall include only such contact which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Sexual penetration means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion of any part of the person's body or of a manipulated object into the genital or anal openings of another person.

**Sex Harassment:** Sex harassment is unwelcome conduct of a sexual nature. Sex harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Federal law (specifically, Title IX) prohibits student-on-student discrimination, including hostile environment sex harassment and hostile environment gender harassment. (Gender harassment may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, sexual orientation and/or gender identity, even if those acts do not involve conduct of a sexual nature.) Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (For instance, as detailed below, a single instance of unwelcome physical contact of a sexual nature could constitute unlawful sex or gender harassment.) Sex and/or gender harassment creates a hostile environment for the student-victim when it is so severe, pervasive, or persistent that it interferes with or limits the victim-student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of his or her sex or gender. Sex Harassment includes Dating Violence, Domestic Violence, and Stalking as defined in this policy.

**Sexual Violence:** Any intentional act of sexual contact (touching or penetration) that is accomplished toward another without his/her consent. Such acts may include, but are not limited to, forced oral sex, forced anal penetration, insertion of foreign objects into the body, and any act of sexual intercourse "against someone's will." This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm. Sexual Violence includes Sexual Assault as defined in this policy.

Consent: Positive cooperation in the act or expressing intent to engage in the act. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A person who is giving consent cannot be incapacitated by drugs or alcohol, unconscious, passed out, coming in and out of consciousness, under the threat of violence, injury or other forms of coercion, and cannot have a disorder, illness, or disability that would impair his/her understanding of the act or his/her ability to make decisions. A person who is giving consent cannot be forced, coerced or deceived into providing consent.



## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Sexual Violence or Sex Harassment  
Reporting, Policies and Procedures

Page 3 of 7

A person may express a lack of consent through words or conduct. A person need only resist, either verbally or physically, so as to make the person's refusal to consent genuine and real and so as to reasonably make known to the actor the person's refusal to consent. A person need not resist verbally or physically where it would be useless or futile to do so.

The presence or absence of consent is based on the totality of circumstances, including the context in which an alleged incident occurred. The fact that a student was under the influence of drugs/alcohol may be considered in determining whether that person had consented to the act in question. Consent may not be inferred from silence or passivity alone.

**Stalking:** Stalking shall mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to; (a) fear for his or her safety or the safety of others; or, (b) suffer substantial emotional distress.

Stalking includes a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include: repeatedly communicating with, following, threatening, or spreading rumors about a person who does not want the attention.

**Student:** An individual for whom the College maintains records and who is currently enrolled or registered in an academic program or who has completed the immediately preceding term and is eligible for re-enrollment.

Reporting

Reports can be filed by the alleged victim or a third party who is aware of allegations of sexual violence or sex harassment, including other students or College employees. Reports should be filed with one of the designated College administrators and/or employees responsible for student services, as follows:

- President
- Vice Presidents
- Deans
- College Title IX Coordinator and Designees (*contact information is listed below*)
- Dean of Students
- Housing/Residence Life Staff to include:
  - Directors
  - Managers
  - Assistant Directors
  - Senior Residence Hall Advisors
  - Residence Hall Advisors
- Coaches and Assistant Coaches
- Campus Security Officers

Reports to the above designated administrators or employees will constitute "notice" to the College for the purposes of considering an investigation and institutional response in conjunction with the Title IX Coordinator.

College employees (even medical or mental health professionals identified below) are required by law to report any allegations of sexual abuse or assault of a minor to either law enforcement or the Department of Health and Human Services.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

### **POLICY: 3020 Sexual Violence or Sex Harassment Reporting, Policies and Procedures**

Page 4 of 7

*Exception Regarding Employee Reporting:* The law recognizes and protects the confidentiality of communications between a person seeking care and a medical or mental health professional. Medical or mental health professionals employed by the Colleges (Licensed Student Counselors and Nurses) respect and protect confidential communications from students, faculty, and staff to the extent they are legally able to do so. Employees may have to breach a confidence, however, when they perceive an immediate and serious threat to any person or property.

#### Confidentiality

The College appreciates the privacy concerns inherent in allegations of sexual violence or sex harassment. To protect students' privacy rights, the names of students or other identifying information, especially that which is contained in written documents and notes, will only be disclosed to third parties if; (a) prior written permission is given by the student concerned; (b) the disclosure is necessary to conduct an investigation; (c) the disclosure is necessary to pursue disciplinary action; or, (d) the disclosure is otherwise required by law.

Victims will be informed that the College has a legal duty to include information about reports of criminal sexual misconduct in annual security report statistics which do not identify either the person claiming to have been subject to criminal sexual misconduct or the alleged perpetrator.

If an alleged victim is under the age of eighteen (18) years, the College will obtain consent from the parents or guardians prior to beginning an investigation or disclosing information, unless otherwise required by law.

If the alleged victim requests confidentiality, asks that the report not be pursued, or declines to participate in an investigation or disciplinary proceeding, the College will document the request. The College will take reasonable steps to investigate and respond to reports consistent with such a request, if possible. Requests will be evaluated and weighed against the College's responsibility to provide a safe and nondiscriminatory environment.

#### Disciplinary Processes and Consequences

Processes and procedures described in Board Policies 3100 and 3200 may be used subsequent to a sexual violence or sex harassment investigation to address cases of student misconduct, due process and discipline. If the alleged perpetrator is an employee, other Board Policies or Collective Bargaining Agreements will determine the due process steps and disciplinary consequences.

Disciplinary consequences may include, but are not limited to: warnings, disciplinary probation, loss of privileges, restitution, remedial work assignments, remedial educational requirements, service requirements, remedial behavioral requirements, College housing relocation, College housing suspension, removal from College housing, suspension, and expulsion.

#### Law Enforcement

Alleged victims should be advised that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to local law enforcement. It is important that students make an informed decision regarding important physical evidence that can be preserved.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 3020 Sexual Violence or Sex Harassment Reporting, Policies and Procedures

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While students are not *required* to notify law enforcement authorities regarding a report of sexual violence or sex harassment, reports still need to be filed with Campus Security to inform them that an act of violence may have occurred. Campus Security shall notify the Title IX Coordinator, who is responsible for coordinating the College response to the reports of sexual violence and sex harassment. Pursuant to federal law, the College has a legal responsibility for documenting and reporting an incidence of sexual violence and sex harassment.

Regardless of whether or not the law enforcement authorities choose to prosecute a reported offense, the College can pursue formal disciplinary action against a student or employee alleged to have committed sexual violence or sex harassment.

Each College has designated an individual (listed below) to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act.

#### Title IX Coordinators

Anne DeMersseman  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6038

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

Jeff Carstens, Interim  
Wayne State College  
1111 North Main Street  
Wayne, NE 68787  
(402) 375-7213

#### Investigation Procedures

*Note: While this policy and procedures are written primarily for the benefit of students, the same procedures shall also apply in the event either the individual reporting the sexual violence or sex harassment, or the alleged perpetrator, is not a student. Similarly, while the procedures assume that the incident occurred on or near College property or at an official College function or activity, some of these procedures may also apply if an alleged incident occurs off-campus or in a setting unrelated to College functions/activities.*

- 1) An initial report may occur by telephone, email, in writing, or in person. When an initial report of sexual violence or sex harassment is received by any designated administrator or employee (listed in this Policy under "Reporting"), the initial report shall be shared with the Title IX Coordinator as quickly as possible.

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

### **POLICY: 3020 Sexual Violence or Sex Harassment Reporting, Policies and Procedures**

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- 2) The Title IX Coordinator or designee will contact the alleged victim for the following purposes:
- To ask questions in order to gain a better understanding regarding the nature of the incident;
  - To explain confidentiality and reporting requirements;
  - To explain the investigatory process, law enforcement options, and possible consequences;
  - To provide information about resources that are available to the individual; and,
  - To ask if the alleged victim wishes for the report to be pursued through an investigation or not. (If the alleged victim requests confidentiality, or asks that the report not be pursued, the College will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, if possible. The request will be evaluated and weighed against the College's responsibility to provide a safe and nondiscriminatory environment.)
- 3) The Title IX Coordinator or designee, after consultation with the NSCS General Counsel, will determine if an investigation will be conducted.
- 4) If an investigation will be conducted, the Title IX Coordinator or designee will immediately begin an investigation and will take steps to complete the investigation within sixty (60) calendar days after receipt of the report, if possible. The College is committed to a complete and impartial investigation of reports of sexual violence or sex harassment, including the opportunity for both parties to present witnesses and other evidence. Investigations will occur as quickly as possible, but the complexity of the investigation, the severity and the extent of the harassment, or number of involved parties can impact the duration.
- The investigation shall consist of:
- Reviewing all related written statements or reports;
  - Interviewing the alleged victim, alleged perpetrator and other witnesses;
  - Reviewing applicable College records; and,
  - Reviewing other relevant material and evidence.
- 5) The Title IX Coordinator or designee will provide parties involved in the investigation with periodic updates while an investigation is pending, consistent with Family Educational Rights and Privacy Act (FERPA) restrictions.
- 6) At the conclusion of the investigation, the Title IX Coordinator or designee will make a determination regarding the report using a "preponderance of the evidence" standard (more likely than not that sexual violence or harassment occurred) and will provide the recommendation to the Vice President responsible for Student Affairs and the President.
- 7) Within ten (10) working days from receipt of the Title IX Coordinator's or designee's recommendation, the Vice President will issue a written statement to the alleged victim, the alleged perpetrator and the Title IX Coordinator regarding the outcome of the investigation and a decision as to whether or not disciplinary proceedings will commence. In the event that disciplinary proceedings commence at the conclusion of the investigation, the College has an obligation to disclose the outcome of the disciplinary proceedings to the student who reports being the victim of sexual violence.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020

Sexual Violence or Sex Harassment Reporting, Policies and Procedures

Page 7 of 7

- 8) If the alleged victim and alleged perpetrator agree with the decision of the Vice President, the matter is considered resolved without any further rights of appeal by either party. If either the alleged victim or the alleged perpetrator object to the decision of the Vice President, either individual may appeal the decision in writing to the President within seven (7) calendar days. The President will review the matter and then issue his/her decision to; (a) affirm the Vice President’s decision; (b) refer the matter for further investigation; or, (c) refer the matter for disciplinary proceedings. The President’s decision will be final.

*Note: Title IX prohibits retaliation for reporting parties and any individuals participating in an investigation. The College will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.*

Resources and Assistance

The Title IX Coordinator or Designee will have available contact and referral information for counseling/mental health services, medical services, law enforcement, judicial remedies/restraining orders, and educational resources, and will share resource information with victims and alleged perpetrators. Assistance options including, College no contact orders, changes in academic, living, transportation and working situations may be made available as remedies to protect victims or witnesses.

Policy Adopted:	6/15/12	Effective:	7/1/12
Policy Revised:	7/29/13		
Policy Revised:	12/10/13		
Policy Revised:	4/25/14	Effective:	7/1/14
Policy Revised:	11/7/14		
Policy Revised:	1/14/15		
Policy Revised:	3/26/15	Effective:	7/1/15
Policy Revised:	8/5/15		
Policy Revised:	3/1/16		
Policy Revised:	10/14/16		
<u>Policy Revised:</u>			

Attachment: Revisions to Board Policy 3020 (1913 : Revisions to Board Policies 2700, 3020, 3021, 5000 and 5007; Anti-Discrimination Policies)

## STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 3021      Unlawful Harassment (Other) Reporting, Policies, and Procedures

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#### BOARD POLICY

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, including unlawful harassment. The Board specifically prohibits unlawful discrimination (including harassment) based on students' race, color, religion, national origin, disability, age or any other class protected by applicable federal, state, or local law. (The Board has a separate policy, Board Policy 3020, concerning unlawful Sexual Violence or Sex Harassment.) The Colleges will take appropriate action to prevent, correct, and discipline discriminatory behavior that is found to violate Board policies and principles of equal opportunity and access.

Each College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding nondiscrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.

Harassment based on a protected class (i.e., race, color, religion, national origin, disability, age, or any other protected class) may take many forms, including unwelcome verbal acts, name-calling, derogatory comments, slurs, coercion, intimidation and/or negative stereotyping; graphics and written statements, which may include use of cell phones or the Internet; or other physically threatening, harmful, or humiliating conduct. Harassment does not have to include an intent to harm, be directed at a specific target, or involve repeated incidents. (Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.)

Students who believe they or others have been subjected to unlawful discrimination should immediately report their concerns to any College President, Vice-President, Dean, Title IX Coordinator, staff member of Housing/Residence Life (including Directors, Managers, Assistant Directors, Senior Residence Hall Advisors, and Residence Hall Advisors), Coach, or any Campus Security Officer.

The Board of Trustees will follow the processes and procedures described in Board Policies 3100 and 3200 to investigate and address discriminatory behavior.

Policy Adopted: 4/25/14

Policy Revised:

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5000 Equal Employment Opportunity**

**Page 1 of 1**

### BOARD POLICY

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee, or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to, admission decisions. Each College has designated an individual to coordinate the Colleges' non-discrimination efforts to comply with regulations implementing [Title II of the Americans with Disabilities Act](#), [Titles VI, and VII of the Civil Rights Act](#), [Title IX of the Education Amendments of 1972](#), [the Age Discrimination Act of 1975](#), and Section 504 [of the Rehabilitation Act](#). Inquiries regarding non-discrimination policies and practices may be directed to one of the following Compliance Coordinators:

Anne DeMersseman  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(308) 432-6038

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

Jeff Carstens, Interim  
Wayne State College  
1111 North Main Street  
Wayne, NE 68787  
(402) 375-7213

Recruitment, selection, employment, transfer, promotion, demotion, training and pay of all employees shall be without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, marital status, political affiliation, or disability.

The State Colleges and System Office will make reasonable accommodations for applicants and employees who experience disabilities.

Policy Adopted: 8/9/80  
Policy Revised: 9/18/87  
Policy Revised: 6/5/93  
Policy Revised: 6/2/06  
Policy Revised: 4/17/09  
Policy Revised: 11/5/13  
Policy Revised: 12/10/13  
Policy Revised: 11/7/14  
Policy Revised: 1/14/15  
Policy Revised: 3/26/15                      Effective: 7/1/15  
Policy Revised: 8/5/15  
Policy Revised: 3/1/16  
Policy Revised: 10/14/16  
Policy Revised:

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5007 Anti-Harassment/Discrimination Policy**

**Page 1 of 3**

### BOARD POLICY

It is the policy of the Nebraska State College Board of Trustees to provide a workplace free of tensions involving matters which do not relate to the System's business. In particular, an atmosphere of tension created by unlawful harassment or discrimination based on race, color, religion, sex, sexual orientation, gender identity, disability, age, marital-status, national origin, and any other categories protected by relevant federal, state, or local law do not belong in the workplace. Each College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding nondiscrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.

Unlawful harassment or discrimination of employees, job applicants, or any visitors to a campus by other employees or students is prohibited. Unlawful harassment includes, without limitation, verbal harassment (derogatory comments and/or slurs, negative stereotyping, intimidating behavior), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings, or improper written or graphic material), and innuendo.

Sex harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as a basis for employment decisions. Further, other forms of unlawful harassment include actions that have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sex harassment includes Dating Violence, Domestic Violence, Sexual Assault, Sexual Violence and Stalking as defined below.

**Dating Violence:** Dating violence is violence (*violence includes, but is not limited to sexual or physical abuse or the threat of such abuse*) committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, (iii) the frequency of interaction between the persons involved in the relationship.

Dating violence can occur when one person purposely hurts or scares someone they are dating. Dating violence can be physical, emotional, and/or sexual abuse.

**Domestic Violence:** Domestic violence shall mean felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws.

Domestic violence includes patterns of abusive behavior in relationships used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone.

*Under Neb. Rev. Stat. §28-323, domestic assault occurs when a person; (a) intentionally and knowingly causes bodily injury to his or her intimate partner; (b) threatens an intimate partner with imminent bodily injury; or, (c) threatens an intimate partner in a menacing manner. Intimate partner means a spouse; a former spouse; persons who have a child in common whether or not they have been married or lived together at any time; and persons who are or were involved in a dating relationship.*



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5007 Anti-Harassment/Discrimination Policy**

**Page 2 of 3**

**Sexual Assault:** Sexual assault shall mean an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault is contact or sexual penetration that occurs without the consent of the recipient.

Sexual contact means the intentional touching of a person's intimate parts or the intentional touching of a person's clothing covering the immediate area of the person's intimate parts. Sexual contact also includes when a person is forced to touch another person's intimate parts or the clothing covering the immediate area of the person's intimate parts. Sexual contact shall include only such contact which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.

Sexual penetration means sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse or any intrusion of any part of the person's body or of a manipulated object into the genital or anal openings of another person.

**Sexual Violence:** Any intentional act of sexual contact (touching or penetration) that is accomplished toward another without his/her consent. Such acts may include, but are not limited to, forced oral sex, forced anal penetration, insertion of foreign objects into the body, and any act of sexual intercourse "against someone's will." This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm.

**Stalking:** Stalking shall mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to; (a) fear for his or her safety or the safety of others; or, (b) suffer substantial emotional distress.

Stalking includes a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking may include: threatening, repeatedly communicating with, or following a person who does not want the attention.

The purpose of this policy is to establish clearly and unequivocally that the Nebraska State College System prohibits every form of unlawful harassment and discrimination and to set forth procedures for employees to report workplace harassment or discrimination.

If any employee has reason to believe that they or another employee has been unlawfully harassed or discriminated against, that employee should report the violation to a supervisor, the Director of Human Resources or Vice President. If the reporting employee feels that the report does not achieve satisfactory results, a second report should be made to another administrator. Reports from employees in the System Office can be directed to the Chancellor or Vice Chancellor for Employee Relations.

Any complaints reported will be kept confidential to the extent possible and the reporting employee shall be assured that no negative consequences will be suffered as a result of making a report in good faith. All complaints are to be promptly and thoroughly investigated. If the investigation reveals that unlawful workplace harassment or discrimination has occurred, disciplinary action is to be immediately taken against the appropriate person or persons.

If the victim requests confidentiality, asks that the report not be pursued, or declines to participate in an investigation or disciplinary proceeding, the College will document the request. The College will take reasonable steps to investigate and respond to reports consistent with such a request, if possible. Requests will be evaluated and weighed against the College's responsibility to provide a safe and nondiscriminatory environment.

Victims will be informed that the College has a legal duty to include information about reports of criminal sexual misconduct in annual security report statistics which do not identify either the person claiming to have been subject to criminal sexual misconduct or the alleged perpetrator.

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

**POLICY: 5007**

**Anti-Harassment/Discrimination Policy**

**Page 3 of 3**

In addition to promptly investigating and addressing all reports of harassment or discrimination, ongoing educational efforts and training on the issues of unlawful harassment, sexual abuse, and child molestation shall continue for employees.

Policy Adopted: 10/26/84  
Policy Revised: 3/11/94  
Policy Revised: 9/17/04  
Policy Revised: 4/25/14  
Policy Revised: 11/7/14  
Policy Revised: 3/26/15

Effective: 7/1/15

Policy Revised:

Attachment: Revisions to Board Policy 5007 (1913 : Revisions to Board Policies 2700, 3020, 3021, 5000 and 5007; Anti-Discrimination Policies)

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                   **First and Final Round Approval of Revisions to Board Policy 4430; Transfer of Credits and Degrees**

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The revision to Board Policy 4430 indicates that only transfer courses carrying a grade of "C" or better will be applied to the credit hour requirements for a baccalaureate degree.

The System Office recommends approval of the Revisions to Board Policy 4430; Transfer of Credits and Degrees.

**ATTACHMENTS:**

- Revisions to Board Policy 4430     (PDF)

## ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 4430 Transfer of Credits and Degrees**

**Page 1 of 1**

### BOARD POLICY

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

Each College is authorized to determine the applicability of credits earned based on a specific degree, program and/or accreditation requirements.

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

### PROCEDURE

1. The Council of Academic Officers shall recommend to the Council of Presidents’ procedures for transfer of credits.
2. With regard to transfer of credits policy, the following principles shall be followed:
  - a. There must be evidence of academic quality in the sending institution, through appropriate accreditation of faculty and program content;
  - b. Courses completed more than seven (7) years prior require special approval by the receiving institution; and
  - c. A student must earn a minimum of thirty (30) credit hours at the receiving State College to earn a degree from that college.
3. With regard to transfer of credits policy for Community College students, the following principles shall be followed:
  - a. The Nebraska State Colleges will accept a total of 66 hours to be distributed among general education, major and minor programs, and general electives unless otherwise accepted by agreement;
  - b. An Associate of Arts (AA) or Associate of Science (AS) degree completed at a Nebraska Community College that includes a minimum of 30 semester hours of general studies coursework, or its equivalent, will fulfill all requirements of a general studies program established at a Nebraska State College. Note that while the general studies requirements will be fully met with completion of the associates degree, only those courses carrying a grade of “C” or better will be applied to the credit hour requirements of the baccalaureate degree.

Policy Adopted: 6/5/93  
 Policy Revised: 9/11/09  
 Policy Revised: 9/9/11  
 Policy Revised: 3/26/15  
Policy Revised:

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                    **First and Final Round Approval of Revisions to Board Policy 5017; Emeritus Status**

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The revisions to Board Policy 5017 better explain the criteria for granting emeritus status and the required materials for requesting emeritus status.

The System Office recommends approval of the Revisions to Board Policy 5017; Emeritus Status.

**ATTACHMENTS:**

- Revisions to Board Policy 5017     (PDF)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5017

Emeritus Status

Page 1 of 12

## BOARD POLICY

Emeritus status may be granted by the Board at its pleasure, to tenured faculty members, or professional staff members ~~employed as Deans or Vice Presidents, who previously held a tenured faculty position at the College,~~ upon retirement. Emeritus status is awarded by the Board to recognize employees who ~~plan to continue to professionally contribute to~~ are nominated by the College ~~after retirement for their significant contributions and service to the institution.~~

~~Requests-Nominations~~ for ~~e~~Emeritus status shall be made in writing, shall describe the full history of services and contributions to the College and shall provide justification for the ~~request~~ nomination. The College President's approval is required in order for the nomination to move forward. ~~Requests-Approved nominations~~ shall be ~~forwarded-submitted~~ to the Board through the Chancellor and shall include the Chancellor's and the President's recommendations. Should the nomination be approved by the Board prior to Commencement activities at the end of the individual's final year of service to the College, Emeritus status may be announced during the ceremony.

The written nomination shall include the following materials for consideration:

1. Completed nomination form with signatures of primary nominator and appropriate academic Dean;
2. Nominee's Curriculum Vitae (CV);
3. Two nomination letters from primary nominator (which may be an individual or an entire academic department) and appropriate academic Dean; and,
4. Letters of support from the academic Vice President and/or President that speak to the nominee's effective teaching, scholarship/creative activities, service, and/or professional contributions during his/her tenure at the College. Additional letters of support may be included.

All letters supporting this nomination should include how the nominee has demonstrated collegiality, competency to work with others, and leadership during his/her career.

An individual may be nominated for Emeritus status once his/her letter of retirement has been submitted and accepted by the College. The following are the minimum criteria for consideration for the granting of ~~e~~Emeritus status. Because an individual meets the minimum criteria should not be considered adequate justification for recommending ~~e~~Emeritus status.

1. Completion of a minimum of ~~At least~~ fifteen (15) years of full-time employment ~~within the Nebraska State College System~~ at the State College;
2. Earned rank of full Professor;
3. Exemplary performance in the areas of teaching, scholarship, and service throughout his/her tenure at the College; and,
4. Demonstrated leadership and collaboration.
- ~~2. Clear evidence of exceptional teaching, research, administrative services, and/or professional achievement;~~
- ~~3. Recognized record of College service and contribution beyond normal or ordinary expectations;~~
- ~~4. Defined plans for continuing service to the College and the College community; and,~~
- ~~5. Retired status for a period of at least one (1) year.~~

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

Privileges of Emeritus Status

1. Limited use of College facilities and an email account as necessary for the employee to continue professional contributions at the College, as determined by the President;
2. Access to wellness facilities, parking, College sponsored athletic and cultural activities on a basis comparable to current faculty and professional staff;
3. Recognition of eEmeritus status in appropriate College publications;
4. Use of College identification with eEmeritus status in communications with official groups/organizations; and,
5. Opportunities to be designated as a College representative to specified groups/organizations as determined by the President.

Responsibilities of Emeritus Status

1. Continue to Ssupport and actively contribute toward the mission and purposes of the Colleges; and,
2. Maintain professional and personal standards which reflect positively on the Colleges.

The Board reserves the right to rescind the eEmeritus title and grants the Chancellor or President authority to rescind or alter eEmeritus privileges granted pursuant to the terms of this policy or previous eEmeritus policies.

Policy Adopted: 6/5/93  
 Policy Revised: 2/10/05  
 Policy Revised: 6/2/06  
 Policy Revised: 6/19/09  
 Policy Revised: 1/18/12  
 Policy Revised: 3/11/16  
Policy Revised:

Attachment: Revisions to Board Policy 5017 (1885 : Revisions to Board Policy 5017; Emeritus Status)

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                    **First and Final Round Approval of Revisions to Board Policy 5040; Criminal Background Checks; Employees**

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Policy 5040 has been revised to provide more information about the credit checks conducted for applicants and employees who work in positions involving significant financial responsibilities.

Additionally, driving records checks will only be conducted if driving is required for the position.

The System Office recommends approval of the Revisions to Board Policy 5040; Criminal Background Checks; Employees.

**ATTACHMENTS:**

- Revisions to Board Policy 5040     (PDF)



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

Pre-employment and continuing employment driving record checks will only be conducted in conjunction with the criminal background check, if driving is required for the position. 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.

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. Credit checks are also required for positions involving significant financial responsibilities. 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 or credit check or an unsatisfactory criminal background or credit 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 during the selection process. 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.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 5040 Criminal Background Checks; Employees

Page 2 of 4

Falsification or omission of any requested information during the selection process may result in disqualification from employment consideration 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 or credit check report has been received. Employees shall be informed that employment may end immediately if unsatisfactory results are received.

Upon request, the applicant may receive a copy of the background report once it is completed. Applicants who do not successfully pass the background check shall receive a copy of the report as required by law.

#### 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. In addition, employees working in positions with significant financial responsibilities will be required to consent to a credit check. An employee's refusal to consent to a criminal background or credit check or an unsatisfactory criminal background or credit 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~~ shall receive a copy of the background or credit 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;

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

### POLICY: 5040 Criminal Background Checks; Employees

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- 5) Activity center staff;
- 6) Athletic staff positions including any level of coaching staff, managers, athletic trainers/assistants;
- 7) Bus drivers;
- 8) Graduate Assistants;
- 9) Housing and residence life staff;

*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.*

- 10) Information technology employees; and,
- 11) 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. Concerns identified in credit reports will be addressed in the same manner. 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.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5040 Criminal Background Checks; Employees**

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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.

### 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: 1/14/14

Policy Revised: 6/10/14

[Policy Revised:](#)

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                    **First and Final Round Approval of Revisions to Board Policy 5102, 5103 and 5104; Policies Related to Bargaining Agreements**

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The revisions to Board Policies 5102, 5103 and 5104 align them with the recently ratified 2017-2019 Bargaining Agreements for SCEA, NSCPA and NAPE/AFSCME.

The System Office recommends approval of the Revisions to Board Policy 5102, 5103 and 5104.

**ATTACHMENTS:**

- Revisions to Board Policy 5102      (PDF)
- Revisions to Board Policy 5103      (PDF)
- Revisions to Board Policy 5104      (PDF)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **BOARD POLICY**

The terms and conditions of employment described in this policy apply to full-time faculty employees (at least .75 FTE) who are excluded from the SCEA collective bargaining unit.

### **ABANDONMENT**

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

### **APPOINTMENTS**

Full-time (at least .75 FTE) faculty special appointments will be limited to three (3) academic years.

### **BACKGROUND CHECKS**

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

### **BENEFITS**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time on a continuing basis in a budgeted position (at least .75 FTE). Employees employed less than .75 FTE are not eligible for group medical, dental, vision, life or long-term disability coverages, unless coverage is required under the Affordable Care Act.

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

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

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

A group long-term disability plan will be provided which will pay sixty-six and two-thirds percent (66 2/3%) of

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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salary after ninety (90) days of continuous disability as defined by the insurance carrier. The Board will provide seventy-five percent (75%) of the aggregate costs of this coverage.

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

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

### **DISCIPLINARY ACTION**

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

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

Within ten (10) business days of the receipt of the charges, the employee may submit a written response to the President and shall indicate whether he or she desires a hearing before the committee. If no written response is received, or if a hearing is not requested within the specified time, such failure constitutes the waiver of the right to a hearing.

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

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

The committee shall prepare a written statement of findings of fact and recommendation, which shall be delivered to the employee, the President, and the Chancellor, within ten (10) business days following conclusion of the hearing. The findings of fact shall be based on a preponderance of the evidence in the record considered as a whole, as determined by a majority of the committee. The President shall review and consider the committee's recommendations prior to making a decision regarding the termination of employment. The President's decision shall be rendered within ten (10) business days.

Attachment: Revisions to Board Policy 5102 (1917 : Revisions to Board Policy 5102, 5103 and 5104)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the  
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If the employee is not satisfied with the decision of the President the employee may make a written request to the Chancellor within ten (10) business days of the receipt of the President's decision. The Chancellor shall render a written decision regarding the dismissal within twenty (20) business days. The decision of the Chancellor, on behalf of the Employer, ~~will~~shall be final. The dismissed employee may only seek additional recourse under available state and federal law.

An employee who is under investigation for misconduct or who has been recommended for dismissal for cause may, at the discretion of the President, be suspended with pay and full benefits until such time as it is possible to determine if misconduct occurred and/or if the employee should be dismissed from employment. Such investigatory suspensions are not grievable.

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

### **DRUG AND ALCOHOL TESTING**

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

### **GRIEVANCE PROCEDURE**

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

A grievance is defined to be a dispute filed by an employee concerning the interpretation or application of policies, or other terms and conditions of employment, and filed in accordance with the terms of this policy. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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

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

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

Attachment: Revisions to Board Policy 5102 (1917 : Revisions to Board Policy 5102, 5103 and 5104)



**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

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

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

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

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

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

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

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

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

If the Chancellor's decision under this Step fails to satisfy the grievant, the grievant wishing to continue may seek relief under one of the following two (2) options:

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### LAYOFFS

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

### LEAVE

#### **Bereavement Leave.**

Employees shall be granted paid bereavement leave for up to six (6) days during each academic year. Generally, bereavement leave is taken immediately following the death, however, there may be circumstances when more flexibility is needed, for example, if a memorial service is scheduled at a time in the future. Such leave must be approved through the usual leave practices or procedures.

#### **Civil Duty Leave.**

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

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

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

#### **Crisis Leave Sharing Program.**

Employees may contribute ~~one (1)~~ three (3) days of accrued sick leave per calendar year to benefit another employee at the same College who is suffering from a catastrophic illness. Sick leave shall be donated in no less than a one (1) day increment. Hours donated, but not used, will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College.

The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety days (90) in a twelve (12) month period. To be eligible to receive donated leave, an employee must have been employed for one academic year, have had absences of at least thirty (30) days during the prior six (6) months and have exhausted all paid leave. The crisis leave-sharing program will permit salary and health insurance continuation for those employees receiving shared leave.

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the  
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### Family and Medical Leave

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

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

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

A serious health condition is defined to include:

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

### **Inclement Weather/College Closure Leave**

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

### **Leave of Absence**

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

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

Requests for leave of absence must be submitted according to a deadline established by the Academic Vice President, but no later than December 1 of the year preceding the year for which the leave is requested. Requests for a leave of absence without pay may be requested after the December 1 deadline if there are extenuating circumstances, such as receipt of a Fulbright award. Such leaves are limited to one (1) year but leave without pay may be extended one (1) additional year by mutual agreement. Requests for extension must be received by February 1. Granting leaves of absence is at the discretion of the President and is a non-grievable matter.

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **Other Requested Absences**

Absences may be requested by full-time employees (at least .75 FTE) for personal exigencies or for other personal or professional reasons. Approval shall be at the discretion of the Dean and is a non-grievable matter. Requests to be absent for more than one (1) day, must be accompanied by a written description regarding the need and an explanation of how work responsibilities will be covered. If approved, a copy of the written description should also be sent to Human Resources to be maintained in the faculty member's personnel file.

### **Sick Leave**

Paid sick leave for full-time employees (1.0 FTE) shall accrue at the rate of twelve (12) days per academic year. Sick leave accrual shall be prorated as of the first day of employment, and unused sick leave may be accumulated up to and including one hundred-eighty (180) ~~working-business~~ days. Supervisors may require documentation to substantiate the legitimate use of sick leave. Sick leave is not intended as any earned time off with pay, and will not be granted as such. Unused sick leave will not be paid out at the end of employment. Employees who have separated from employment and return after a break in service shall not have prior sick leave balances reinstated.

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

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

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

### **PERFORMANCE EVALUATION**

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

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

### **TUITION PROGRAMS**

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

**PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**

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

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

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

Employees shall be eligible to enroll in credit courses for one dollar (\$1.00) per course plus applicable course related fees, such as lab, materials, etc., which are normally added above tuition. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program and the one dollar (\$1.00) charge is non-refundable. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course beyond one dollar (\$1.00). Tuition waiver under this program will be limited to one (1) course per term on a space available basis and such enrollment will not be counted toward minimums necessary for a course to be offered.

An employee may not enroll in the tuition remission and tuition waiver courses simultaneously the same semester. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

Policy Adopted:	3/19/82	
Policy Revised:	6/5/93	
Policy Effective:	7/1/09	Approved: 4/17/09
Policy Effective:	7/1/11	Approved: 3/25/11
Policy Effective:	7/1/13	Approved: 3/15/13
Policy Effective:	7/1/15	Approved: 1/21/15
Policy Revised:	11/13/15	
<u>Policy Effective:</u>	<u>7/1/17</u>	<u>Approved:</u>

Attachment: Revisions to Board Policy 5102 (1917 : Revisions to Board Policy 5102, 5103 and 5104)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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### **BOARD POLICY**

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

### **ABANDONMENT**

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

### **BACKGROUND CHECKS**

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

### **BENEFITS**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time on a continuing basis in a budgeted position (at least .75 FTE). Employees employed less than .75 FTE are not eligible for group medical, dental, vision, life or long-term disability coverages, unless coverage is required under the Affordable Care Act.

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

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

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

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

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

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

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

### **CORRECTIVE AND DISCIPLINARY ACTION**

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

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

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

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

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

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



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

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

### Types of Disciplinary Action

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

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

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

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

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

**Demotion.** A President may transfer an employee to a position of lesser responsibility as a disciplinary action. Upon transfer, a President shall place the employee in the new position at an appropriate, reduced salary.

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

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

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

The committee will then establish the date, time and place for the hearing and so inform the employee and the President. The committee shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The committee will arrange for the hearing to be recorded. The employee shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant evidence with respect to the statement of reasons for dismissal. The employee shall also have the right to be represented by an attorney at the employee's expense. Any party who wishes to use a court reporter to take a verbatim transcript may do so at party's own expense. The committee shall adopt rules to be followed which ensure substantive and procedural due process including prior notice of witnesses to be called and documents to be offered in evidence at the hearing, no documents or witnesses not so listed shall be heard, except for the purpose of rebutting oral testimony of the other party or for other justifiable cause found to exist by the committee. The Committee may admit probative evidence as well as exclude incompetent or repetitive evidence.

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

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

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

An employee recommended for dismissal for cause shall continue to be an employee until the appeal procedure up to and including the Chancellor only has been exhausted or until the employee has failed to advance his or her

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appeal in a timely fashion. The President may, at his or her discretion, suspend or reassign the employee to other professional duties with pay during the appeal procedure.

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

### **DRUG AND ALCOHOL TESTING**

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

### **GRIEVANCE PROCEDURE**

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

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

The Board has final authority to determine whether or not an issue is grievable, and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal. The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters: performance evaluations; employment appointments including promotions to positions; leave of absence decisions; salary allocations; and, position classification. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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

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

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

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

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

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

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

### HOLIDAY SCHEDULE

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

If an employee is required to work on a scheduled College holiday, such employee shall be allowed an equal number of hours off on an alternate date.

### LAYOFFS

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

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

### LEAVE

#### **Bereavement Leave**

At the discretion of the immediate supervisor, up to six (6) days of paid bereavement leave, per fiscal year, may be granted to employees for purposes of bereavement. Reasonable requests within this limit shall not be denied. Generally, bereavement leave is taken immediately following the death, however, there may be circumstances when more flexibility is needed, for example, if a memorial service is scheduled at a time in the future.

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### **Civil Duty Leave**

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

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

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

### **Crisis Leave Sharing Program**

Employees may contribute accrued vacation, compensatory time, or one (1) day of accrued sick leave per calendar year to benefit another employee at the same College who is suffering from a catastrophic illness. To be eligible to receive leave, employees must have been employed for at least twelve (12) consecutive months and have had exhausted their own leave options and have been absent for at least thirty (30) days during the prior six (6) months. To be eligible to donate sick leave, employees must maintain a minimum of one hundred sixty (160) hours of sick leave. Accrued vacation or sick leave may be donated in no less than one (1) day increments. Hours donated but not used will be maintained in a shared leave pool and distributed on an as needed basis to eligible employees by a Shared Leave Committee designated by the College.

The Committee will determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of ninety (90) days in a twelve (12) month period.

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

Employees located in the NSCS Office may contribute vacation leave, compensatory time, or one (1) day of accrued sick leave per calendar year to benefit another employee in the NSCS Office under the same terms and conditions listed above.

### **Family and Medical Leave**

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

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

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

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

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

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

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

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

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

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

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

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

### **Inclement Weather/College Closure Leave**

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

### **Leave of Absence**

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

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

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

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

Sick Leave

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

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

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

Accrual of sick leave shall begin the first day of employment, and unused sick leave may be accumulated up to and including one hundred eighty (180) days [one thousand four hundred forty (1,440) hours]. At no time will an employee be allowed to accrue sick leave hours in excess of the one thousand four hundred forty (1,440) hours [or one hundred eighty (180) day] accumulation limit. Employees with appointments less than 1.0 FTE~~twelve (12) months~~ shall accrue sick leave at a proportional pro-rated amount.

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

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

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

Attachment: Revisions to Board Policy 5103 (1917 : Revisions to Board Policy 5102, 5103 and 5104)



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Documentation regarding the hospitalization may be requested.

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

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

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

**Vacation Leave**

Full time employees (1.0 FTE) shall accrue three (3) weeks' vacation with pay, which consists of fifteen (15) working days. Part-time employees (less than 1.0 FTE) shall earn vacation leave on a prorated basis. The basis for computation is the accrual of 1.25 vacation days per month of employment. Accrual of vacation leave shall begin the first day of employment. Employees with appointments less than twelve (12) months shall accrue vacation leave at a proportional pro-rated amount. Following the fifth (5th) year of continuous employment, the following accrual schedule shall be followed:

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

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

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

Attachment: Revisions to Board Policy 5103 (1917 : Revisions to Board Policy 5102, 5103 and 5104)

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

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

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

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

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

### PAY

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

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

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

### PERFORMANCE EVALUATION

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

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

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RESIGNATION

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

TUITION PROGRAMS

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

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

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

Employee Tuition Waiver. Employees shall be eligible to enroll for credit in courses during non-work hours for one dollar (\$1.00) per course on a space available basis. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) hours in each of the Fall and Spring semesters and one (1) Summer term. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program and the one dollar (\$1.00) charge is non-refundable. Fees connected with course enrollment must be paid by the employee including the same institutional and class fees paid by all other students. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course (beyond one dollar (\$1.00)). Waivers are subject to the following conditions:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
b) An employee's work schedule may be arranged, with appropriate supervisory approvals, to accommodate enrollment. Such approval shall not be unreasonably denied.

An employee may not enroll in courses under these two programs simultaneously during the same semester. Only one (1) tuition waiver course may be taken per semester by an employee. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

Policy Adopted: 6/5/93
Policy Revised: 8/29/97
Policy Revised: 6/2/06
Policy Effective: 7/1/09 Approved: 4/17/09
Policy Effective: 7/1/11 Approved: 3/25/11
Policy Effective: 7/1/13 Approved: 3/15/13
Policy Effective: 7/1/15 Approved: 1/21/15
Policy Revised: 11/13/15
Policy Effective: 7/1/17 Approved:

Attachment: Revisions to Board Policy 5103 (1917 : Revisions to Board Policy 5102, 5103 and 5104)

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104 Support Staff Employees Excluded from  
the NAPE/AFSCME Bargaining Unit**

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### **BOARD POLICY**

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

### **ABANDONMENT**

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

### **BACKGROUND CHECKS**

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

### **BENEFITS**

The Board shall make group medical, dental, vision, life, and long-term disability insurance coverages available to employees who are employed full-time on a continuing basis in a budgeted position (at least .75 FTE). Employees employed less than .75 FTE are not eligible for group medical, dental, vision, life or long-term disability coverages, unless coverage is required under the Affordable Care Act.

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

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

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

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

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

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

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

### **CORRECTIVE AND DISCIPLINARY ACTION**

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

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

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

Investigatory Suspension. An employee who is under investigation for misconduct, or charged with criminal activity or for other reasons at the discretion of the President or designee may be suspended with pay until such time as it is possible to determine if disciplinary action should be taken. The Chancellor is authorized to implement corrective and disciplinary action for System Office employees pursuant to the procedures established in this policy.

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

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

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

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

### Types of Disciplinary Action.

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

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

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

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

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

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

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**Dismissal.** Dismissal is removal from employment for failure to respond to previous disciplinary actions or when extreme circumstances render any preceding steps unnecessary or inappropriate.

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

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

The committee will then establish the date, time and place for the hearing and so inform the employee and the President. The committee shall admit and consider evidence submitted by the parties in the form of documents or the testimony of witnesses. The committee will arrange for the hearing to be recorded. The employee shall have the right to attend all evidentiary proceedings of the committee, to present evidence, to examine documents, to question witnesses, and to otherwise present any relevant evidence with respect to the statement of reasons for dismissal. The employee shall also have the right to be represented by an attorney at the employee's expense. Any party who wishes to use a court reporter to take a verbatim transcript may do so at party's own expense. The committee shall adopt rules to be followed which ensure substantive and procedural due process including prior notice of witnesses to be called and documents to be offered in evidence at the hearing, no documents or witnesses not so listed shall be heard, except for the purpose of rebutting oral testimony of the other party or for other justifiable cause found to exist by the committee. The Committee may admit probative evidence as well as exclude incompetent or repetitive evidence.

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

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

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

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

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

### DRUG AND ALCOHOL TESTING

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

### GRIEVANCE PROCEDURE

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

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

The Board has final authority to determine whether or not an issue is grievable and may elect to hear any issue at its discretion. Issues determined to be non-grievable are subject to summary dismissal. The following issues, when done in compliance with established law, rule or policy, are examples of non-grievable matters: performance evaluations; employment appointments including promotions to positions; leave of absence decisions; salary allocations; and, position classification. Employees who have been recommended for dismissal from employment for cause under the provisions of this policy, may not file grievances while the dismissal process is pending.

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

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



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

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

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

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

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

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

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

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

### **HOLIDAY SCHEDULE**

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

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### **LAYOFFS**

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

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

### **LEAVE**

#### **Bereavement Leave.**

At the discretion of the immediate supervisor, up to six (6) days of paid bereavement leave, per fiscal year may be granted to employees. No employee shall be unreasonably denied the use of vacation leave when such additional time is required to settle personal matters related to a death in the immediate family.

#### **Civil Duty Leave.**

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

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

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

#### **Crisis Leave Sharing Program.**

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

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

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

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

### Family and Medical Leave

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

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

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

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

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

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

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

Requests. Requests for family and medical leave must be submitted to the Human Resource Director/[AVP](#) for approval. Appropriate medical certification or documentation may be required. Requests in the NSCS Office should be submitted to the Chancellor.

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

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

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

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

### **Incident Weather/College Closure Leave**

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

### **Sick Leave**

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

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

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104 Support Staff Employees Excluded from  
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No Compensation for Unused Sick Leave, Except for Retirement or Death. All sick leaves will expire on the date of separation from employment and no employee will be reimbursed for sick leave outstanding at the time of termination, except in the case of retirement or death.

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

### Vacation Leave

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

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

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

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104**

### **Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit**

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14th year of continuous employment	23 days/year or 184 hours/year
15th year of continuous employment	24 days/year or 192 hours/year
16th year of continuous employment/thereafter	25 days/year or 200 hours/year
Maximum Accumulation	35 days/year or 280 hours/year

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

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

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

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

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

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

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

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

### **PAY**

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

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

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104**

**Support Staff Employees Excluded from  
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Resources Office prior to July 1<sup>st</sup> in order to receive the salary increase. The amount of the salary base increase will be determined by the President, or by the Chancellor for employees in the System Office.

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

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

### **PERFORMANCE EVALUATION**

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

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

### **PROBATION PERIOD**

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

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

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

### **RESIGNATION**

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

### **RETIREMENT PROGRAMS**

Voluntary Retirement Settlement Program. Eligible full-time employees (at least .75 FTE) who elect to surrender their right to continued employment and retire on June 30, ~~2016~~2018, shall in exchange for the surrender of such right,



## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5104**

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

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

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

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

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

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

Early Retirement Incentive Program. The Program is designed to encourage the early retirement of eligible full-time (at least .75 FTE) employees by offering an incentive to retire in the form of paid premiums in the group medical and dental health insurance program offered retirees by Blue Cross Blue Shield at the time of the eligible employees' retirement. The payment of premium will continue until the retired employee becomes eligible for coverage under the federal Medicare program, at which time the paid premiums shall cease. Full-time employees who have completed at least ten (10) years of continuous service within the State College System, and who are sixty (60) years of age or older are eligible to participate in this program upon providing six (6) months of advanced written notice. The employee shall be responsible for membership fees required by NSEA. Part-time employees (less than .75 FTE) shall not be eligible for this program. In order to be eligible for this program, the employee has to meet the five (5) year Educator's Health Alliance continuous coverage requirement. If death occurs during the coverage period, the medical and dental benefit will terminate upon the date of death.

### TUITION PROGRAMS

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

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

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

Employee Tuition Waiver. Employees will be eligible to enroll for credit in course offerings during non-work hours for one dollar (\$1.00) per course on a space available basis. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) credit hours each fall and spring semester, and one (1) summer term. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program and the one dollar (\$1.00) charge is non-refundable. Any mandatory or applicable fees which are charged with the course enrollment must be paid for by the employee. Although online courses have a single rate, a portion of the rate consists of fees. The waiver provided for online courses will be based on the equivalent resident tuition rate for an on-campus course beyond one dollar (\$1.00). Waivers are subject to the following conditions:

- a) Employees must be admitted as students of the College and must have met all normal academic requirements for the courses taken.
b) An employee's work schedule may be arranged, with appropriate supervisory approvals, to accommodate enrollment.

Limitation. An employee may not enroll in courses under the two programs described above simultaneously during the same semester. Only one (1) tuition waiver course may be taken per semester by an employee. Tuition remissions and tuition waivers will not apply to already discounted tuition rates for dual enrollment courses.

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 6/2/06
Policy Effective: 7/1/09 Approved: 4/17/09
Policy Effective: 7/1/11 Approved: 3/25/11
Policy Effective: 7/1/13 Approved: 3/15/13
Policy Effective: 7/1/15 Approved: 1/21/15
Policy Revised: 11/13/15
Policy Effective: Approved:

Attachment: Revisions to Board Policy 5104 (1917 : Revisions to Board Policy 5102, 5103 and 5104)

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:*                                    Approve a Memorandum of Agreement with the University of Nebraska College of Agricultural Sciences and Natural Resources for the 3+1 Program in Plant Biology-Ecology and Management Option for Wayne State College**

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This program will allow students to continue their education in Plant Biology-Ecology and Management Option degree program leading toward a Bachelor of Science in Plant Biology. A student enrolled in this program will complete the first three years of degree requirements at WSC, and transfer all satisfactorily completed academic credits to UNL to pursue their final year of study. This degree option will allow students interested in plant science and agronomy the opportunity to explore plants at the advanced molecular, cellular, organismal, whole plant, and ecological levels, and will allow access to advanced lab facilities and exposure to specialized expertise in the discipline.

The System Office and Wayne State College recommend approval of the Memorandum of Agreement with University College of Ag Sciences and Natural Resources for Wayne State.

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                **Approve Athletic Administration Focus Area in School Administration/Educational Leadership Program for Wayne State College**

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Wayne State would like to add a new focus area in Athletic Administration, which would provide an option for students who are completing the School Administration program and wish to serve P-12 schools as activities directors. Students would be able to focus elective courses from the school administration program in the area of sport and recreation management.

The System Office and Wayne State College recommend approval of the Athletic Administration Focus Area for Wayne State College.

**ATTACHMENTS:**

- WSC Athletic Administration Focus Area (PDF)

**Wayne State College**  
**Proposal to Add Focus Area in Athletic Administration**  
**(School Administration/Educational Leadership)**

1. Descriptive information

- A. Name of institution  
Wayne State College (WSC)
- B. Name of program  
School Administration/Educational Leadership
- C. Degrees/credentials to be awarded graduates of the program  
Focus Area: Athletic Administration
- D. Other programs offered in this field by the institution  
Master of Organizational Management- Sport & Recreation Management
- E. CIP code  
13.0499
- F. Administrative units for the program  
Department of Health, Human Performance and Sport; School of Natural and Social Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable  
On Campus WSC; Online
- H. Proposed date (term/year) the program will be initiated  
Fall, 2017
- I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

This is a proposal being presented jointly by faculty from the Sport and Recreation Management program and the School Administration program. The intent is to add a focus area in Athletic Administration for students in the School Administration Program. This should serve students in school administration who have a desire to serve P-12 schools as activities directors. Students would be able to focus elective courses from the school administration program in the area of sport and recreation management.

This proposal would not change the requirements for the school administration degree but would rather simply add a focus area to that degree program.

**SCHOOL ADMINISTRATION / PK– 8 (42 HOURS)  
LEADING TO AN ENDORSEMENT OF PRINCIPAL  
WITH A FOCUS IN ATHLETIC ADMINISTRATION  
PROFESSIONAL EDUCATION  
(9 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 603 Intro to Graduate Studies & Research	3		
EDU 658 Fundamentals of Curriculum Dev PK-16	3		
<b>Student and advisor will select 3 hours from:</b>			
EDU 626 Advanced Educational Psychology (3)			
EDU 627 Current Issues & Trends in Education (3)			
EDU 674 History and Philosophy of Education (3)			

**MAJOR AREA REQUIREMENT  
(21 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 610 Elementary School Adm (PK-8)	3		
EDU 645 The Principal as an Instructional Leader	3		
EDU 655 School Law:Constitutional Aspects & Cases	3		
EDU 657 School Organization and Administration	3		
EDU 659 Finance/Facilities	3		
EDU 666 Supervision of Instruction	3		
EDU 689 Internship in Administration PK-8	3		

Attachment: WSC Athletic Administration Focus Area (1952 : Athletic Administration Focus Area for Wayne State College)

**ATHLETIC ADMINISTRATION FOCUS**

**(12 semester hours)**

	Hours	Semester (yr./mo.)	Grade
<b>Complete four of the following six courses:</b>			
PED 610 Legal Aspects of Sport (3)			
PED 612 Advanced Sport Marketing & Promotion (3)			
PED 631 Seminar in Sport Mgt:Event Security (3)			
PED 653 Program Mgt & the Transition of Sport (3)			
PED 664 Sport Event & Facility Management (3)			
PED 685 Social Issues in Sport (3)			

**SCHOOL ADMINISTRATION / 7 – 12 (42 HOURS)**

**LEADING TO AN ENDORSEMENT OF PRINCIPAL  
WITH A FOCUS IN ATHLETIC ADMINISTRATION**

**PROFESSIONAL EDUCATION  
(9 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 603 Intro to Graduate Studies & Research	3		
EDU 658 Fundamentals of Curriculum Dev PK-16	3		
<b>Student and advisor will select 3 hours from:</b>			
EDU 626 Advanced Educational Psychology (3)			
EDU 627 Current Issues & Trends in Education (3)			
EDU 674 History and Philosophy of Education (3)			

**MAJOR AREA REQUIREMENT**

**(21 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 611 Secondary School Administration	3		
EDU 645 The Principal as an Instructional Leader	3		
EDU 655 School Law:Constitutional Aspects & Cases	3		
EDU 657 School Organization and Administration	3		
EDU 659 Finance/Facilities	3		
EDU 666 Supervision of Instruction	3		
EDU 690 Internship in Administration 7-12	3		

**ATHLETIC ADMINISTRATION FOCUS**

**(12 semester hours)**

	Hours	Semester (yr./mo.)	Grade
<b>Complete four of the following six courses:</b>			
PED 610 Legal Aspects of Sport (3)			
PED 612 Advanced Sport Marketing & Promotion (3)			
PED 631 Seminar in Sport Mgt:Event Security (3)			
PED 653 Program Mgt & the Transition of Sport (3)			
PED 664 Sport Event & Facility Management (3)			
PED 685 Social Issues in Sport (3)			

Attachment: WSC Athletic Administration Focus Area (1952 : Athletic Administration Focus Area for Wayne State College)



**SCHOOL ADMINISTRATION / PK– 12 (48 HOURS)  
LEADING TO AN ENDORSEMENT OF PRINCIPAL  
WITH A FOCUS IN ATHLETIC ADMINISTRATION**

**PROFESSIONAL EDUCATION**

**(9 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 603 Intro to Graduate Studies & Research	3		
EDU 658 Fundamentals of Curriculum Dev. PK-16	3		
<b>Student and advisor will select 3 hours from:</b>			
EDU 626 Advanced Educational Psychology (3)			
EDU 627 Current Issues & Trends in Education (3)			
EDU 674 History and Philosophy of Education (3)			

**MAJOR AREA REQUIREMENT**

**(27 semester hours)**

	Hours	Semester (yr./mo.)	Grade
EDU 610 Elementary School Adm (PK-8)	3		
EDU 611 Secondary School Adm (7-12)	3		
EDU 645 The Principal as an Instructional Leader	3		
EDU 655 School Law:Constitutional Aspects & Cases	3		
EDU 657 School Organization and Administration	3		
EDU 659 Finance/Facilities	3		
EDU 666 Supervision of Instruction	3		
EDU 689 Internship in Administration (PK-8)	3		
EDU 690 Internship in Administration (7-12)	3		

**ATHLETIC ADMINISTRATION FOCUS**

**(12 semester hours)**

	Hours	Semester (yr./mo.)	Grade
<b>Complete four of the following six courses:</b>			
PED 610 Legal Aspects of Sport (3)			
PED 612 Advanced Sport Marketing & Promotion (3)			
PED 631 Seminar in Sport Mgt:Event Security (3)			
PED 653 Program Mgt & the Transition of Sport (3)			
PED 664 Sport Event & Facility Management (3)			
PED 685 Social Issues in Sport (3)			

**2. Centrality to Role and Mission**

Wayne State College's Mission Statement reads: "dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." And in this mission, the vision is to "make a notable difference to rural and community life." Adding this focus area would draw students from regional and state school districts and would allow them apply their knowledge and skills toward a better understanding of athletic administration and fill roles of knowledgeable activities directors in their respective communities and school districts.

**3. Evidence of Need and Demand**

Need: A review of job postings in the region over the past 3-5 years has indicated that many schools are now requiring individuals to have an administration certificate for the position of activities director. The Iowa Department of Education now requires an administrative license for activity director positions. Currently no program exists in the State of Nebraska that allows an individual to complete a graduate program that leads to an administration certificate while also allowing individuals with a particular interest in becoming an activities director to complete a focus area in athletic administration. While several programs exist independently of one another, there are no existing programs that allow someone with a desire to be a certified administrator to develop an area of expertise in athletic administration. For those wanting to become an activities

director at the P-12 level there are many necessary areas of study that may not be addressed in the School Administration program alone.

#### 4. Adequacy of Resources

Faculty and Staff: No additional resources are anticipated. Because all courses are currently offered, there will be minimal impact on FTE and facility resources and current offerings should be able to absorb additional students for the focus area

Physical Facilities: No anticipated needs.

Instructional Equipment and Informational Resources: No immediate needs anticipated,

Budget Projections: No anticipated changes.

Avoidance of Unnecessary Duplication: University of Nebraska-Omaha, University of Nebraska-Lincoln, University of Nebraska-Kearney, and Chadron State all have graduate programs in Education/School Administration that lead to a Nebraska Administrators Certificate. University of Nebraska-Omaha offers graduate programs in Health & Physical Education and Recreation. The University of Nebraska-Kearney offers a graduate program in Sports Administration, and Chadron State offers the Master of Science in Organizational Management in Sport & Recreation Management. However, there is no evidence of any program in the state of Nebraska that allows an individual to complete a program that leads to an administration certificate while also allowing individuals with a particular interest in becoming an activities director to complete a focus area in athletic administration.

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                    **Approve Chemistry/Fermentation Science Concentration  
Within the Chemistry Program for Wayne State College**

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Wayne State would like to add a new Fermentation Science concentration to the existing Chemistry major. This would provide an option for students who wish to pursue a degree that will support a career in the fermentation industry, either as an individual business such as a microbrewery or winery, or to enter the industry with a large established company.

The System Office and Wayne State College recommend approval of the Chemistry/Fermentation Science Concentration for Wayne State College.

**ATTACHMENTS:**

- WSC Chemistry Fermentation Concentration      (PDF)

**Wayne State College**  
**Proposal to Add a New concentration to the Chemistry Major**  
**Fermentation Science**

1. Descriptive information

- A. Name of institution  
Wayne State College (WSC)
- B. Name of program  
Chemistry
- C. Degrees/credentials to be awarded graduates of the program  
Chemistry/Fermentation Science
- D. Other programs offered in this field by the institution  
None
- E. CIP code  
41.0101
- F. Administrative units for the program  
Department of Physical Science and Mathematics; School of Natural and Social Sciences
- G. Proposed delivery site(s) and type(s) of delivery, if applicable  
On Campus WSC
- H. Proposed date (term/year) the program will be initiated  
Fall, 2017

**2. Description**

The 57-hour concentration is designed to prepare and educate students in the science and art of fermenting beverages. The Degree Program includes the development of practical research and outreach initiatives to answer questions facing the growing fermentation-related industries in Nebraska, Iowa, South Dakota, and the nation. The program of study includes a core of 12 hours and a concentration that includes 45 hours. Area industry will play an active, unique, and vital role in the education of our students in this major. Whether it is guest lecturers in the classroom, hands-on fermentation work in the laboratory, or off-campus field trips and a dedicated internship at one of our industry sites, students will learn the actual profession to complement their scientific and theoretical knowledge in the fermentation sciences.

**Major in Chemistry (BA or BS) 39-57 hours**

**Chemistry Core: 12 hours**

CHE 106 General Chemistry I.....	4
CHE 107 General Chemistry II .....	4
CHE 305 Analytical Chemistry .....	4

**Fermentation Sciences Concentration: 45 hours**

BIO 385 Microbiology.....	4
CHE 314 Organic Chemistry I.....	4
CHE 315 Organic Chemistry II.....	4
CHE 326 Biochemistry I.....	4
CHE 370 Research.....	1
CHE 470 Research.....	2
<b>CHE 481 Principles of Fermentation.....</b>	<b>4</b>
<b>CHE 482 Wine and Beer Production and Analysis.....</b>	<b>4</b>
<b>CHE 483 Sensory Analysis of Beer and Wine.....</b>	<b>3</b>
<b>CHE 497 Fermentation Internship.....</b>	<b>12</b>
PSY 440 Psychopharmacology.....	3

**Program Pre-Requisites to be taken as part of General Education Requirements:**

BIO 110 Biology Concepts.....	4
MAT 180 Statistics.....	3

**NEW Undergraduate Course Descriptions**

CHE 481 Principles of Fermentation (4) Prerequisite: CHE 315. Principles of fermentation sciences will cover the use of microorganisms to produce beverages (e.g., wine, beer) and foods (e.g., cheese, yogurt) and biofuels. It will include the history, culture, and fundamental science of the fermentation processes, basic food science, microbiology, chemistry, biology, natural products chemistry, and nutrition. The course will touch on basic industrial processes in the cultivation of grapes, grains, and hops. The biochemical pathways of fermentation and the type of organisms used in fermentation will be explored. The accompanying laboratory will cover basic biochemical and microbiological procedures in fermentation (3 hours of lecture and 3 hours of laboratory).

CHE 482 Wine, Beer, and Spirit Production and Analysis (4) Prerequisite: CHE 481. This course is designed to study of the production of three common fermented beverages. Wine production and analysis will lead students through the processing of grapes, berry composition, fermentation kinetics, sanitation, aging, and to the bottle. Similar coverage of the chemical and physical processes that go into brewing malted beverages and spirits will include the processes and the scientific principles of each step with emphasis on the equipment, instrumentation and data analysis used in the process. With beer, coverage of the hops, malt, and yeast varieties and how they are combined to produce specific styles

and flavors of beers. Flavor and aroma compounds will be quantified by students using appropriate instrumental techniques and data analysis. Students will have hands-on experience with micro-scale fermentations and standard laboratory analysis associated with each of these beverages. Field trips will include visits to local vineyards and wineries, breweries and distilleries to provide relevant exposure to facilities and fermentation processes (3 hours of lecture and 3 hours of laboratory).

CHE 483 Sensory Analysis of Beer and Wine (3) Prerequisites: CHE 481 and MAT 180. This course is intended to provide students with a competency in sensory science and its relevance to beverage production. Students must be 21 years of age or older, although the “sip and spit” technique for proper sensory analysis will be advocated. The course will provide students with the basic principles involved in sensory perception and how these skills are used for quality assurance and detection in the food industry. Students should be adequately prepared to methodically assess products, identify characters and faults, and relate them to scientific principles presented in previous courses and experiences. Competency in statistics and methods of determining statistical differences is requisite for this course. Aspects of branding, marketing, business, laws, and liabilities will be integrated into class discussions and projects.

CHE 497 Internship (12) Prerequisites: CHE 481, CHE 482, CHE 483. Supervised practical experience in a business/field setting or laboratory setting, e.g. at a winery, brewery, vineyard, distillery or in a production or processing facility. Students, with the help of their advisor, must find an internship site. The site must be approved by the student’s advisor and department chair. Requirements will include 2.5 GPA, a clear agreement on the part of the industrial partner, and a commitment to excellence on the part of the student participant. A final report and an exit presentation are required.

#### **Guidelines followed for degree requirements**

The Master Brewers Association of the Americas (MBAA) lists curriculum guidelines for four year programs as follows:

**Prepare students for careers in the brewing industry in either large-scale or craft-scale brewing, such as:**

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| a. Brewer and Brewing Process Manager | b. Quality Assurance Lab Manager |
| c. Packaging Manager                  | d. Brewing Engineer              |

**Require that the following minimum coursework levels be met by students prior to or concurrent with capstone courses in a brewing/fermentation science degree (bold = essential):**

- |                          |  |
|--------------------------|--|
| i. <b>Biology</b>        | vi. Chemical, Mechanical, Food Engineering |
| ii. <b>Chemistry</b>     | vii. Food Science                          |
| iii. <b>Microbiology</b> | viii. Sustainability                       |
| iv. Biochemistry         |  |
| v. Sensory Science       |  |

The proposed program meets the coursework suggested by the MBAA and we have included parts i-v in our degree. In addition, the individual research and the 12 credit hour capstone internship are designed to provide students with a strong body of knowledge, experience, and skill sets in the science of brewing/fermentation.

The target group for this degree is incoming Freshman who want to pursue a degree in the fermentation industry, either as an individual business such as a microbrewery or winery, or to enter industry with a large establish company. This is a chemistry focused 4-year degree. There are lots of offshoots we can pursue if it is established, such as having workshops for people in the industry or home brewers who want more knowledge about their hobby or profession; or things like how to grow grapes, hops, soil chemistry, however, these would be developed as the program is established.

The Chemistry degree is a well-established degree and with the implementation of only 3 new courses, we could schedule it in a manner to have a small impact on teaching loads. So the internship is critical to its success in both exposing students to and industry level experience.

### 3. Centrality to Role and Mission

Wayne State College's Mission Statement reads: "dedicated to freedom of inquiry, excellence in teaching and learning and regional service and development." As part of this mission, the vision is to improve educational opportunities for all students and provide service to individuals, schools and communities. In our interactions with the winery and brewery professionals, we have gained an understanding of their needs and we are hoping our students can gather skill sets to apply their knowledge and help that industry thrive.

### 4. Evidence of Need and Demand

#### Need of Wineries

In our conversations with the Nebraska Wine and Grape Growers Association it was stated definitively that there is a great deficit in the state for Enology (the science of wine making). The first winery in Nebraska since Prohibition opened only in 1996, with the number of wineries since then growing from 6 in 2002 to 18 in 2007, 24 in 2012 and 27 in 2013. Along with the 110 wine growers, the wine interest in Nebraska has grown making it a \$150.9 million industry. Wineries employ full and part-time workers as labor for bottling, storage, maintenance, and winemaking needs as well as hospitality, finance, sales, and marketing functions. Some wineries also employ seasonal labor, for both harvesting and hospitality. Vineyard employment includes regular full or part-time employees and seasonal labor, many of whom may work with other crops in other periods. Taking all of this into consideration, Nebraska grapes, wine and their allied industries, directly and indirectly, provided full-time equivalent jobs for 1,137 individuals in Nebraska. (Stonebridge Research: Economic Impact of Nebraska Wine and Grapes, 2013)

#### Four-Year Degrees in Brewing

Applicants with four-year degrees in brewing and fermentation science were highly valued by the majority of brewer members (60%). When considering candidates from a four-year program, an internship or practical experience was deemed very attractive but not essential by most (55%), although 29% indicated that they found practical experience essential. When asked what qualifications breweries looked for in new hires with a four-year degree in brewing and fermentation science, 85% of respondents checked "laboratory skills," 78% "engineering skills," 34% "business skills," and 36% "other." "Other" included brewing process knowledge (12%), practical experience (6%), management training or leadership skills (4%), and a good work ethic and attitude (3%). One respondent indicated that further brewing certification would be required on top of a four-year degree. Respondents were asked what jobs in their company would require a four-year degree. Most (55%) preferred a four-year degree for management and leadership positions, with about a third of those specifically requiring a four-year degree for brewmasters or head brewers. Other positions where a four-year degree was preferred included quality positions (24%), brewery positions (26%), lab technicians (17%), and engineers (14%). A total of 17% of respondents indicated that they did not have any positions requiring four-year degrees at this time.



Demand for the program: We will seek to recruit students from a variety of backgrounds, offering opportunities for skill development in both the winery and brewing fields.

Currently, there is a viticulture program at the University of Nebraska Lincoln. However, representatives of the Nebraska Wine and Grape Growers Association have reached out to us in that they are unsure of the future of that program. Other institutions in Nebraska offer courses in fermentation sciences but not full majors. In fact, there is currently no program in Nebraska that is being taught with regard to Enology.

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that the concentration in Fermentation Science would address especially the goal of “Meeting the Needs of the Students“ in that the career preparation for this concentration is responsive to students’ needs and will provide knowledge needed to succeed as capable employees. In addition, the program of study will help in “Meeting the Needs of the State” given that those in the winery and brewery industry have indicated that there is a deficit in the state for this type of education. Finally, we believe we will be “Meeting Educational Needs through Partnerships and Collaborations”, as evidenced by the current and anticipated growth of our collaboration with local brewers and the Nebraska Wine and Grape Growers Association.

Supporting data for Need - Wine

Lori Paulsen is the Executive Director of the Nebraska Wine and Grape Growers association and recently conducted an informal survey of their membership for interest in fermentation courses, programs, and degrees. The results of that survey are below:

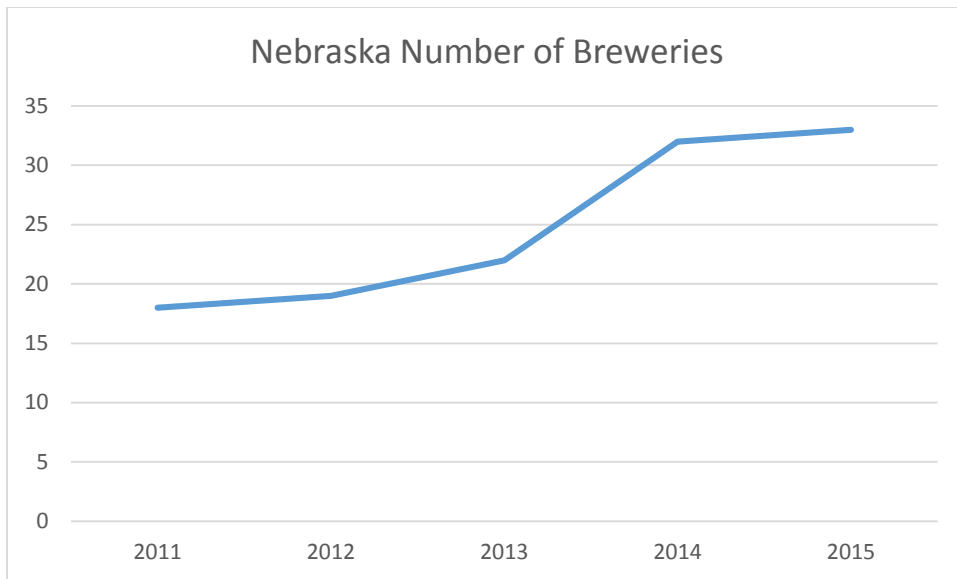
<b>How interested would you be in the following educational opportunities if they were offered in Nebraska?</b>			
Degree/Certificate in Viticulture	44%		
Degree/Certificate in Fermentation	44%		
Dual in Viticulture & Fermentation	53%		
Individual courses in Viticulture	100%		
Individual courses in Fermentation	66%		
<b>Interest in Topics</b>			
	Not at all Interested	Somewhat Interested	Very Interested
Viticulture 101	46%	36%	18%
Fermentation 101	37%	36%	27%
Advanced Viticulture	8%	17%	75%
Advanced Fermentation	27%	9%	64%
Marketing Your Business	18%	27%	55%
Tasting Rm Biz Princ.	25%	17%	58%
Basic Small Biz Skills	16%	42%	42%
Intro to Horticulture	46%	36%	18%
Soils	17%	55%	27%
Fertilizers	18%	27%	55%
Irrigation	27%	64%	9%

Supporting data for Need - Brewers

The National Brewer’s Association (<https://www.brewersassociation.org>) has gathered considerable data on the brewing industry in all states. A summary of that data in Nebraska, Iowa, and South Dakota is below:

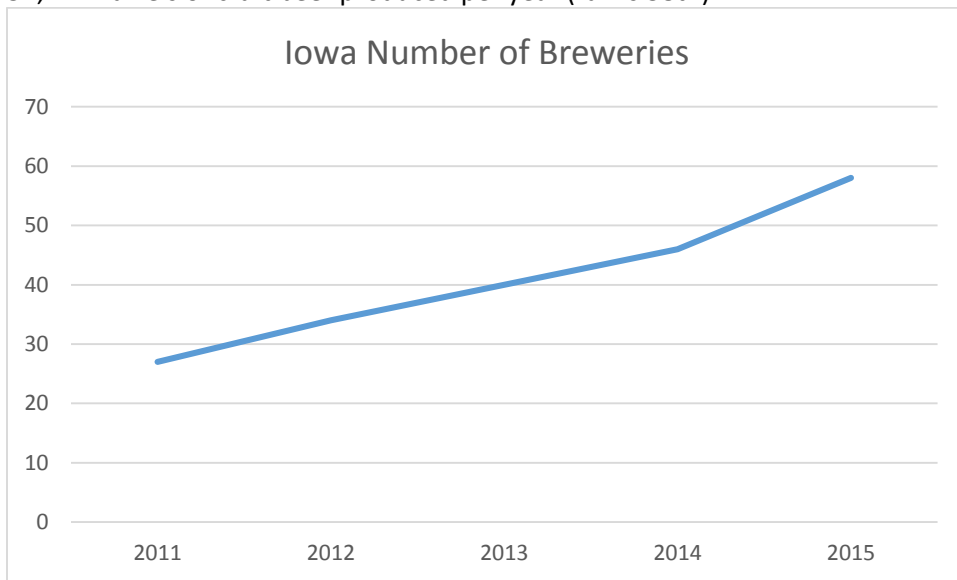
Nebraska

- Currently 33 craft breweries (ranks 34<sup>th</sup> in the nation)
- 424 million economic impact (ranks 32<sup>nd</sup> in the nation)
- 319.8 impact per capita (ranks 15<sup>th</sup>)
- 39,505 Barrels of craft beer produced per year (ranks 42<sup>nd</sup>)



Iowa

- Currently 58 craft breweries (ranks 22<sup>nd</sup> in the nation)
- 636 million economic impact (ranks 25<sup>th</sup> in the nation)
- 285.64 impact per capita (ranks 17<sup>th</sup>)
- 54,472 Barrels of craft beer produced per year (ranks 38<sup>th</sup>)



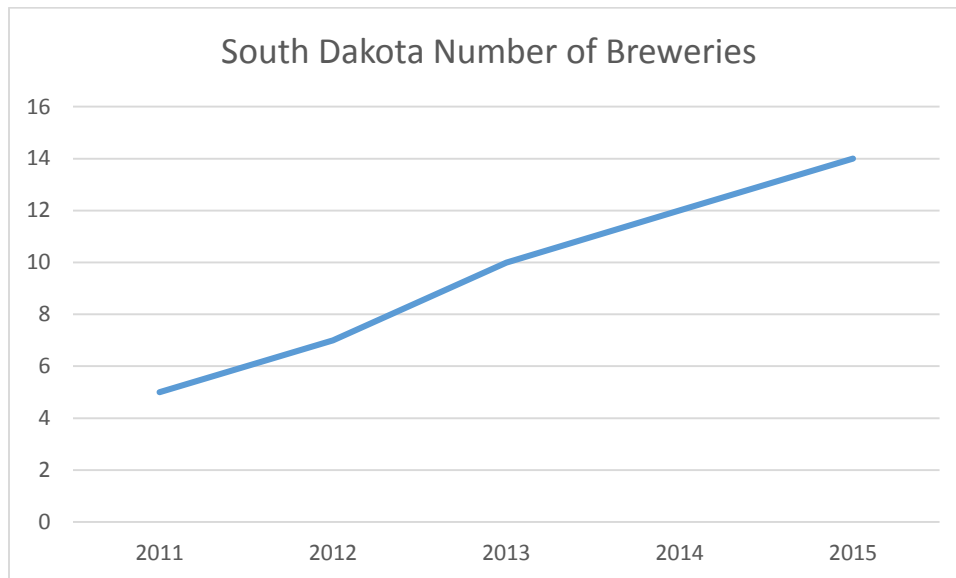
### South Dakota

Currently 14 craft breweries (ranks 44th in the nation)

157 million economic impact (ranks 49th in the nation)

259.87 impact per capita (ranks 21st)

8,547 Barrels of craft beer produced per year (ranks 50th)



These data indicate that the most growth for this industry may be in South Dakota and Nebraska. Iowa has a somewhat robust craft brewing industry but still may have some potential for growth.

The Master Brewer's Association of the America's (MBAA) conducted a survey of their membership about higher education brewing programs. In total, 304 members responded. Job categories represented include brewing production (73%), quality assurance (41%), plant management (37%), executive management (30%), packaging (29%), maintenance (21%), safety (20%), barrel program (19%), and human resources (13%). Companies represented ranged in capacity from 5 million bbls + to less than 10k bbls and local brewpubs or restaurants. Smaller breweries were more highly represented, with breweries of 50k bbls or less comprising 47% of total respondents. The majority of respondents (93%) expected at least one new hire in the following 12 months.

### 5. Adequacy of Resources

#### **Non-personnel resources necessary to support change (i.e., facilities equipment, library holdings)**

Current facilities are capable of housing a small program. There will be initial, onetime, startup costs, likely around \$7,000. After that, semester costs will be covered with course fees. [If we decide in the future to move to industrial sized equipment, we would be looking at \$200,000+, so grants would be needed as well as a location change.] Our philosophy is a small scale, technology and research based degree with the industrial application learned with collaborations and during their internship.

#### **Staffing Requirements (specify current faculty qualifications, need for special training, and availability of current faculty to handle the requirement within load; if change requires additional full-time or part-time faculty, specify need, load, and predicted cost)**

Current faculty will be used to implement the 3 new courses, this will have small effect on our overall teaching load, but with proper course rotation, the load change should be small, but may increase if successful. The expected number of students can be incorporated into our existing CHE classes.

**Out of Department Impact and relationship to Inter and Intra Department Program(s) (i.e., effects on other program curricula, courses, and staffing):** This program should have a positive effect for the College as a whole with its unique, marketable exposure it will give WSC. We are highly encouraging a minor in Business management, so their numbers could increase as well. Students will also take PSY 440 Psychopharmacology.

**6. Alcohol Use policy**

Board policy 8035 clearly states our alcohol use policy. Thus, students enrolled in courses with alcoholic beverages will have to be the legal age for drinking in Nebraska. The course where students will produce small scale amounts and/or have tasting opportunities will be CHE 481, 482, 483 and CHE 370/470 (only if student is a fermentation track student, other chemistry research areas take these two classes as well, but are not doing fermentation research, such as solar cell research). Alcohol consumption will be held to a minimum and common sense will be enforced. To ensure safety, a breathalyzer will be used after classes where tasting has occurred to ensure student safety. (Accurate testers are available for \$130, such as the BACtrack S80 Professional Breathalyzer, Portable Breath Alcohol Tester). In addition, students are required to take PSY 440 Psychopharmacology where topics such as drug abuse, alcoholism, and social responsibility are covered.

**Expected 4 year course rotation**

<b>Fall Year 1 (14 cr)</b>		<b>Spring Year 1 (16 cr)</b>
CHE 106 General Chemistry I		CHE 107 General Chemistry II
BIO 110 Biology Concepts		MAT 180 Statistics
General Education 3 cr		General Education 6 cr
BUS 142 Survey of Accounting		BUS 370 Principles of Marketing
<b>Fall Year 2 (17 cr)</b>		<b>Spring Year 2 (16 cr)</b>
CHE 314 Organic Chemistry I		CHE 315 Organic Chemistry II 4 cr
CHE 305 Analytical Chemistry		General Education 3 cr
Business Minor 3 cr		Business Minor 6 cr
General Education 6 cr		PSY 440 Psychopharmacology 3 cr
<b>Fall Year 3 (16 cr)</b>		<b>Spring Year 3 (14 cr)</b>
CHE 326 Biochemistry I		CHE 482 Wine and Beer Production and Analysis
CHE 481 Principles of Fermentation		CHE 370 Research
General Education 6 cr		BIO 385 Microbiology
Business Minor 3 cr		General Education 6 cr
<b>Fall Year 4 (15 cr)</b>		<b>Spring Year 4 (12 cr)</b>
CHE 483 Sensory Analysis of Beer and Wine		CHE 497 Fermentation Internship 12 cr
CHE 470 Research 2 cr		
General Education 6 cr		
Business Minor 3 cr		

**ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL**

March 24, 2017

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***ACTION:***                                   **Approve Interlocal Agreement Between City of Chadron  
Police Department and Chadron State College for College  
Resource Officer**

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The Interlocal Agreement between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College and the City of Chadron Police Department will provide for a certified police officer being assigned as the College Resource Officer to engage in general law enforcement activities on the CSC campus.

The System Office and Chadron State College recommend approval of the Interlocal Agreement for College Resource Officer for Chadron State College.

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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**ACTION:** **Approve Contracts for Audits for Fiscal Year Ending June 30, 2017**

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Proposed rates for audit work performed by BKD for FY 2016-17 are as follows:

Revenue Bond	\$44,350
Facilities Corporation	\$ 9,525
Federal Awards	\$21,430*

\*This contract amount includes \$1,750 for audit work related to Chadron State College's Perkins Loan Liquidation. While an amount was included last year for this Liquidation, it was not paid as the Perkins Loan program was not yet ready for the review.

These audit contracts represent the fifth year with BKD. A Request for Proposal (RFP) process was completed in advance of the FY 2012-13 audit. The proposed costs are in line with the annual increases agreed upon through the RFP process for the audits.

The System Office recommends approval of the Contracts for Audits for Fiscal Year Ending June 30, 2017.

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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

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

The System Office recommends approval of the Contingency Maintenance Requests.

**ATTACHMENTS:**

- CSC Contingency Maintenance Request 2017    (PDF)
- PSC Contingency Maintenance Request 2017    (PDF)
- WSC Contingency Maintenance Request 2017    (PDF)

**CHADRON STATE COLLEGE  
CHADRON, NE**

**RESOLUTION TO WITHDRAW FUNDS**

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2017 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Andrews Hall	Elevator Upgrade	35,000
2. Andrews Hall	Fire Alarm Upgrade	105,000
3. Edna Work Wing And Crites Hall	Windows	400,000
4. High Rise	Shower/Mechanical Renovation	94,000
5. Mechanical Room	Infrastructure Upgrades	50,000
6. Revenue Bond Bldgs	Asbestos Abatement	20,000
7. Revenue Bond Bldgs	Campus Furnishings	50,000
8. Revenue Bond Bldgs	Lighting Retrofit	125,000
9. Revenue Bond Bldgs	Replacement Flooring	51,000
10. Student Center	Specialty Equipment	25,000
11. West Court	Demolition	45,000

**TOTAL - Not-to-Exceed -** \$1,000,000

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 24, 2017.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of March 2017.

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



**PERU STATE COLLEGE  
PERU, NE**

**RESOLUTION TO WITHDRAW FUNDS**

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2017 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Apartments	Renovation	30,000
2. Campuswide	Replace/Repair Infrastructure	10,000
3. Centennial Complex Morgan Hall & Student Center	Install/Replace/Repair Fire Sprinklers and Fire Alarm Systems	310,000
4. Residence Hall, Apartment & Student Center	Replace/Repair Mechanical Systems HVAC, Heat Systems, Roofs including Asbestos Abatement	250,000
5. Centennial Complex	Replace of Electrical Panels & Wiring	130,000
6. Student Center	Food Service Equipment	35,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$765,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 24, 2017.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of March 2017.

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

WAYNE STATE COLLEGE  
WAYNE, NE

RESOLUTION TO WITHDRAW FUNDS

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

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

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

WHEREAS, there is on deposit with BOKF National Association, Lincoln, Nebraska, Trustee, as of February 28, 2017 in the Surplus Fund not less than the amount requested, which funds are restricted for use on revenue bond properties.

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

1. Anderson Hall	Common Area Ceiling Replacement	50,000
2. Anderson Hall	Fire Sprinklers	91,000
3. Campuswide	Roof Repairs	13,000
4. Campuswide	Grounds Improvements/Equipment	32,000
5. Campuswide	Fiber Improvements	100,000
6. Food Service	Repairs, Equipment	14,000
7. Natatorium	Pool Liner	50,000
8. Neihardt Hall	Voice Over Fire Alarm/Panel Upgrade	130,000
9. Rec Center	Equipment/Repairs/Furniture/Carpet	30,000
10. Residence Halls	Equipment/Repairs/Furniture/Carpet	250,000
11. Student Center	Equipment/Repairs/Furniture/Carpet	65,000
12. Student Center	HVAC Upgrade	375,000
<b>TOTAL - Not-to-Exceed -</b>		<b>\$1,200,000</b>

C E R T I F I C A T E

I, the undersigned, Stan Carpenter, being duly appointed Chancellor of the Board of Trustees of the Nebraska State Colleges, hereby certify that the foregoing Resolution was adopted in a regularly called meeting of March 24, 2017.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of March 2017.

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

Attachment: WSC Contingency Maintenance Request 2017 (1930 : Contingency Maintenance Requests)

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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**ACTION:** **Approve 2017-2018 Room and Board Rates**

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The Colleges have submitted proposed Room and Board Rates for FY 2017-18. The proposed rates are shown on the following pages, along with a comparison to the prior year's rates.

The proposals take into consideration the capital needs of the Colleges' revenue bond programs, ongoing debt service needs, as well as operating cost increases on the programs.

The System Office recommends approval of the 2017-2018 Room and Board Rates.

**ATTACHMENTS:**

- CSC Room and Board Rates (PDF)
- PSC Room and Board Rates (PDF)
- WSC Room and Board Rates (PDF)

**Chadron State College  
Room and Board Rate Proposal (Per Semester)  
2017-18**

<b>Board Rates</b>		
	Actual 2016-17	Proposed 2017-18
19 Meal +\$100/7 Day Plan	N/A	N/A
280 Meal Block Plan + \$200	\$ 1,736	\$ 1,823
14 Meal + \$100/7 Day Plan	\$ 1,575	\$ 1,654
150 Meal Block Plan + \$200	\$ 1,506	\$ 1,581
9 Meal + \$100/7 Day Plan	N/A	N/A
135 Meal Block Plan + \$200	N/A	N/A
5 Meal Commuter Plan	\$ 676	\$ 710

<b>Room Rates</b>		
	Actual 2016-17	Proposed 2017-18
<b>Residence Halls</b>		
Private Room	\$ 2,383	\$ 2,502
Private Room - Edna Hall	\$ 2,448	\$ 2,534
Semi-Private Room	\$ 1,601	\$ 1,681
Semi-Private Room - Edna Hall	\$ 1,679	\$ 1,738
<b>Family Housing *</b>		
West Court	\$ 467	N/A
Brooks Apartments	\$ 421	\$ 442
Residence Hall Apartments	\$ 365	\$ 383

\*Per Month

**Peru State College  
Room and Board Rate Proposal (Per Semester)  
2017-18**

<b>Board Rates</b>		
	Actual 2016-17	Proposed 2017-18
Meal Plan* - 5 Meals/5 Days	\$525	\$551
Meal Plan** - 10 Meals/7 Days + \$50	\$1,050	\$1,103
Meal Plan - 15 Meals/7 Days + \$85	\$1,575	\$1,654
Meal Plan - No Restrictions	\$1,931	\$2,027

\*Commuters and Oak Hill only

\*\*Nicholas, Pate, Oak Hill and commuters only

<b>Room Rates</b>		
	Proposed 2016-17	Proposed 2017-18
<b>Residence Halls</b>		
<b>OAK HILL</b>		
Private Room	\$3,073	\$3,227
Semi-Private Room	\$1,754	\$1,841
<b>MORGAN/CENTENNIAL COMPLEX/DELZELL</b>		
Private Room	\$3,593	\$3,773
Semi-Private Room	\$2,058	\$2,161
Triple Room (F2016 Only)	\$1,676	n/a
<b>APARTMENTS/MONTH (Unrenovated)</b>		
ONE BEDROOM - A/C*	\$546	\$573
TWO BEDROOM - A/C*	\$630	\$662
THREE BEDROOM - A/C*	\$683	\$717
<b>APARTMENTS/MONTH (Renovated)</b>		
ONE BEDROOM - A/C*	\$546	\$600
TWO BEDROOM - A/C*	\$630	\$675
THREE BEDROOM - A/C*	\$683	\$750

\*Per Month

Attachment: PSC Room and Board Rates (1931 : 2017-2018 Room and Board Rates)

**Wayne State College**  
**Room and Board Rate Proposal (Per Semester)**  
**2017-18**

<b>Board Rates</b>		
	Actual 2016-17	Proposed 2017-18
19 Meal +\$100 Flex Dollars/7-Day Plan*	\$1,820	\$1,895
15 Meal +\$135 Flex Dollars/7-Day Plan	\$1,820	n/a
15 Meal +\$150 Flex Dollars/7-Day Plan*	n/a	\$1,895
10 Meal +\$165 Flex Dollars/7-Day Plan	\$1,820	n/a
150 Meal Block Plan + \$200 Flex Dollars/7-Day Plan	n/a	\$1,750
<b>Commuter Plans</b>		
5-Meal + \$50 Flex Dollars/5-Day Plan	\$645	n/a
3-Meal + \$225 Flex Dollars/5-Day Plan	\$645	n/a
70 Meal Block Plan + \$75 Flex Dollars/7-Day Plan	n/a	\$700
50 Meal Block Plan + \$100 Flex Dollars/7-Day Plan	n/a	\$550

\*Effective 2017-18, new freshman must opt for one of these two plans.

<b>Room Rates</b>		
	Actual 2016-17	Proposed 2017-18
<b>Residence Halls</b>		
Anderson, Berry, Morey, Terrace		
Standard Room	\$1,735	\$1,820
Standard Room-Discounted	\$1,385	n/a
Single Room (per design)	\$2,310	\$2,320
Premium Room	\$2,725	\$2,320
Bowen, Neihardt, Pile		
Standard Room	\$1,890	\$2,020
Standard Room-Discounted	\$1,510	n/a
Single Room (per design)	\$2,470	\$2,590
Premium Room	\$2,855	\$3,000
Tiered buy-out rate for students choosing to pay add'l. cost to keep a room that is above 50% occupied but not 100% occupied below design capacity. Rate declines depending on weeks left in the semester; i.e., \$450 for weeks 1-4; \$340, weeks 5-8; \$230, weeks 9-12, \$120 for weeks 13-16.	\$450	\$450
Room charge includes residence hall activity fee, cable tv, wi-fi, and computer network access.		

## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

March 24, 2017

**ACTION:** **Approve Revised Distribution of Funds**

The original Distribution of Funds for FY2016-17 was approved at the May 3, 2016 meeting of the Board. This revised distribution of funds makes a change to the General Fund distribution to reflect the reductions made in the deficit bill LB22 (2017). LB22 was approved by the Legislature and the Governor signed the bill into law on Tuesday, February 14, 2017 with an emergency clause. The Department of Administrative Services (DAS) required reduction of the NSCS General Funds be made on Wednesday morning, February 15, 2017. The reductions were made in accordance with the Colleges' planning for the reductions. The reductions are proportionate to the College's base budgets. The reduction amounts are:

Chadron State	\$746,842
Peru State	421,914
Wayne State	<u>927,414</u>
TOTAL	\$2,096,170

Also in LB22, the State took back \$155,370 of carryforward funds from the System Office.

The Board is asked to approve the revised distribution of funds to reflect the budget reductions taken by the State in LB22 (2017).

The System Office recommends approval of the Revised Distribution of Funds.

**ATTACHMENTS:**

- BOT REVISED Distribution of Funds - FY 2016-17 (PDF)

**Proposed Distribution of Funds  
2016-17 (Revised)  
March 24, 2017**

	CSC	PSC	WSC	SO	TOTAL
<b>DISTRIBUTION 2015-16</b>					
General Fund	17,402,028	9,808,485	21,642,044	2,025,354	50,877,911
Cash Funds (est.)	11,593,365	7,687,844	16,129,167	596,445	36,006,821
<b>Subtotal General and Cash</b>	<b>28,995,393</b>	<b>17,496,329</b>	<b>37,771,211</b>	<b>2,621,799</b>	<b>86,884,732</b>
Federal Funds (est.)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.)	2,960,000	1,437,520	5,008,126	0	9,405,646
<b>2015-16 All Funds Total</b>	<b>45,645,191</b>	<b>31,753,849</b>	<b>63,009,237</b>	<b>2,621,799</b>	<b>143,030,076</b>
<b>2016-17 Gen./Cash Fund Adjustments</b>					
Gen. Fund - LB 657 (2015) Operations	523,815	318,380	617,934	66,208	1,526,337
Less Reduction from LB22 (2017)	(746,842)	(421,914)	(927,414)	0	(2,096,170)
Revised General Fund	(223,027)	(103,534)	(309,480)	66,208	(569,833)
Cash Fund Adjustments (NOTE 1)	872,968	424,678	699,343	21,635	2,018,624
<b>Total 2016-17 Gen./Cash Adjustments</b>	<b>1,396,783</b>	<b>743,058</b>	<b>1,317,277</b>	<b>87,843</b>	<b>3,544,961</b>
<b>DISTRIBUTION 2016-17</b>					
General Fund	17,179,001	9,704,951	21,332,564	2,091,562	50,308,078
Cash Funds (est.)	12,466,333	8,112,522	16,828,510	618,080	38,025,445
<b>Subtotal General and Cash</b>	<b>29,645,334</b>	<b>17,817,473</b>	<b>38,161,074</b>	<b>2,709,642</b>	<b>88,333,523</b>
Federal Funds (est.) (NOTE 2)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.) (NOTE 3)	2,960,000	1,437,520	5,008,126	0	9,405,646
<b>2016-17 All Funds Total</b>	<b>46,295,132</b>	<b>32,074,993</b>	<b>63,399,100</b>	<b>2,709,642</b>	<b>144,478,867</b>

## NOTE 1

Increases reflect estimated additional revenues from the tuition, online rate, and fee increases, pending Board approval. The SO amount reflects the NeSIS Operating costs based on the NSCS share of operations for FY2016-17.

Additional adjustments are made when approved by the Board.

## NOTE 2

Federal Funds are estimates based on LB 657 (2015). Adjustments are made as needed by the Colleges.

## NOTE 3

Revolving Funds (est.) are based on College preliminary revenue bond operating budgets. Adjustments are made when approved by the Board.

Attachment: BOT REVISED Distribution of Funds - FY 2016-17 (1947 : Revised Distribution of Funds)



**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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***ACTION:* Accept and Approve the Design Development Documents for the Stadium and Track Improvement Project at Chadron State College**

---

BVH Architecture will present the Design Development documents for the CSC Stadium and Track Improvement project to the Board of Trustees on March 23, 2017.

As part of the CSC 2012 Campus Master Plan, recommendations were made to replace the deteriorating 1920's stadium and construct a replacement stadium, press box and football field at the location of the existing Elliot Football Field. Plans also included construction of a (Phase II) track facility with an infield to accommodate possible future soccer competition. The Program Statement was accepted and approved at the September 11, 2015 Board of Trustees meeting. The project financing was approved by LB957 in 2016. In order to proceed with construction bidding documents, and establishment of the Guaranteed Maximum Price, the Board is required to accept and approve the Design Development documents.

The System Office and Chadron State College recommend approval of the Design Development Documents for Stadium and Track Improvement at Chadron State College.

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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***ACTION:***                        **Accept and Approve the Design Development Documents for the Memorial Stadium Press Box Replacement at Wayne State College**

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Jackson-Jackson and Associates will present the Design Development documents for the WSC Memorial Stadium Press Box Replacement to the Board of Trustees on March 23, 2017.

The Wayne State 2012 Campus Master Plan recommended renovation and expansion of the Press Box. It was later determined as a result of a structural adequacy analysis that replacement of the Press Box is the best option. Life safety and accessibility codes also played a major role in the decision to replace the Press Box. A program statement was developed and subsequently approved by the Board on March 5, 2015. In order to proceed with the construction bidding documents and bidding of the project, the Board of Trustees is required to accept and approve the Design Development documents.

The System Office and Wayne State College recommend approval of the Design Development Documents for Memorial Stadium Press Box Replacement at Wayne State College.



**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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***ACTION:***                                   **First and Final Round Approval of Revisions to Board Policy 7004; Identity Theft Prevention Program**

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The proposed updates to Policy 7004 include the addition of a Customer Information Security Program in accordance with the Gramm Leach Bliley Act (GLBA).

The System Office recommends approval of the Revisions to Board Policy 7004; Identity Theft Prevention Program.

**ATTACHMENTS:**

- Revisions to Board Policy 7004     (PDF)

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7004**

**Identity Theft PreventionFederal  
Personal Information Security Programs**

**Page 1 of 12**

### BOARD POLICY

#### **Identity Theft Prevention Program**

The Board recognizes the importance of identity theft prevention. The Board also recognizes that the Colleges currently maintain certain “covered accounts” as defined by the Federal Trade Commission (FTC) that include loan programs and payment plans. In response to the FTC’s issuance of “Red Flag Rules”, each College will establish and maintain an Identity Theft Prevention Program that includes identification, detection, prevention and mitigation of identity theft risks. The programs should be periodically reviewed and updated to consider changes to the plan in response to the changing environment.

A Red Flag, as included in the FTC’s rules, and also included below, is defined as a relevant indicator of a possible risk of identity theft. The Identity Theft Program should include, at a minimum, the following sections:

- 1) Identification  
In identifying Red Flags, each College should consider the types of covered accounts it offers and maintains, the methods it provides to open and access its covered accounts, and its previous experiences with identity theft.
- 2) Detection and Prevention  
Each program should include consideration of the detection of Red Flags in connection with the covered accounts. The program should also include obtaining identifying information about, and verifying the identity of, a person opening a covered account. This information should then be used to authenticate customers, monitor transactions, and verify the validity of change of address requests.
- 3) Response  
Each program should provide for appropriate responses to detected Red Flags to prevent and mitigate identity theft.

Each program should be reviewed and updated periodically to reflect changes in risks such as:

- \*experiences with identity theft
- \*changes in methods of identity theft
- \*changes in methods to detect, prevent, and mitigate identity theft
- \*changes in service provider arrangements

Each College shall submit its initial Identity Theft Program for approval by the Board. Thereafter, a copy of each College’s current program and annual report on compliance shall be kept on file at each College. Each College President, or designee, will be responsible for oversight of the Identity Theft Program at their college.

#### **Customer Information Security Program**

The Board recognizes the importance of protecting non-public student financial information. The Board further recognizes that by virtue of the Colleges’ participation in the Title IV Federal student financial aid programs authorized under Title IV of the Higher Education Act, each College is subject to certain requirements of the Gramm Leach Bliley Act (GLBA).

## BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 7004**      **~~Identity Theft Prevention~~ Federal**  
**Personal Information Security Programs**      **Page 2 of 12**

The Board directs each College to develop an Information Security Program to protect non-public financial information consistent with the following policy.

Each College must identify and periodically assess external and internal risks to the security, confidentiality, and integrity of non-public financial information. These risks may include:

- Unauthorized access to information by individuals other than employees with a legitimate purpose for viewing such information;
- Breaches of computer network security resulting in unauthorized access or transfer of information to third parties;
- Physical loss of data resulting from fire, flood or other disaster;
- Unauthorized requests and releases of information to third parties; and
- Unauthorized access through hardcopy files or reports.

Each College must establish a written plan and procedures to manage and control the risks. The plan and procedures must specifically address information gathered and maintained through College computer systems and in all physical files. Additionally, the plan must provide for the training of employees regarding the importance of confidentiality of student records, student financial information, and other types of non-public data and information. The plan and procedures shall be periodically reviewed and updated in order to address changes in risks, technology or the sensitivity of the information.

Each College President shall designate an individual responsible for the development, implementation, and periodic review of the plan and procedures. Each College must submit its written plan and procedures to the System Office and maintain a current copy on file along with a record of the periodic reviews of the plan and procedures.

Policy Adopted: 1/13/09  
Policy Revised:

**ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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*ACTION:*                                    **Approve Amendment to Spirit Shop Contract for Peru State College**

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The System Office and Peru State respectfully request Board approval of an Amendment to the original Spirit Shop contract to be effective April 1, 2017. The Amendment changes the hours of operation for the Spirit Shop from 9:00 a.m. to 5:00 p.m. to 10:00 a.m. to 4:00 p.m. and grants the President authority to approve future changes to hours of operation by written agreement. The Amendment also reduces the commission from 12% to 6%.

The System Office and Peru State College recommend approval of the Amendment to Spirit Shop Contract for Peru State College.

## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

March 24, 2017

**ACTION:** **Approve Reallocation of Contingency Maintenance Funds for Peru State College**

Peru State requests the following reallocation of contingency maintenance funds:

From Resolution:

3/18/16	\$90,000	#3 Residence Hall, Apartments and Student Center Repair and Replacement of Furnishings
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To Resolution:

3/18/16	\$90,000	#6 Centennial Complex Electrical
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Peru State requests reallocation of contingency maintenance funds to deal with the replacement of the Centennial Complex electrical panels and wiring. A recent thermographic imaging of all campus electrical equipment indicated that some wiring at the Complex was hot, and upon further investigation it was determined that about 24 panels have exceeded their expected useful life of 50 years and are obsolete. The panels will be replaced along with the stranded wiring connecting the panels to the HVAC units. The total estimated cost of the project is \$220,000, and Peru State is including in the College's 5-year Contingency Maintenance plan for FY2017-18 the balance of \$130,000 to complete the project.

Funds are available in the Delzell Bond Construction funds to pay for Delzell furnishings for the renovation that were originally intended to come from this contingency maintenance line.

The System Office and Peru State College recommend approval of the Reallocation of Contingency Maintenance Funds for Peru State College.



## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

March 24, 2017

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

Wayne State requests the following reallocation of contingency maintenance funds:

From Resolution:

3/18/16	\$64,328.18	#3 Berry Hall Roof Replacement
3/26/15	\$62,106.74	#1 Berry Hall Furniture/SRA to Guest Room

To Resolution:

3/18/16	\$126,434.92	#12 Student Center Equipment/Repairs/Furniture/Carpet
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Funds are requested to be transferred from the Berry Hall Roof Replacement project line since this project was completed under budget. Funds are also requested to be transferred from the Berry Hall Furniture/SRA to Guest Room line since the furniture came in under budget and the SRA to Guest Room conversion is not a priority.

The College requests reallocation of these contingency maintenance funds to the Student Center Equipment/Repairs/Furniture/Carpet line. These funds would be used to complete a remodel of office spaces in the lower level of the Student Center to expand the Multicultural Center where the Holland Academic Success Center is currently located. The Holland Academic Success Center is moving into the Library with the Library renovation. This remodel is expected to cost approximately \$50,000. The remaining funds will be used for dining room improvements including flooring and furniture.

The System Office and Wayne State College recommend approval of the Reallocation of Contingency Maintenance Funds for Wayne State College.

**ITEMS FOR DISCUSSION AND ACTION**  
**FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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*ACTION:*                                    **Approve Use of Unappropriated Cash Funds on a One-Time Basis for Wayne State College**

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Wayne State College requests Board approval to use \$800,000 of unappropriated cash funds on a one-time basis for the Press Box project. This will allow the College to move forward with the project. Wayne State College's cash fund balance adequately supports this request.

The System Office and Wayne State College recommend approval of the Use of Unappropriated Cash Funds on a One-Time Basis for Wayne State College.

## ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

March 24, 2017

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*ACTION:*                            **Approve Authorization to Use Capital Improvement Fee (CIF) Funds for Memorial Stadium Press Box for Wayne State College**

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Wayne State requests authorization to use \$370,000 of capital improvement fee (CIF) funds for the Memorial Stadium Press Box Replacement project. Authorization for the use of cash funds and authorization for the Chancellor to sign construction contracts for this project are being requested in separate Board agenda items. Approval of these authorizations will allow the College to proceed with bidding and construction of the project in a timely manner. The CIF fund balance adequately supports this request.

The System Office and Wayne State College recommend approval of the Authorization to Use Capital Improvement Fee (CIF) Funds for Press Box Project for Wayne State.

**ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT**

March 24, 2017

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

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The System Office requests revisions to Board Policy 8066 to make it consistent with the total project cost threshold for utilizing DAS Open-End Agreements for design consultants, which was recently updated for a new four-year term expiring in January of 2021. The Open-End Agreements are now eligible for projects not-to-exceed \$2 million dollars, up from \$1.75 million previously.

The System Office recommends approval of the Revisions to Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services.

**ATTACHMENTS:**

- Revisions to Board Policy 8066 (PDF)

## FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

**Page 1 of 3**

### BOARD POLICY

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

### PROCEDURE

For projects whose basic construction costs are estimated to be more than the limit established in state statute §§81-1108.43 and periodically adjusted by the State Building Division (currently six hundred forty thousand dollars [\$640,000] until January 1, 2018) and the estimated fee is anticipated to exceed the limit established in state statute §§81-1712 and periodically adjusted by the State Building Division (currently sixty five thousand dollars [\$65,000] until January 1, 2018), except in cases of public emergencies so certified by the President, and in cases where the DAS "Open End Agreement" is utilized, the following procedures shall be followed:

1. A Request for Proposal advertisement for the project shall be drafted by the College and reviewed by System Office staff before publication. The advertisement shall include a general description of the project and the name of the person at the College to contact for additional information. This advertisement must be published once a week (weekdays only) for three (3) consecutive weeks in a publication based in or near the locality of the project and in other widely circulated publications as deemed necessary by the College. A timeline shall be noted in the advertisement for letters of interest to be submitted by the professional consultants. The College shall then notify the interested firms of the deadline for submittal of proposals and direct the firms to include specific forms/information with their proposals.
2. The President is authorized to appoint a campus screening committee to review the professional consultants' proposals and to select three or four firms for interviews by the selection committee. It is suggested that the local committee include the Chair/Dean of the College/Division/Department for which the facility is being constructed/renovated; the College's Vice President of Administration; the College Director of Physical Plant; and others deemed appropriate by the President.

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

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

## FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

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

**Page 2 of 3**

4. The College representative in charge of the selection process shall consult with the System Office staff in scheduling the date for the interviews. Once the firms to be interviewed have been identified by the screening committee, notification and appropriate material shall be forwarded to the selection committee for review prior to the interviews. The objective criteria shall be similar to that identified in the preceding paragraph 2.
5. Unless time is not available, each firm shall be interviewed for one (1) hour, including questions from the selection committee. When the interviews have all been completed, the committee shall discuss the strengths of the firms in relation to the proposed project and shall arrive at agreement on the first-, second- and third-place firms. The College shall then negotiate a contract, in consultation with System Office staff, with the selected firm, keeping in mind the budget for professional fees. If the negotiations are concluded within the budget limitations and all other issues resolved, a recommendation shall be made by the President to the members of the Fiscal, Facilities & Audit Committee who shall then submit a recommendation to the Board of Trustees for approval. If the fee cannot be negotiated with the first-place firm within the budget limits and required terms, negotiations shall be held with the second-place firm. If agreement cannot be reached with the second qualified firm, negotiations shall be undertaken with the third-place firm. If those negotiations do not result in a satisfactory agreement, the College and System Office staff will determine the next steps.

The Presidents are delegated the responsibility for the selection process and for negotiating on behalf of the Board and reporting the same to them, contracts for architectural or engineering services, under sixty five thousand dollars (\$65,000) which have been included in the operations budget, revenue bond budget or capital construction budgets. These contracts shall be signed by the President or Vice President for Administration and Finance. The College will include information on these contracts in its subsequent report to the Board.

For contracts above sixty five thousand dollars (\$65,000), once approved by the Board, or the Chancellor as per Policy 8065, the contract shall be signed by the consultant, President or Vice President for Administration and Finance, and then by the Chancellor or Vice Chancellor for Finance and Administration or General Counsel.

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

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

The Department of Administrative Services "Open End Agreement" as defined by DAS Standard Form of Consulting Services: Design and Contract Administration, Nebraska Open End Agreement may be substituted as defined by DAS policy. Per the current DAS-BD Open End Agreement, which expires in January of 2017~~2021~~, the policy applies to projects not to exceed ~~one million seven hundred fifty thousand~~ two million dollars (~~\$1,750,000~~2,000,000). The policy recognizes the DAS-BD Open End Agreement as an already complete Proposal Request.

**FACILITIES, NEBRASKA STATE COLLEGE SYSTEM**

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

**Page 3 of 3**

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

Legal Reference: RRS 81-1108.43 Requirement to hire consultant for design  
RRS 81-1701 through Nebraska Consultant's Competitive Negotiation Act  
RRS 81-1721  
RRS 85-411 Campus buildings and facilities; board; powers  
RRS 85-306 State college; president; duties; responsible to board  
RRS 85-304 Board of Trustees; powers; enumerated

Policy Adopted: 3/11/94  
Policy Revised: 6/19/98  
Policy Revised: 9/10/02  
Policy Revised: 2/12/04  
Policy Revised: 9/15/06  
Policy Revised: 11/13/09  
Policy Revised: 4/22/10  
Policy Revised: 3/15/13  
Policy Revised: 11/15/13  
Policy Revised: 11/7/14  
Policy Revised: 11/13/15

Policy Revised:

Attachment: Revisions to Board Policy 8066 (1962 : Revisions to Board Policy 8066; Capital Construction; Contracts; Professional Consulting

## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 24, 2017

### **INFORMATION ONLY: Fall 2016 Graduation Summaries**

The fall 2016 graduation summaries from each of the Colleges are provided to the Board for information.

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

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

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

Listed below is a table providing comparative data from fall 2006 to fall 2016 for the number of graduates (headcount) and number of degrees awarded. The data includes August and December graduates.

### **Fall Graduation Summary**

	<b>Chadron</b>		<b>Peru</b>		<b>Wayne</b>		<b>Total</b>
	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Headcount	Degrees Awarded	Degrees Awarded
2016	236	240	222	228	342	357	825
2015	224	232	154	158	324	355	745
2014	222	234	186	191	304	334	759
2013	211	224	201	216	366	396	836
2012	180	196	215	236	300	331	763
2011	120	125	158	181	297	321	627
2010	139	159	196	212	314	338	709
2009	171	181	178	201	177	197	579
2008	108	119	168	197	214	247	563
2007	143	156	154	196	210	235	587
2006	158	176	162	196	219	245	617

### **ATTACHMENTS:**

- CSC Fall 2016 Graduation Summary (PDF)
- PSC Fall 2016 Graduation Summary (PDF)
- WSC Fall 2016 Graduation Summary (PDF)




- Fall 2016 Graduation Summaries - Tables (PDF)

**Chadron State College**  
**Summary of Graduates by Major and Degree**  
**Summer 2016 - Fall 2016**

<b>Degree Program</b>	<b>Degree</b>	
<b>Undergraduate Students</b>		
Applied Sciences		
Early Child Ed Birth-3	BSE	1
Family and Consumer Sciences	BA	4
FCS 6-12	BSE	1
Rangeland Management	BS	6
<b>Total</b>		<b>12</b>
Business		
Basic Business Educ 6-12	BSE	1
Business Administration	BA	27
General Business	BA	6
<b>Total</b>		<b>34</b>
Chadron State College		
Interdisciplinary Studies	BA	21
Technical Occupations	BAS	3
<b>Total</b>		<b>24</b>
Counseling, Psychological Science, and Social Work		
Psychological Sciences	BA	10
Social Work	BA	1
<b>Total</b>		<b>11</b>
Education		
Elementary Educ K-8	BSE	22
Library Information Mgmt	BA	1
Library Media Spec (K-12)	BSE	1
Mild/Moderate Disab K-12	BSE	3
Special Education K-12	BSE	1
<b>Total</b>		<b>28</b>
English and Humanities		
English Language Arts 7-12	BSE	1
Literature	BA	1
<b>Total</b>		<b>2</b>
Health, Phys Ed, Recreation		
Health & Phys Educ PK-12	BSE	2
Sports and Recreation Mgmt	BA	7
<b>Total</b>		<b>9</b>
Justice Studies		
Justice Studies: Criminal Just	BA	3
Justice Studies: Legal Studies	BA	1
<b>Total</b>		<b>4</b>

Mathematical Sciences		
Mathematics	BS	1
Mathematics 6-12	BSE	2
<b>Total</b>		<b>3</b>
Music		
Music	BA	3
Music K-12	BSE	2
<b>Total</b>		<b>5</b>
Physical & Life Sciences		
Biology	BS	3
Health Sciences	BS	2
<b>Total</b>		<b>5</b>
Social Sciences & Communication Arts		
Communication Arts	BA	3
History	BA	4
Social Science 7-12	BSE	2
<b>Total</b>		<b>9</b>
Visual & Performing Arts		
Art	BA	3
Theatre	BA	2
<b>Total</b>		<b>5</b>
Undergraduate Unduplicated Headcount		147
Undergraduate Program Completions		151
Graduate Students		
Business		
Business Administration MBA	MBA	34
<b>Total</b>		<b>34</b>
Chadron State College		
Organizational Management	MSOM	18
Science/Mathematics	MAE	6
<b>Total</b>		<b>24</b>
Counseling, Psychological Science, and Social Work		
Clinical Mental Health Counsel	MAE	7
School Counseling	ME	2
<b>Total</b>		<b>9</b>
Education		
Curr & Instr Reading Spec PK12	ME	1
Curr & Instruct Spec Ed K-12	ME	5
Curriculum and Instruct Elem	ME	6
Curriculum and Instruction Sec	ME	6
Educational Administration	ME	4
<b>Total</b>		<b>22</b>



Graduate Unduplicated Headcount	89
Graduate Program Completions	89
<b>Total Student Unduplicated Headcount</b>	<b>236</b>
<b>Total Program Completions</b>	<b>240</b>

**PERU STATE COLLEGE**

## Graduation Summary by Major and Degree

Fall 2016 Graduates

<b>Undergraduate Students</b>		
<b>School of Arts &amp; Sciences</b>		
Art Department		
Art Major	BA	0
	BS	0
English Department		
English Major	BA	0
	BS	3
Language Arts Major	BA	0
	BS	0
Liberal Arts Department		
Liberal Arts Major	BA	0
Mathematics Department		
Mathematics Major	BA	0
	BS	1
Natural Science Department		
Biological Science Major	BA	0
	BS	0
Biochemical Science Major	BA	0
	BS	3
Chemistry Major	BA	0
	BS	0
Natural Science Major	BA	0
	BS	0
Nuclear Technology Major	BA	0
	BS	0
Wildlife Ecology Major	BA	0
	BS	0
Music Department		
Music Major	BA	0
	BS	2
Social Science Department		
History Major	BA	2
	BS	1
Social Science Major	BA	0
	BS	2

<b>School of Education</b>		
Education Department		
Early Childhood Education Major	BA	0
	BS	3
Educational Studies Major	BA	0
	BS	0
Elementary Education Major	BA	0
	BS	8
Middle Grades Education Major	BA	0
	BS	0
Special Education Major	BA	0
	BS	6
Health, Physical Education and Recreation Department		
Health & Physical Education Major	BA	0
	BS	2
Sport & Exercise Science Major	BA	0
	BS	4
<b>SCHOOL OF PROFESSIONAL STUDIES</b>		
Business Administration Department		
Accounting Major	BA	0
	BS	10
Basic Business Major	BA	0
	BS	0
Business Marketing & Information Technology Major	BA	0
	BS	0
Computer & Management Information Systems Major	BA	0
	BS	4
Human Performance & Sys Mgmt	BA	0
	BS	0
Management Major	BA	0
	BAS	13
Marketing Major	BS	15
	BA	0
	BS	3
Criminal Justice Department		
Justice Administration Major	BA	0
	BS	4
Justice Counseling Major	BA	0
	BS	7
Justice Law & Society Major	BA	0
	BS	0

Psychology Department		
Psychology Major	BA	0
	BS	17
Undergraduate Student Headcount		104
Undergraduate Program Completions		110
Graduate Students		
Curriculum & Instruction	MSED	113
Organizational Management	MSOM	5
Graduate Student Headcount		118
Graduate Student Program Completions		118
Total Student Headcount		222
Total Degrees Awarded		228

Distinguished Service Award(s) Granted: None

**Wayne State College**  
 Summary of Graduates by Major and Degree  
 August and December 2016

<b>Undergraduate Students</b>		
<b>School of Arts &amp; Humanities</b>		
Art & Design Department		
Art Major	BA	0
	BS	6
Communication Arts Department		
Mass Communication Major	BA	0
	BS	3
Speech Communication Major	BA	0
	BS	3
Language & Literature Department		
English Major	BA	1
	BS	8
Spanish Major	BA	1
Music Department		
Music Major	BA	1
	BS	3
<b>School of Business &amp; Technology</b>		
Business & Economics Department		
Business Administration Major	BA	1
	BS	41
Computer Technology & Information Systems Department		
Computer Information Systems Major	BA	1
	BS	5
Computer Science Major	BA	0
	BS	2
Technology & Applied Sciences Department		
Early Childhood Major	BA	0
	BS	7
Family & Consumer Science Major	BA	0
	BS	6
Industrial Technology Major	BA	0
	BS	16
<b>School of Education &amp; Counseling</b>		
Counseling Department		
Human Service Counseling Major	BA	0
	BS	21
Educational Foundations & Leadership Department		
Early Childhood Education Major	BA	0
	BS	6
Elementary Education Major (Certified)	BA	0
	BS	30
Elementary Education Major (Non-Certified)	BA	0
	BS	1
Middle Level Education Major	BA	0
	BS	3
Special Education Major	BA	0
	BS	7



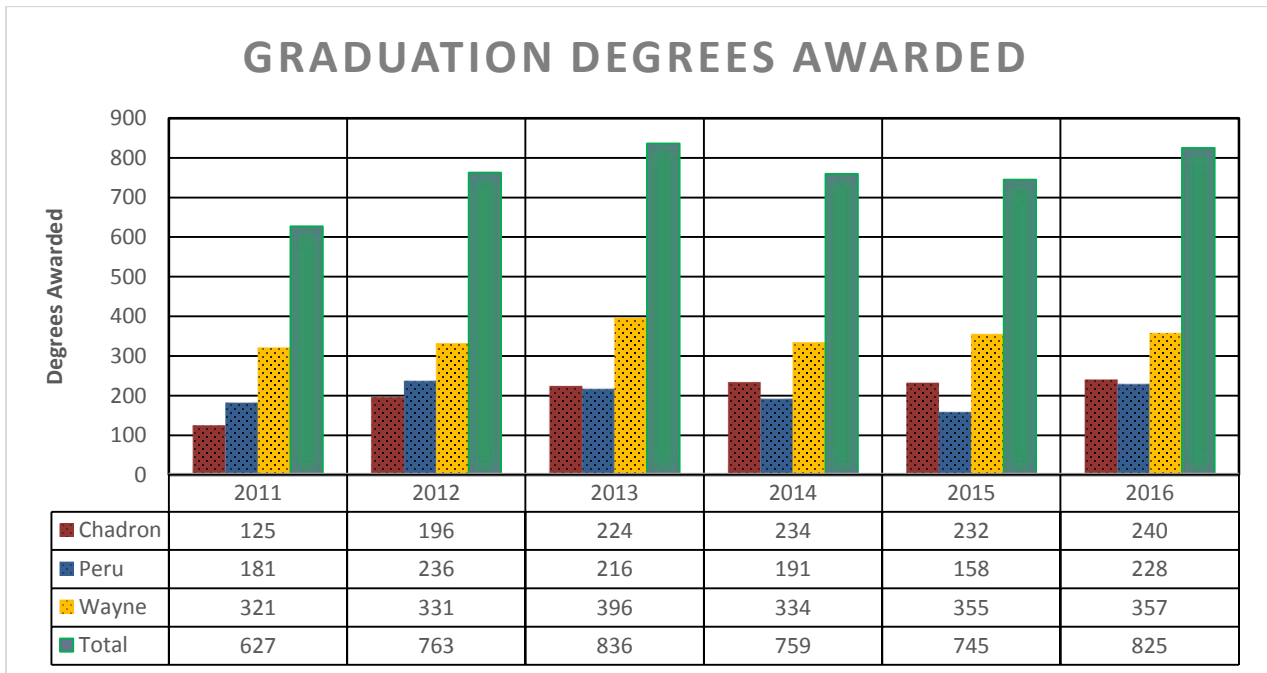
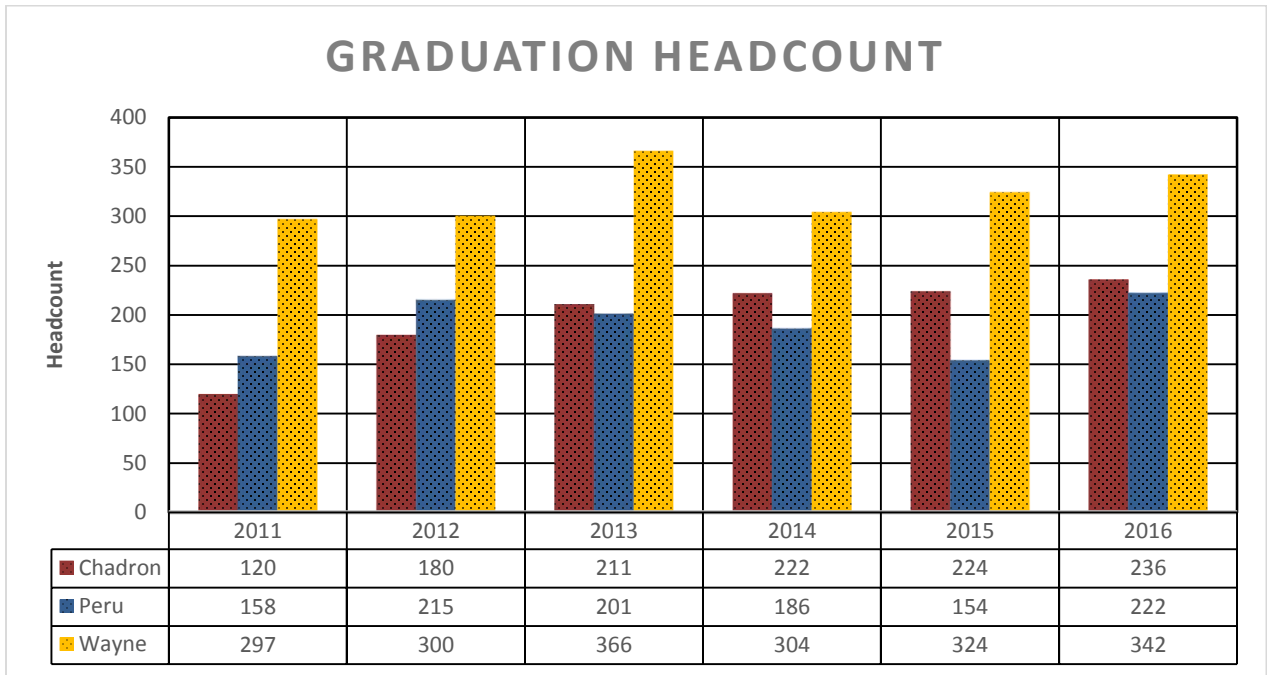
<b>School of Natural &amp; Social Sciences</b>		
Criminal Justice Department		
Criminal Justice Major	BA	0
	BS	23
Health, Human Performance & Sport Department		
Applied Human & Sport Physiology	BA	0
	BS	2
Exercise Science Major	BA	0
	BS	12
Health & PE Major	BA	0
	BS	5
Sport Management Major	BA	0
	BS	9
History, Politics & Geography Department		
Geography Major	BA	0
	BS	1
History Major	BA	0
	BS	1
Political Science Major	BA	0
	BS	3
Social Sciences Education Major	BA	0
	BS	3
Life Sciences Department		
Life Sciences Major	BA	0
	BS	7
Physical Sciences & Mathematics Department		
Chemistry Major	BA	0
	BS	3
Mathematics Major	BA	0
	BS	3
Science Education Major	BA	0
	BS	4
Psychology & Sociology Department		
Psychology Major	BA	0
	BS	5
Sociology Major	BA	0
	BS	1
<b>Interdisciplinary Studies</b>		
Interdisciplinary Studies Major	BA	0
	BS	1

Graduate Students		
Business Administration Major	MBA	19
Organizational Management	MSOM	3
Counseling Major	MSE	23
Curriculum & Instruction Major	MSE	23
Physical Education Major (Non-Teaching)	MSE	1
School Administration Major	MSE	24
School Administration -- Ed. Specialist	EdS	8
Total Degrees Reported (includes Double Majors)		
		357
Total Graduate Headcount (Breakdown = 241 Undergrads; 101 Grads)		
		342

Distinguished Service Award(s) Granted:  
 Jeanette (Schmeits) Snyder--Alumni Achievement Award

Honorary Degrees Granted: None

### Fall 2016 Graduation Summary Data



## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 24, 2017

### *INFORMATION ONLY:*      **Fall 2016 Instructional Load Reports**

The fall 2016 instructional load reports from each of the Colleges are provided to the Board for information.

The fall instructional load reports have been submitted by the Colleges and are attached. The following table summarizes the information regarding student credit hour production and FTE faculty. As you will note, student credit hour production has decreased approximately 2.52% and FTE faculty has decreased approximately 0.26%. Student credit hour/FTE faculty at the undergraduate level has decreased approximately 2.69%. Student credit hour/FTE faculty at the graduate level has increased approximately 3.37%. Overall student credit hour/FTE faculty has decreased approximately 2.00%.

		Fall 2016			2015	
		Undergraduate Level	Graduate Level	Total	System Total	System Total
Student Credit Hour Production	Chadron	27,581	3,445	31,026	95,097	97,557
	Peru	21,521	2,169	23,690		
	Wayne	37,496	2,885	40,381		
Total FTE Faculty	Chadron	106.9	15.2	122.1	389.3	390.3
	Peru	85.3	12.8	98		
	Wayne	150.8	18.4	169.2		
Student Credit Hour/FTE Faculty	Chadron	258	227	254	UG Avg: 253 Grad Avg: 184 Avg: 245	UG Avg: 260 Grad Avg: 178 Avg: 250
	Peru	252	170	242		
	Wayne	249	156	239		
FTE Students/FTE Faculty	Chadron	17	19			18/16
	Peru	17	14			17/16
	Wayne	17	13			17/13

### **ATTACHMENTS:**

- CSC Fall 2016 Instructional Load Report (PDF)
- PSC Fall 2016 Instructional Load Report (PDF)
- WSC Fall 2016 Instructional Load Report (PDF)

- Fall 2016 Instructional Loads - Tables (PDF)

<b>STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	12,405	10,081	22,486	2,455	24,941
SCH Production (Adjunct/Part-Time)	3,421	1,566	4,987	990	5,977
SCH Production (Graduate Assistant)	108	0	108	0	108
Total SCH Production	15,934	11,647	27,581	3,445	31,026
<b>DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	13.4	13.4	26.8	5.0	31.8
Associate Professor	14.2	10.9	25.1	2.3	27.4
Assistant Professor	14.1	14.1	28.2	3.3	31.5
Instructor	6.3	1.8	8.1	0.3	8.4
Lecturer	0.5	0.8	1.3	0.0	1.3
Adjunct/Part-Time	10.1	5.1	15.2	4.3	19.5
Professional Staff	0.1	1.8	1.9	0.0	1.9
Graduate Assistant	0.3	0.0	0.3	0.0	0.3
Total FTE Faculty	59.0	47.9	106.9	15.2	122.1
Total Headcount Faculty					155
FTE Students	1,062	776	1,839	287	2,126
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	39.9	26.3	66.2	0.8	67.0
FTE Adjunct/Part-Time -- On-Campus*	4.4	3.0	7.4	0.0	7.4
FTE Graduate Assistant -- On-Campus*	0.3	0.0	0.3	0.0	0.3
SCH Production -- On-Campus*	11,173	6,651	17,824	138	17,962
FTE Ranked Faculty -- Off-Campus**	0.1	0.9	1.0	0.5	1.5
FTE Adjunct/Part-Time -- Off-Campus**	0.1	1.2	1.3	0.0	1.3
FTE Adjunct -- Off Campus Dual Enrollment (Based on Course Credit Hours -Not included in CSC Instructional Load and Not Paid by CSC)	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	604	272	876	57	933
<b>DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	8.5	13.7	22.2	9.7	31.9
FTE Adjunct/Part-Time-OnLine/Hybrid***	5.8	2.6	8.4	4.3	12.7
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	4,151	4,724	8,875	3,244	12,119
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	6	0	6	6	12
<b>PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION</b>					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	256	246	210	225	364
SCH/FTE Adjunct/Part-Time	339	307	328	230	307
SCH/FTE Graduate Assistant	360	0	360	0	360
Total SCH/FTE Faculty	270	243	258	227	254
FTE Student/FTE Ranked Faculty	17	16	17	19	17
FTE Student/FTE Adjunct/Part-Time	23	20	22	19	21
FTE Student/FTE Graduate Assistant	24	0	24	0	24
Total FTE Student/FTE Faculty	18	16	17	19	17

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

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

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

\*\*\*\*CD, video

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	7,607	5,571	13,178	786	13,964
SCH Production (Adjunct/Part-Time)	5,775	2,568	8,343	1,383	9,726
SCH Production (Graduate Assistant)	0	0	0	0	0
Total SCH Production	13,382	8,139	21,521	2,169	23,690

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	7.0	2.2	9.2	1.7	10.9
Associate Professor	2.3	3.2	5.5	0.3	5.8
Assistant Professor	6.1	9.9	16.0	2.3	18.3
Instructor	8.5	9.5	18.0	0.0	18.0
Lecturer	0.0	0.0	0.0	0.0	0.0
Adjunct/Part-Time	27.3	9.3	36.5	8.4	45.0
Graduate Assistant	0.0	0.0	0.0	0.0	0.0
Total FTE Faculty	51.2	34.1	85.3	12.8	98.0
Total Headcount Faculty					165
FTE Students	892	543	1,435	181	1,615

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	20.7	16.2	36.8	0.0	36.8
FTE Adjunct/Part-Time -- On-Campus*	3.6	1.7	5.3	0.0	5.3
FTE Graduate Assistant -- On-Campus*	0.0	0.0	0.0	0.0	0.0
SCH Production -- On-Campus*	7,399	3,767	11,166	3	11,169
FTE Ranked Faculty -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
FTE Adjunct -- Off Campus Dual Enrollment^	12.2	0.0	12.2	0.0	12.2
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	1,930	0	1,930	0	1,930

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	3.2	10.7	13.9	4.3	18.2
FTE Adjunct/Part-Time-OnLine/Hybrid***	9.5	7.5	17.0	8.4	25.5
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	3,953	4,372	8,325	2,166	10,491
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	0	0

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	318	224	270	181	263
SCH/FTE Adjunct/Part-Time	212	277	228	164	216
SCH/FTE Graduate Assistant	0	0	0	0	0
Total SCH/FTE Faculty	262	239	252	170	242
FTE Student/FTE Ranked Faculty	21	15	18	15	18
FTE Student/FTE Adjunct/Part-Time	14	18	15	14	15
FTE Student/FTE Graduate Assistant	0	0	0	0	0
Total FTE Student/FTE Faculty	17	16	17	14	16

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

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

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

\*\*\*\*CD, video

^High school teachers assigned to dual enrollment courses held at the high school

Attachment: PSC Fall 2016 Instructional Load Report (1920 : Fall 2016 Instructional Load Reports)

STUDENT CREDIT HOUR PRODUCTION BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH Production (Ranked Faculty)	15,328	12,231.5	27,559.5	1,512	29,071.5
SCH Production (Adjunct/Part-Time)	6,258.5	2,535	8,793.5	1,373	10,166.5
SCH Production (Graduate Assistant)	1,061	82	1,143	0	1,143
Total SCH Production	22,647.5	14,848.5	37,496.0	2,885.0	40,381.0

DISTRIBUTION OF FTE FACULTY BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
Professor	21.8	23.2	45.0	4.3	49.3
Associate Professor	10.0	12.0	22.0	3.0	25.0
Assistant Professor	18.8	16.7	35.5	1.5	36.9
Instructor	2.4	2.2	4.5	0.0	4.5
Lecturer	0.3	0.7	0.9	0.0	0.9
Adjunct/Part-Time	26.3	12.3	38.6	9.7	48.3
Graduate Assistant	3.3	0.9	4.2	0.0	4.2
Total FTE Faculty	82.8	67.9	150.8	18.4	169.2
Total Headcount Faculty					261
FTE Students	1,510	990	2,500	240	2,740

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY TRADITIONAL DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty -- On-Campus*	51.8	50.0	101.8	1.1	102.9
FTE Adjunct/Part-Time -- On-Campus*	19.5	8.5	28.0	0.0	28.0
FTE Graduate Assistant -- On-Campus*	3.3	0.9	4.2	0.0	4.2
SCH Production -- On-Campus*	20,862.5	13,225	34,087.5	273	34,360.5
FTE Ranked Faculty -- Off-Campus**	0.0	1.5	1.5	0.0	1.5
FTE Adjunct/Part-Time -- Off-Campus**	0.5	1.5	2.0	5.7	7.7
FTE Adjunct -- Off Campus Dual Enrollment^	2.7	0.0	2.7	0.0	2.7
FTE Graduate Assistant -- Off-Campus**	0.0	0.0	0.0	0.0	0.0
SCH Production -- Off-Campus**	594	426	1,020	774	1,794

DISTRIBUTION OF FTE FACULTY AND STUDENT CREDIT HOUR PRODUCTION BY ON-LINE AND ASYNCHRONOUS DELIVERY					
	Lower Div	Upper Div	UG Total	Grad Div	Total
FTE Ranked Faculty-OnLine/Hybrid***	1.5	3.2	4.7	7.7	12.4
FTE Adjunct/Part-Time-OnLine/Hybrid***	3.7	2.3	6.0	4.0	10.0
FTE Graduate Assistant-OnLine/Hybrid***	0.0	0.0	0.0	0.0	0.0
SCH Production - OnLine/Hybrid***	1,191	1,197.5	2,388.5	1,783	4,171.5
FTE Ranked Faculty-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Adjunct/Part-Time-Other Asynch****	0.0	0.0	0.0	0.0	0.0
FTE Graduate Assistant-Other Asynch****	0.0	0.0	0.0	0.0	0.0
SCH Production-Other Asynch****	0	0	0	55	55

PRODUCTION RATIOS BY RANK AND LEVEL OF INSTRUCTION					
	Lower Div	Upper Div	UG Total	Grad Div	Total
SCH/FTE Ranked Faculty	288	224	255	172	249
SCH/FTE Adjunct/Part-Time	238	206	228	142	211
SCH/FTE Graduate Assistant	326	89	274	NA	274
Total SCH/FTE Faculty	273	219	249	156	239
FTE Student/FTE Ranked Faculty	19	15	17	14	17
FTE Student/FTE Adjunct/Part-Time	16	14	15	12	15
FTE Student/FTE Graduate Assistant	22	6	18	NA	18
Total FTE Student/FTE Faculty	18	15	17	13	16

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

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

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

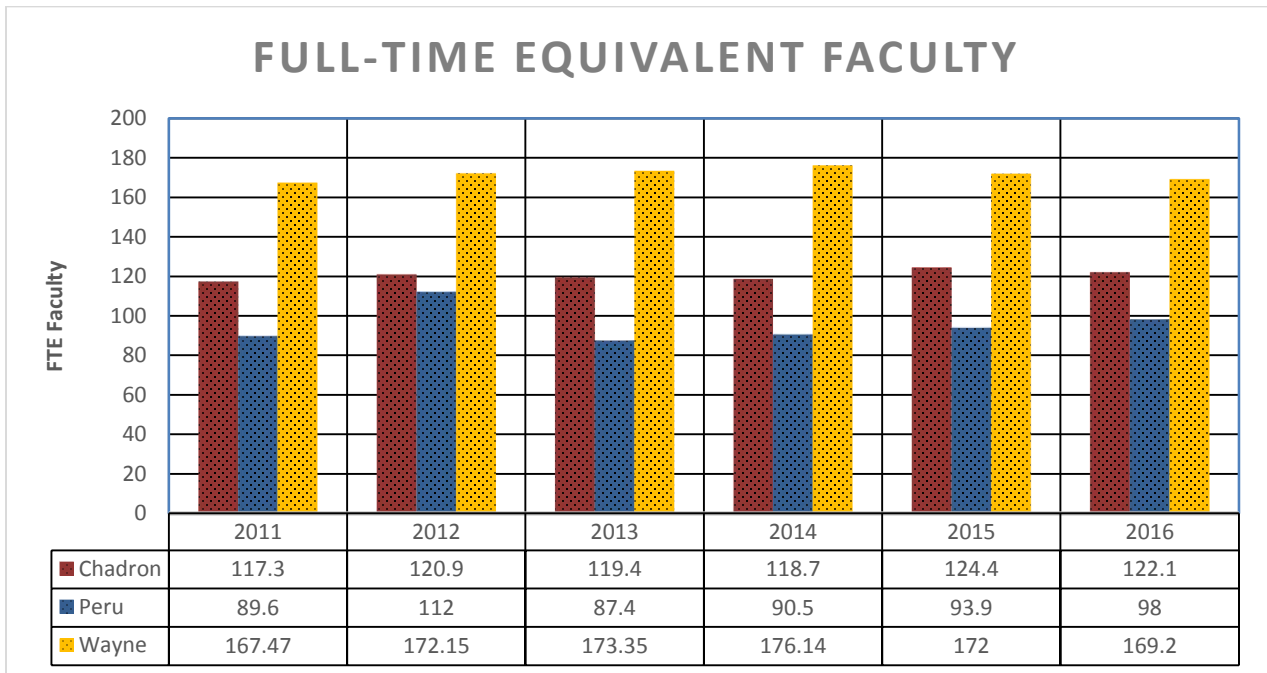
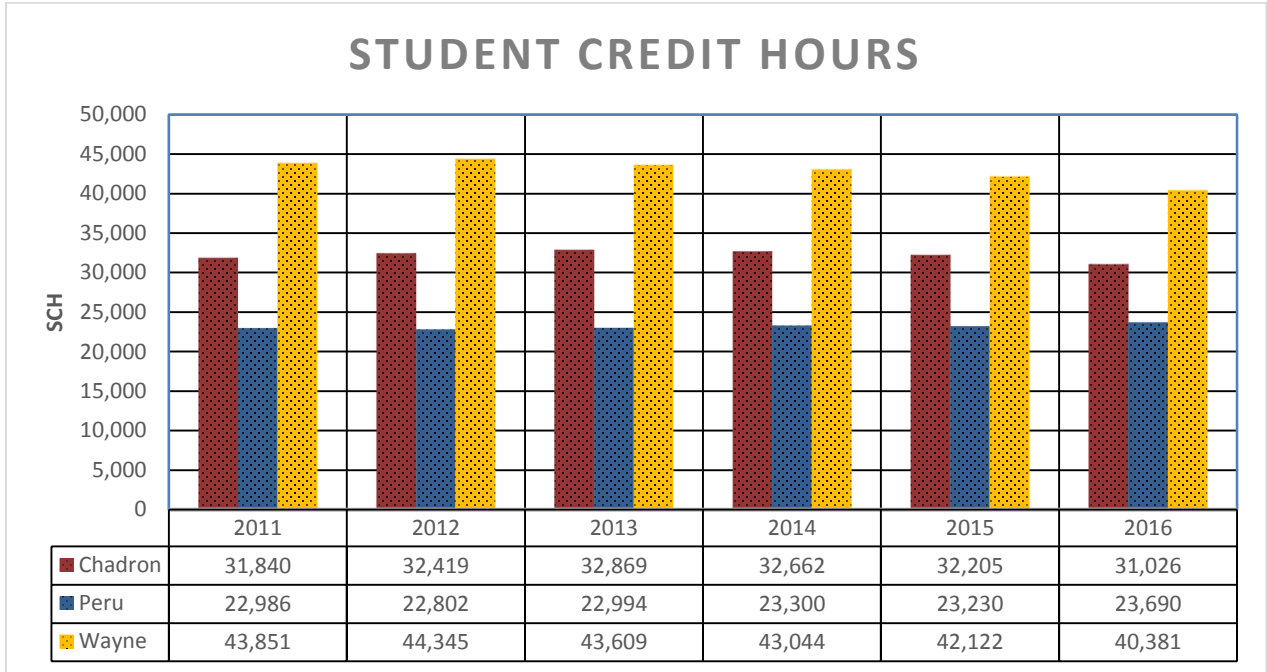
\*\*\*\*CD, video

^High school teachers assigned to dual enrollment courses held at the high school

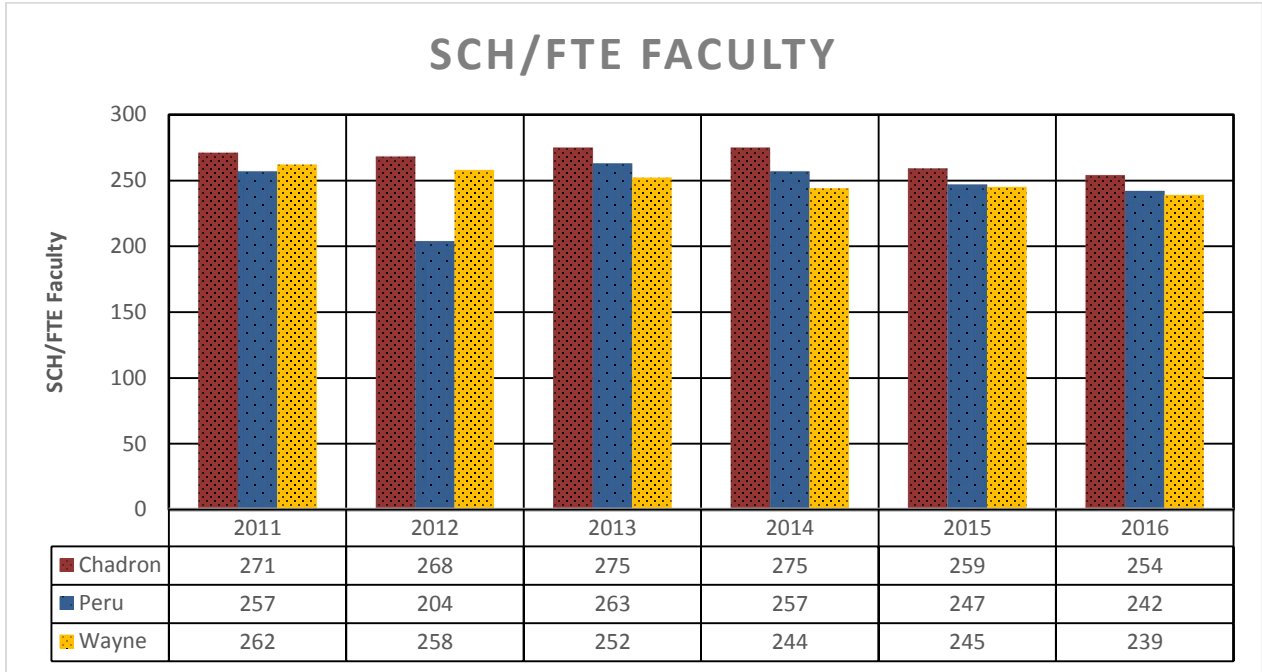
Attachment: WSC Fall 2016 Instructional Load Report (1920 : Fall 2016 Instructional Load Reports)



### Fall 2016 Instructional Load Data



### Fall 2016 Instructional Load Data



Attachment: Fall 2016 Instructional Loads - Tables (1920 : Fall 2016 Instructional Load Reports)

## ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

March 24, 2017

### *INFORMATION ONLY:*      **Five-Year Academic Calendar**

The five-year academic calendar is provided to the Board for information.

	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021
Faculty Orientation	8/18	8/17	8/16	8/21	8/20
Classes Begin	8/21	8/20	8/19	8/24	8/23
Labor Day Holiday	9/4	9/3	9/2	9/7	9/6
Fall Mid-Term Break	10/16-10/17	10/15-10/16	10/14-10/15	10/19-10/20	10/18-10/19
Fall Break	11/22-11/24	11/21-11/23	11/27-11/29	11/25-11/27	11/24-11/26
Last Day of Classes	12/11	12/10	12/9	12/14	12/13
Exam Week	12/12-12/15	12/11-12/14	12/10-12/13	12/15-12/18	12/14-12/17
Fall Commencement	12/15	12/14	12/13	12/18	12/17

	Spring 2018	Spring 2019	Spring 2020	Spring 2021	Spring 2022
Classes Begin	1/8	1/7	1/13	1/11	1/10
Spring Mid-Term Break	3/5-3/9	3/4-3/8	3/9-3/13	3/8-3/12	3/7-3/11
Spring Break	4/2	4/22	4/13	4/5	4/18
Last Day of Classes	4/30	4/29	5/4	5/3	5/2
Exam Week	5/1-5/4	4/30-5/3	5/5-5/8	5/4-5/7	5/3-5/6
Spring Commencement	5/5	5/4	5/9	5/8	5/7

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

**ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL**

March 24, 2017

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**INFORMATION ONLY: NSCS Funding Request for CSC Foundation**

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According to the Board's Agreement with the Chadron State Foundation, a formal request for funding must be submitted, no later than June 15 each year. Following is the request that will be submitted for 2017-2018.

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

**ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL**

March 24, 2017

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**INFORMATION ONLY:      Reports of Personnel Actions**

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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 must be reviewed and approved by the President and reported to the Chancellor. All full-time employment separations are also reported to the Chancellor. The Chancellor is required to report these changes along with changes to the System Office staffing to the Board on a regular basis.

**ATTACHMENTS:**

- CSC Personnel Report March 2017      (PDF)
- PSC Personnel Report March 2017(PDF)
- WSC Personnel Report March 2017      (PDF)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR****COLLEGE:** Chadron State College**MEETING DATE:** March 24, 2017**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
Rizten, Cassandra	Business	Instructor	\$50,000	State	08/17/2017-05/09/2018	1.000	New hire	Tenure track
Gallegos, Nathaniel	Business	Assistant Professor	\$3,000	State	01/11/2017-05/06/2017	NA	Additional duties	NA
Hardy, Joyce	Physical & Life Sciences	Professor	\$1,946	Grant	07/01/2016-09/30/2016	NA	Additional duties	NA
Hosman, Lonnie	Business	Assistant Professor	\$55,000	State	08/17/2017-05/09/2018	1.000	New hire	Tenure track

**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
Ascherin, Mari	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	FCS 427 (3 cr hrs)	Special
Aslanian, Artour	Adjunct	NA	\$7,515	State	01/11/2017-05/06/2017	NA	PS 101, PS 369, PS 420 (9 cr hrs)	Special
Bacon, Julie	Adjunct	NA	\$2,505	State	03/14/2017-05/06/2017	NA	SOC 230 (3 cr hrs)	Special
Badura, Victoria	Adjunct	NA	\$7,515	State	01/11/2017-05/06/2017	NA	ACTY 242, ACTG 332, ACTG 438 (9 cr hrs)	Special
Basnet, Hem	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	FIN 631 (6 cr hrs)	Special
Bird, Richard	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	ART 321 (3 cr hrs)	Special
Brochtrup, Paul	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	Supervision (6 cr hrs)	Special
Brown, Linda	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	EDUC 536 (3 cr hrs)	Special
Caporaso, Jeanice	Adjunct	NA	\$3,340	State	01/11/2017-05/06/2017	NA	SW 330 (4 cr hrs)	Special
Colgate, Stephanie	Adjunct	NA	\$3,340	State	01/11/2017-05/06/2017	NA	MATH 142 (4 cr hrs)	Special

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR****COLLEGE:** Chadron State College**MEETING DATE:** March 24, 2017**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
Courts, Bari	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	ACTG 242 (3 cr hrs)	Special
Crouse, Kerma	Adjunct	NA	\$4,175	State	01/11/2017-05/06/2017	NA	EDUC 270, HPER 233 (5 cr hrs)	Special
Dorwart, Jennifer	Adjunct	NA	\$7,515	State	03/14/2017-05/06/2017	NA	FIN 330, FIN 432 (9 cr hrs)	Special
Follis, Nikki	Adjunct	NA	\$5,010	State	03/14/2017-05/06/2017	NA	FIN 439, MGMT 330 (6 cr hrs)	Special
Garriffa, Kristie	Adjunct	NA	\$835	State	01/11/2017-05/06/2017	NA	EDUC 475 (1 cr hr)	Special
Heath, Carly	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	ART 229, ART 343 (6 cr hrs)	Special
Hirko, Carol	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	PSYC 234, PSYC 442 (6 cr hrs)	Special
Knott, Allen	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	Supervision (3 cr hrs)	Special
Kremensek, Bradley	Adjunct	NA	\$835	State	01/11/2017-05/06/2017	NA	EDUC 475 (1 cr hr)	Special
Leland, Dana	Adjunct	NA	\$5,010	State	01/11/2017-03/04/2017	NA	MGMT 620 (6 cr hrs)	Special
McCreery, Janan	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	Supervision (6 cr hrs)	Special
McDermott, David	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	GEOG 231 (3 cr hrs)	Special
Miller, Shannon	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	ENG 361 (3 cr hrs)	Special
Nealeigh, Norma	Adjunct	NA	\$7,515	State	01/11/2017-05/06/2017	NA	CTE 632, FCS 417, FCS 517 (9 cr hrs)	Special
Neuharth, Marvin	Adjunct	NA	\$7,515	State	01/11/2017-05/06/2017	NA	PSYC 131, PSYC 433, PSYC 435 (9 cr hrs)	Special
Petersen, Grace	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	READ 533, READ 636 (6 cr hrs)	Special
Plas, Aaron	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	EDAD 638 (3 cr hrs)	Special

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College

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**NON-RANKED FACULTY  
(PART-TIME/LESS THAN .75 FTE)**

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Plicastro, Felice	Adjunct	NA	\$2,505	State	03/14/2017-05/06/2017	NA	FIN 631 (3 cr hrs)	Special
Plummer, Scott	Adjunct	NA	\$4,175	State	01/11/2017-05/06/2017	NA	EDUC 224, EDUC 434 (5 cr hrs)	Special
Pollard, Tracie	Adjunct	NA	\$5,845	State	01/11/2017-05/06/2017	NA	EDUC 475, Supervision (7 cr hrs)	Special
Poniatowski, Christopher	Adjunct	NA	\$835	State	01/11/2017-05/06/2017	NA	EDUC 475 (1 cr hr)	Special
Rust, Catherine	Adjunct	NA	\$5,010	State	01/11/2017-05/06/2017	NA	SPED 334 (6 cr hrs)	Special
Sanders, Paige	Adjunct	NA	\$835	State	01/11/2017-05/06/2017	NA	EDUC 475 (1 cr hr)	Special
Shuler, Pam	Adjunct	NA	\$3,340	State	01/11/2017-05/06/2017	NA	EDUC 121, MUS 100, MUS 115 (4 cr hrs)	Special
Stephens, Lauren	Adjunct	NA	\$276	State	01/11/2017-05/06/2017	NA	MUS 115 (.33 cr hr)	Special
Waugh, Barbara	Adjunct	NA	\$5,845	State	01/11/2017-05/06/2017	NA	MATH 100, MATH 142 (7 cr hrs)	Special
Wilson, Aaron	Adjunct	NA	\$2,505	State	03/14/2017-05/06/2017	NA	HIST 151 (3 cr hrs)	Special
Winchester, Caroline	Adjunct	NA	\$2,505	State	01/11/2017-05/06/2017	NA	EDUC 639 (3 cr hrs)	Special

**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
Ginmeson, Merle	Publication Specialist	NA	\$2,505	State	01/11/2017-05/06/2017	NA	Art 323 (3 cr hrs)	Special
Bullington, Justy	Admission Representative	NA	\$31,930	State	09/08/2014-11/14/2016	1.000	Resignation	NA
Carpenter, Bruce	Assistant Coach	NA	\$36,511	State	07/27/2015-01/20/2017	1.000	Resignation	NA

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

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Crofutt, Heather	IT Specialist	NA	\$48,517 prorated \$26,096.27	State	12/19/2016- 06/30/2017	1.000	New Appointment	NA
Crofutt, Heather	Academic Advisor	NA	\$40,014	State	05/14/2012- 12/18/2016	1.000	Resignation	NA
Mitchell, Cassie	Coordinator of Admission Services	NA	\$33,949	State	5/11/2015- 11/30/2016	1.000	Resignation	NA
Mitchell, Cassie	Director-Student Activities & Recreation	NA	\$52,000 prorated \$30,333.33	State	12/01/2016- 06/30/2017	1.000	New Appointment	NA
Perrie, Matthew	Librarian-Technical Services	NA	\$43,497	State	07/14/2014- 12/22/2016	1.000	Resignation	NA
Tewahade, Tewahade	IT Analyst	NA	\$2,505	State	01/11/2017- 05/06/2017	NA	EDUC 434 (3 cr hrs)	Special
Zeller, LaWayne	Certification Officer	NA	\$46,529 prorated \$27,141.92	State	12/01/2016- 06/30/2017	1.000	Additional duties	NA

**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
Casey, Conor	Graduate Assistant	NA	\$3,200	State	08/19/2016- 12/16/2016	0.250	Resignation	NA
Jackson III, Robert	Graduate Assistant	NA	\$3,200	Revenue Bond	08/19/2016- 12/16/2016	0.250	Resignation	NA

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**

**COLLEGE:** Chadron State College

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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
Kennell, Deena	Director-Internship Services & Career Services	NA	\$2,505	State	01/11/2017-05/06/2017	NA	PSYC 390 (3 cr hrs)	Special
Long, Jay	Head Coach-Football	NA	\$1,670	State	08/22/2016-12/16/2016	NA	HPER 321 (2 cr hrs)	Special
Lytle, Kale	Interim Assistant Director-Residence Life	NA	\$27,295 prorated \$13,647.50	State	01/01/2017-06/30/2017	1.000	Appointment	Special
Raymer, Janet	Head Coach-Women's Basketball	NA	\$1,670	State	08/22/2016-12/16/2016	NA	HPER 322 (2 cr hrs)	Special
Reed, Charles	Head Coach-Men's Basketball	NA	\$1,077	State	05/23/2016-05/25/2016 06/01/2016-06/03/2016 06/26/2016-06/27/2016	NA	Men's Basketball Camps	NA
Ritzen, Cassandra	Assistant Director-Admission Services	NA	\$44,118	State	12/01/2014-07/31/2017	1.000	Resignation	NA
Smith-Bruehlman, Martha	Project Director-Upward Bound	NA	\$835	State	01/11/2017-05/06/2017	NA	HPER 50 (1 cr hr)	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
Baker, Evan	Custodian	NA	\$1,728	Revenue Bond	2/1/2017	1.000	New Hire	Probationary
Bradley, Kimberly	Accounting Clerk III	NA	\$3,096	State	10/18/2016	1.000	Reclass from Accounting Clerk II	NA
Crawford, Jarid	Security Officer II	NA	\$2,278	State	03/09/2012-12/16/2016	1.000	Resignation	NA
Elliott, Andrea	Custodian	NA	\$1,728	State	2/6/2017	1.000	New Hire	Probationary
Hughes, Lisa	MRW II	NA	\$2,178	State	02/22/2016-11/01/2016	1.000	Resignation	NA

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**UNIONIZED SUPPORT STAFF**  
(FULL-TIME/.75 FTE OR MORE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Serbousek, Kari	Custodian	NA	\$1,833	State	02/02/2015-01/31/2017	1.000	Resignation	NA
Serbousek, Russell	Custodian	NA	\$1,833	Revenue Bond	08/19/2013-01/31/2017	1.000	Resignation	NA
Smith, Brandon	Custodian	NA	\$1,780	Revenue Bond	11/30/2015-01/06/2017	1.000	Resignation	NA
Tausan, Judy	OA II	NA	\$2,251	State	09/03/2008-01/09/2017	1.000	Resignation	NA
Toof, Angela	Accounting Clerk III	NA	\$2,261	State	11/8/2016	1.000	Reclass from Accounting Clerk II	NA
Walgren, Cynthia	Accounting Clerk III	NA	\$3,096	State	10/18/2016	1.000	Reclass from Accounting Clerk II	NA

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>RANKED FACULTY</b> (Full-time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Trout, Kate	School of Arts and Sciences	Assistant Professor	\$52,500	State	1/5/17 - 5/6/17	1.00	Appointment	Tenure Track

<b>NON-RANKED FACULTY</b> (Part-time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Albers, Stephanie	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	PSYC 410 049A (3 cr hrs)	Special
Albers, Stephanie	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	PSYC 121 049X (3 cr hrs)	Special
Albert, Allan	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	PSYC 121 49EE (3 cr hrs)	Special
Albert, Allan	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	PSYC 121 49E1 (3 cr hrs)	Special
Albert, Allan	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	PSYC 121 49E2 (3 cr hrs)	Special
Anderson, Elizabeth	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	CMIS 101 049Y (3 cr hrs)	Special
Anderson, Josh	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	ART 206 049Y (3 cr hrs)	Special
Anderson, Josh	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	ART 206 049X (3 cr hrs)	Special
Bair, Amanda	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	MUSC 251 000A (3 cr hrs)	Special
Baldwin, Cindy	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (3 cr hrs)	Special
Baldwin, Rebecca	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	SPED 540 049Y (3 cr hrs)	Special
Beaudion-Colwell, Lisa	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	EDUC 540 049X (3 cr hrs)	Special
Beaudion-Colwell, Lisa	Adjunct	N/A	\$2,505	State	9/3/2016 - 9/30/2016	N/A	EDUC 569 OBCX (3 cr hrs)	Special
Beischel, Mark	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	EDUC 621 049W (3 cr hrs)	Special

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**NON-RANKED FACULTY**

(Part-time/less than .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Beischel, Mark	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	EDUC 621 049Y (3 cr hrs)	Special
Bennett, Pam	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	ANTH 225 049Y (3 cr hrs)	Special
Benscoter, Andrew	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	ENG 101 049Y (3 cr hrs)	Special
Benscoter, Andrew	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	ENG 201 049X (3 cr hrs)	Special
Betts, Gregory	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	SPED 540 049W (3 cr hrs)	Special
Betts, Gregory	Adjunct	N/A	\$2,505	State	10/29/2016 - 11/25/2016	N/A	EDUC 540 049X (3 cr hrs)	Special
Bliss, Stacy	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	PSYC 345 049Y (3 cr hrs)	Special
Bliss, Stacy	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	PSYC 450 049Y (3 cr hrs)	Special
Bliss, Stacy	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	PYSC 450 049W (3 cr hrs)	Special
Breed, Roger	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	HP 330 000A (3 cr hrs)	Special
Brizuela, Francisco	Adjunct	N/A	\$835	State	10/24/2016 - 11/11/2016	N/A	INS 500 049S (1 cr hr)	Special
Cain, Ellen	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	SPED 309 000A (3 cr hrs)	Special
Cain, Ellen	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	SPED 405 000Z (3 cr hrs)	Special
Campbell, Jacquelyn	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	EDUC 530 049Y (3 cr hrs)	Special
Campbell, Jacquelyn	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	EDUC 533 049V (3 cr hrs)	Special
Campbell, Jacquelyn	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	EDUC 553 049X (3 cr hrs)	Special
Christiansen, Heath	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	CMIS 300 049Y (3 cr hrs)	Special
Christiansen, Heath	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	CMIS 101 049X (3 cr hrs)	Special

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**NON-RANKED FACULTY**

(Part-time/less than .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Craver, Susan	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 328 049Y (3 cr hrs)	Special
Craver, Susan	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 480 049Y (3 cr hrs)	Special
Dahn, Vanessa	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	SOC 201 049Y (3 cr hs)	Special
Dahn, Vanessa	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	SOC 300 049X (3 cr hrs)	Special
Dunekacke, Susan	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	ENG 335 049Y (3 cr hrs)	Special
Dunekacke, Susan	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ENG 201 000B (3 cr hrs)	Special
Dunekacke, Susan	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ENG 201 000A (3 cr hrs)	Special
Duval, James	Adjunct	N/A	\$158	State	8/22/2016 - 12/16/2016	N/A	Student Teach Supervisor (.19 cr hrs)	Special
Falcon, Lori	Adjunct	N/A	\$2,505	State	10/1/2016 - 10/28/2016	N/A	EDUC 553 OCBX (3 cr hrs)	Special
Falcon, Lori	Adjunct	N/A	\$2,505	State	10/1/2016 - 10/28/2016	N/A	EDUC 553 OCDX (3 cr hrs)	Special
Feldman, Ann	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	EDUC 556 049Y (3 cr hrs)	Special
Feldman, Ann	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	EDUC 552 049X (3 cr hrs)	Special
Friesen, Brent	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	MATH 112 049A (3 cr hrs)	Special
Friesen, Brent	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	STAT 210 049A (3 cr hrs)	Special
Friesen, Brent	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	MATH 112 049B (3 cr hrs)	Special
Gosch, Robert	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	HIST 113 49EE (3 cr hrs)	Special
Hahn, Teresa	Adjunct	N/A	\$1,670	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (2 cr hrs)	Special
Hayes, Cristina	Adjunct	N/A	\$835	State	8/22/2016 - 12/16/2016	N/A	MUSC 112 000A (1 cr hr)	Special

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(Part-time/less than .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Hayes, Cristina	Adjunct	N/A	\$3,340	State	8/22/2016 - 12/16/2016	N/A	MUSC 120, 220, 320, 340, 420, 440 (4 cr hrs)	Special
Hays, Jon	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	HIST 114 049Y (3 cr hrs)	Special
Hays, Jon	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	HIST 113 049X (3 cr hrs)	Special
Hicks, Russel	Adjunct	N/A	\$2,714	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (3.25 cr hrs)	Special
Jacobsen, Linda	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	BUS 380 049Y (3 cr hrs)	Special
Jacobsen, Linda	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 339 049Y (3 cr hrs)	Special
Jacobsen, Linda	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 380 049X (3 cr hrs)	Special
Kramer, Melissa	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	CJUS 110 049X (3 cr hrs)	Special
Kuchera, Evan	Adjunct	N/A	\$3,340	State	10/24/2016 - 12/16/2016	N/A	ESCI 240 049Y (4 cr hrs)	Special
Langstraat, Rick	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 231 049Y (3 cr hrs)	Special
Langstraat, Rick	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	BUS 231 049A (3 cr hrs)	Special
Langstraat, Rick	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	BUS 232 049A (3 cr hrs)	Special
Lee, Christopher	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	HIST 371 049X (3 cr hrs)	Special
Lotspeich, Patricia	Adjunct	N/A	\$1,670	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (2 cr hrs)	Special
Lottman, Brent	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	CJUS 340 049Y (3 cr hrs)	Special
Lottman, Brent	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	CJUS 190 000A (3 cr hrs)	Special
Martinelli, Jason	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	ESCI 215 049X (3 cr hrs)	Special

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**NON-RANKED FACULTY**

(Part-time/less than .75 FTE)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Martinelli, Jason	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	ESCI 240 049X (3 cr hrs)	Special
McGee, Mary	Adjunct	N/A	\$2,505	State	10/1/2016 - 10/28/2016	N/A	EDUC 553 OCCX (3 cr hrs)	Special
Moss, Louise	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ENG 101 49EE (3 cr hrs)	Special
Moss, Louise	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ENG 101 49E1 (3 cr hrs)	Special
Muthersbaugh, Kelly	Adjunct	N/A	\$2,505	State	10/29/2016 - 11/25/2016	N/A	EDUC 540 OCCX (3 cr hrs)	Special
Odum, Jay	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 252 049Y (3 cr hrs)	Special
Odum, Jay	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 251 049X (3 cr hrs)	Special
Odum, Jay	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BuS 313 049X (3 cr hrs)	Special
Paul, Kimberly	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	SOC 201 49EE (3 cr hrs)	Special
Paul, Kimberly	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	PSYC 121 49E3 (3 cr hrs)	Special
Perryman, Brian	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	MGMT 550 049V (3 cr hrs)	Special
Perryman, Brian	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	MGMT 550 049X (3 cr hrs)	Special
Peters, Brad	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ART 217 049A (3 cr hrs)	Special
Pollard, Sharon	Adjunct	N/A	\$1,871	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (2.24 cr hrs)	Special
Porter, Judy	Adjunct	N/A	\$1,670	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (2 cr hrs)	Special
Radell, Dave	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	STAT 210 049Y (3 cr hrs)	Special
Radell, Dave	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	STAT 210 049X (3 cr hrs)	Special
Ridge, Ashley	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	PSYC 305 049Y (3 cr hrs)	Special

Attachment: PSC Personnel Report March 2017 (1951 : Reports of Personnel Actions)



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: PERU STATE COLLEGE**  
**MEETING DATE: March 24, 2017**

**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
Roberts, Laura	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	PSYC 250 049Y (3 cr hrs)	Special
Roberts, Laura	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	PSYC 250 049X (3 cr hrs)	Special
Shaw, Cassie	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	ENG 202 049Y (3 cr hrs)	Special
Shaw, Cassie	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 201 049Y (3 cr hrs)	Special
Shaw, Cassie	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 201 049X (3 cr hrs)	Special
Sherwood, Andrew	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 335 049Y (3 cr hrs)	Special
Sherwood, Andrew	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 390 000X (3 cr hrs)	Special
Sherwood, Andrew	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 390 049X (3 cr hrs)	Special
Snyder, Randall	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	MUSC 215 049Y (3 cr hrs)	Special
Stilmock, Joy	Adjunct	N/A	\$1,670	State	8/22/2016 - 12/16/2016	N/A	EDUC 309 000A (2 cr hrs)	Special
Stilmock, Joy	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	EDUC 310 000A (3 cr hrs)	Special
Stokebrand, Ellen	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	SPED 430 000Z (3 cr hrs)	Special
Thompson, Gary	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	EDUC 301 000A (3 cr hrs)	Special
Thompson, Gary	Adjunct	N/A	\$3,340	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (4 cr hrs)	Special
Tiner, Billi	Adjunct	N/A	\$3,340	State	10/24/2016 - 12/16/2016	N/A	BIOL 130 049Y (4 cr hrs)	Special
Tiner, Billi	Adjunct	N/A	\$3,340	State	8/22/2016 - 10/14/2016	N/A	BIOL 130 049X (4 cr hrs)	Special
Tracy, Brenda	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	SPED 300 115Z (3 cr hrs)	Special
Van Gundy, Terry	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ART 497 000A (3 cr hrs)	Special

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**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: PERU STATE COLLEGE**  
**MEETING DATE: March 24, 2017**

**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
Van Gundy, Terry	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ART 308 000A (3 cr hrs)	Special
Van Gundy, Terry	Adjunct	N/A	\$2,505	State	8/22/2016 - 12/16/2016	N/A	ART 300 000A (3 cr hrs)	Special
Voorhees, Roxanne	Adjunct	N/A	\$835	State	8/22/2016 - 12/16/2016	N/A	Student Teacher Supervision (1 cr hr)	Special
Weichel, Mark	Adjunct	N/A	\$2,505	State	10/01/2016 - 11/25/2016	N/A	EDU C523 OBEX (3 cr hrs)	Special
Weninger, Hope	Adjunct	N/A	\$2,505	State	8/22/2016 - 10/14/2016	N/A	BUS 373 049X (3 cr hrs)	Special
Weninger, Hope	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 373 049Y (3 cr hrs)	Special
Weninger, Hope	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	BUS 373 049W (3 cr hrs)	Special
Woodman, Rosemary	Adjunct	N/A	\$2,505	State	10/24/2016 - 12/16/2016	N/A	SPED 353 000Z (3 cr hrs)	Special

**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
Biggs, Robert	Academic Skills Specialist	N/A	\$32,000 (pro-rated \$20,667)	TRiO Grant	1/10/17 - 8/31/17	0.84	Appointment	Special
Higgins, Loryn	IT Specialist	N/A	\$48,517	State	9/13/16 - 1/6/17	1.00	Resignation	N/A
Karel, Curtis	IT Specialist	N/A	\$48,517 (pro-rated \$23,247)	State	1/9/17 - 6/30/17	1.00	Appointment	Special
Melvin, Brent	Athletic Trainer	N/A	\$1,670	State	7/1/16 - 6/30/17	0.84	HPER 215 000A (2 cr hrs)	Special
Moore, Janell	Licensed Student Counselor	N/A	\$2,505	State	7/1/16 - 6/30/17	0.84	SOWK 310 000A (3 cr hrs)	Special
Moore, Janell	Licensed Student Counselor	N/A	\$2,505	State	7/1/16 - 6/30/17	0.84	PSYC 380 049X (3 cr hrs)	Special
Rippe, Pat	Director - Field Experience/Certification Officer	N/A	\$1,670	State	7/1/16 - 6/30/17	0.92	SPED 307 000A (2 cr hrs)	Special

Attachment: PSC Personnel Report March 2017 (1951 : Reports of Personnel Actions)

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
**COLLEGE: PERU STATE COLLEGE**  
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**UNIONIZED PROFESSIONAL STAFF**

(Full-time/.75 FTE or more)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Rippe, Pat	Director - Field Experience/Certification Officer	N/A	\$835	State	7/1/16 - 6/30/17	0.92	EDUC 303 000A (1 cr hr)	Special
Robertson, Ashley	Financial Aid Counselor	N/A	\$31,930	State	8/22/16 - 1/3/17	1.00	Resignation	N/A
Sheley, Vickie	Athletic Trainer	N/A	\$2,505	State	7/1/16 - 6/30/17	0.84	HPER 325 000A (3 cr hrs)	Special
Williams, Krista	Assistant Director - Financial Aid	N/A	\$38,745	State	8/21/00 - 1/3/17	1.00	Retirement	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
Behrens, Eric	Head MBB Coach	N/A	\$2,505	State	7/1/16 - 6/30/17	0.92	HPER 204 000A (3 cr hrs)	Special
Galardi, Greg	Dean of Professional Studies	N/A	\$2,505	State	7/1/16 - 6/30/17	1.00	CJUS 230 049X (3 cr hrs)	Special
Galardi, Greg	Dean of Professional Studies	N/A	\$835	State	7/1/16 - 6/30/17	1.00	COLL 201 049X (1 cr hr)	Special
Kunkel, Ellie	Dean of School of Education	N/A	\$2,505	State	7/1/16 - 6/30/17	1.00	EDUC 600 049X (3 cr hrs)	Special
Seay, Greg	Dean of Graduate Programs	N/A	\$2,505	State	7/1/16 - 6/30/17	1.00	EDUC 605 OCAX (3 cr hrs)	Special
Seay, Greg	Dean of Graduate Programs	N/A	\$2,505	State	7/1/16 - 6/30/17	1.00	EDUC 623 OBCX (3 cr hrs)	Special
Seay, Greg	Dean of Graduate Programs	N/A	\$2,505	State	7/1/16 - 6/30/17	1.00	EDUC 623 OBDX (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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**UNIONIZED SUPPORT STAFF**

(Full-time/.75 FTE or more)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Blacketer, David	Custodian	N/A	\$1,728/mo	State	8/22/2016 - 1/6/17	1.00	Discharged	N/A
Davis, Phyllis	Academic Records Technician	N/A	\$3,362/mo	State	5/20/96 - 1/3/17	1.00	Retirement	N/A
Dowdy, David	MRW III	N/A	\$2,367/mo from \$2,055/mo	Rev Bond	11/13/2016	1.00	Reclassification (from MRW II)	N/A
Hockabout, Andrew	Custodian	N/A	\$1,728/mo	State	11/15/16 - 12/16/16	1.00	Discharged	N/A
Meyers, Jeff	MRW III	N/A	\$3,138/mo	State	12/3/01 - 1/20/17	1.00	Resignation	N/A

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Ranked Faculty</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bertolas, Randy	History, Politics and Geography	Professor	\$77,802.00/ yearly prorated	State	08/18/17- 12/20/17	1.0	Sabbatical for Fall 2017	N/A
Cacherio, Adolfo	Language and Literature	Professor	\$72,115.00/ yearly prorated	State	08/18/17- 12/20/17	1.0	Sabbatical for Fall 2017	N/A
Ellis, Susan	Psychology and Sociology	Professor	\$73,935.00/ yearly prorated	State	01/08/18- 05/09/18	1.0	Sabbatical for Spring 2018	N/A
Johnson, Deborah	Computer Technology and Information Systems	Instructor	\$55,000.00; prorated	State	01/06/17- 05/10/17	1.0	New Appointment, replaced Lourdes Herling	Special
Lindberg, Judy	Technology and Applied Sciences	Professor	\$86,510.00	State	08/28/95- 08/14/17	1.0	Retirement	N/A
McElwain, David	Communication Arts	Professor	\$72,605.00	State	08/23/02- 05/10/17	1.0	Retirement	N/A
Nelson, Jeryl	Recreation Center	Professor	\$850.00*	Revenue Bond	08/19/16- 12/20/16	1.0	*Athletic Event Staff up to a max of 85 hours at a rate of \$10/hr. {change from November report}	Special

<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Adkins-Miller, Angela	Adjunct	N/A	\$5,010.00	State	01/06/17- 05/10/17	N/A	ENG 200-01 (3 cr hrs) and ENG 200-02 (3 cr hrs)	Special
Anderson, Betty	Adjunct	N/A	\$3,332.00	State	01/06/17- 05/10/17	N/A	EDU 450/452 (3.33 cr hrs) and EDU 458/460-01 (.66 cr hr)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Angerth, Kathleen	Adjunct	N/A	\$969.00	State	01/06/17-05/10/17	N/A	MUS 124-02 (.66 cr hr) and MUS 443-01 (.5 cr hr)	Special
Armstrong, Shelly	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	MUS 143/443 (2 cr hrs)	Special
Beach, Gerald	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 790-W0 (3 cr hrs)	Special
Becker, Misty	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	CSL 445/545-W0 (2 cr hrs)	Special
Bode, Liane	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	CSL 470-SSH0 (3 cr hrs)	Special
Bode, Liane	Adjunct	N/A	\$3,758.00	State	01/06/17-05/10/17	N/A	CSL 324-01 (1.5 cr hrs)and CSL 218-01 (3 cr hrs)	Special
Brasch, Stacy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	BUS 620-W0 (3 cr hrs)	Special
Bremer, DeLoy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 452/456 (3 cr hrs)	Special
Brookhauser, Ashley	Adjunct	N/A	\$835.00	State	01/06/17-05/10/17	N/A	PED 220-01 (1 cr hr)	Special
Brookhauser, Ashley	Adjunct	N/A	\$340.00*	Revenue Bond	01/06/17-05/10/17	N/A	*Lead Zumba class up to a max of 17 hours at a rate of \$20/hr.	Special
Browning, Patricia	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	PSY 230-01 (3 cr hrs), PSY 230-02 (3 cr hrs) and PSY 316-01 (3 cr hrs)	Special
Buck, Nina	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	CNA 101-W0 (3 cr hrs) and CNA T320-01 (3 cr hrs)	Special
Carnes, Ron	Adjunct	N/A	\$2,923.00	State	01/06/17-05/10/17	N/A	EDU 452/456 (3.5 cr hr)	Special
Chambers, Amy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 275-81 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Curtiss, James	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 674-W0 (3 cr hrs)	Special
Dahlseid, Thomas	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ART 102-W1 (3 cr hrs)	Special
Delimont, Gayln	Adjunct	N/A	\$2,222.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (2.66 cr hrs)	Special
Dion, Lora	Adjunct	N/A	\$6,515.20*	State	01/06/17-05/10/17	N/A	*Work as Writing Help Desk Professional up to a max of 256 hours at a rate of \$25.45/hr.	Special
Dion, Lora	Adjunct	N/A	\$835.00	State	03/13/17-05/10/17	N/A	GST 196B-ND02 (1 cr hr)	Special
Dolesh, Dawn	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	CNA 100-03 (3 cr hrs) and CNA 100-07 (3 cr hrs)	Special
Dolesh, Dawn	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	CNA 100-W0 (3 cr hrs)	Special
Dorcey, Jean	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	SPD 352-01 (3 cr hrs)	Special
Dorcey-McIntosh, Alicia	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	CSL 202-01 (3 cr hrs)	Special
Drees, David	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	ENG 102-01 (3 cr hrs), ENG 102-03 (3 cr hrs) and ENG 202-01 (3 cr hrs)	Special
Eaton, Sheri	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	GST 102-ND01 (2 cr hrs) and GST 196A-ND01 (1 cr hr)	Special
Eilers, Carol	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	FCS 207-W0 (3 cr hrs)	Special
Emenhiser-Harris, Karen	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ART 102-W0 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Endicott, Natalie	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ITE 363-01 (3 cr hrs)	Special
Fick, Kathy	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	MLC 110-01 (3 cr hrs), MLC110-02 (3 cr hrs) and MLC 120-01 (3 cr hrs)	Special
Fleming, Angela	Adjunct	N/A	\$6,680.00	State	01/06/17-05/10/17	N/A	FCS 305-01 (4 cr hrs) and FCS 305-02 (4 cr hrs)	Special
Galles, Michelle	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	FCS 306-H0 (3 cr hrs)	Special
Garwood, Cheri	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 658-W0 (3 cr hrs)	Special
Gasaway, Jennifer	Adjunct	N/A	\$5,290.00*	State	01/06/17-05/10/17	N/A	EDU 656-SSLM/SSLN (2 cr hrs), EDU 693-SSLM/SSLN (2 cr hrs) and *administrative duties associated with the Community of Learning to a max of 130 hours at a rate of \$15/hr.	Special
Getchell, Bryan	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 423-01 (3 cr hrs)	Special
Girard, Adam	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ITE 330-01 (3 cr hrs)	Special
Gray, Tricia	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LO (1.5 cr hrs), EDU 651-LO (1.5 cr hrs) and *administrative duties associated with the Community of Learning to a max of 200 hours at a rate of \$15/hr.	Special



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Grunin, Elizabeth	Adjunct	N/A	\$969.00	State	01/06/17-05/10/17	N/A	MUS 126-01 (.33 cr hr) and MUS 443-01 (.5 cr hr)	Special
Guenther, Candra	Adjunct	N/A	\$2,355.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (.66 cr hr), EDU 456 (1.5 cr hr) and SPD 458/460 (.66 cr hr)	Special
Guenther, Lisa	Adjunct	N/A	\$835.00	State	01/06/17-05/10/17	N/A	EDU 335-03 (1 cr hr)	Special
Gutenschwager, Erica	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	IDS 399-80 (1.5 cr hrs), IDS 399-81 (1.5 cr hrs), IDS 399-82 (1.5 cr hrs) and 399-83 (1.5 cr hrs)	Special
Haas, Mary	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	ART 102-03 (3 cr hrs) and ART 102-06 (3 cr hrs)	Special
Hale, Stan	Adjunct	N/A	\$969.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (.66 cr hr) and EDU 452/456 (.50 cr hr)	Special
Halvorsen, Crystal	Adjunct	N/A	\$1,253.00	State	01/06/17-05/10/17	N/A	EDU 250-H0 (1.5 cr hrs)	Special
Hansen, Aaron	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	POS 100-01 (3 cr hrs), POS 100-02 (3 cr hrs) and SSC 310-01 (3 cr hrs)	Special
Harrison, Kurt	Adjunct	N/A	\$1,804.00	State	01/06/17-05/10/17	N/A	EDU 452/456 (.5 cr hr), EDU 456 (1 cr hr) and SPD 458/460 (.66 cr hr)	Special
Heaton, Brett	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	EDU 320-SS80 (2 cr hrs)	Special
Heikes, Tanya	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 303-01 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Henning, Mark	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ITE 203-01 (3 cr hrs)	Special
Hilker, Carol	Adjunct	N/A	\$2,497.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (1.33 cr hr), EDU 452/456 (1 cr hr), SPD (.66 cr hr)	Special
Hill, Melody	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	CSL 662 (2 cr hrs)	Special
Hix, David	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	HSC 345-80 (1 cr hr), HSC 345-81 (1 cr hr), ITE 308-01 (4 cr hrs) and ITE 312-H0 (3 cr hrs)	Special
Hoffart, Catherine	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 340-02 (3 cr hrs)	Special
Isom-Backer, Jennifer	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 406-03 (3 cr hrs)	Special
Jeffries, Curt	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	MUS 110-04 (3 cr hrs), MUS 110-05 (3 cr hrs) and MUS 110-06 (3 cr hrs)	Special
Jensen, Carrie	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	MUS 110-W1 (3 cr hrs)	Special
Jensen, Jessi	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 275-03 (3 cr hrs)	Special
Johnson, Alex	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	CJA 203-01 (3 cr hrs), CJA 226-01 (3 cr hrs) and CJA 235 (3 cr hrs)	Special
Johnson, Bonnie	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	ENG 203-03 (3 cr hrs)	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR  
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Non-Ranked Faculty (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Johnson, Brian	Adjunct	N/A	\$5,290.00*	State	01/06/17-05/10/17	N/A	EDU 656-SSLN/SSLN (2 cr hrs), EDU 693-SSLN/SSLN (2 cr hrs) and *administrative duties associated with the Community of Learning up to a max of 130 hours at a rate of \$15/hr.	Special
Johnson, Josh	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 406-02 (3 cr hrs)	Special
Johnson, Kathy	Adjunct	N/A	\$3,891.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (4.66 cr hrs)	Special
Jones, Rebecca	Adjunct	N/A	\$3,340.00	State	01/06/17-05/10/17	N/A	EDU 216-01 (2 cr hrs) and EDU 216-02 (2 cr hrs)	Special
King, Melissa	Adjunct	N/A	\$5,253.00	State	01/06/17-05/10/17	N/A	MUS 118/318-01 (.33 cr hr), MUS 318-02 (1.98 cr hrs), MUS 146-01 (.65 cr hr), MUS 454-08 (.33 cr hr) and MUS 110-W0 (3 cr hrs)	Special
Kleve, Nicholas	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 423-SS80 (3 cr hrs)	Special
Klooz, Lori	Adjunct	N/A	\$3,340.00	State	01/06/17-05/10/17	N/A	EDU 320-01 (2 cr hrs) and EDU 320-02 (2 cr hrs)	Special
Kolterman, Trisha	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	BUS 122-01 (3 cr hrs), BUS 241-02 (3 cr hrs) and BUS 360-01 (3 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Kosak, Jerry	Adjunct	N/A	\$276.00	State	01/06/17-05/10/17	N/A	MUS 129/329-W0 (.33 cr hr)	Special
Kriekemeier, Cheryl	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	CSL 665-CSH0 (3 cr hrs)	Special
Kuyper, Julia	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	BUS 690-W0 (3 cr hrs)	Special
Larmore, Cheryl	Adjunct	N/A	\$2,773.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (2.66 cr hr) and SPD 458/460 (.66 cr hr)	Special
Larson, Beth	Adjunct	N/A	\$1,253.00	State	01/06/17-05/10/17	N/A	CSL 497-H0 (1.5 cr hr)	Special
Larson, Donielle	Adjunct	N/A	\$1,253.00	State	01/06/17-05/10/17	N/A	CSL 497-H0 (1.5 cr hr)	Special
Lenhard, Roger	Adjunct	N/A	\$1,387.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (.66 cr hr), EDU 456 (.5 cr hr) and EDU 454 (.5 cr hr)	Special
Machacek, Darlene	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	MAT 121-02 (3 cr hrs) and MAT 121-03 (3 cr hrs)	Special
Martin, Barry	Adjunct	N/A	\$5,837.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (2.66 cr hr), EDU 452/456 (1 cr hr) and SPD 458/460 (3.33 cr hrs)	Special
Mercado de Lafuente, Sandra	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	SPA 110-05 (3 cr hrs) and SPA 210-01 (3 cr hrs)	Special
Metzler, Susan	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	EDU 217-01 (2 cr hrs)	Special
Miller, Amy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	CJA 430-01 (3 cr hrs)	Special
Miller, Audra	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 275-04 (3 cr hrs)	Special
Mogensen, Carey	Adjunct	N/A	\$835.00	State	01/06/17-05/10/17	N/A	EDU 335-SS80 (1 cr hr)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Mohl, Mary	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	MAT 196-02 (3 cr hrs)	Special
Mohl, Mary	Adjunct	N/A	\$990.00*	State	01/06/17-05/10/17	N/A	*additional duties associated with MAT 196-02 up to a max of 66 hours at a rate of \$15/hr.	Special
Oehlerking, Mary Anne	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LQ (1.5 cr hr), EDU 651-LQ (1.5 cr hr) and *administrative duties associated with Community of Learning up to a max of 200 hours at a rate of \$15/hr.	Special
Oeth, Anne	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	SPD 260-W0 (1 cr hr) and SPD 260-W1 (1 cr hr)	Special
Parker, Karen	Adjunct	N/A	\$3,340.00	State	01/06/17-05/10/17	N/A	CIS 231-01 (1 cr hr), CIS 231-02 (1 cr hr), CIS 232-01 (1 cr hr) and CIS 233-01 (1 cr hr)	Special
Parolek, Samantha	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LO (1.5 cr hrs), EDU 651-LO (1.5 cr hrs) and *administrative duties associated with the Community of Learning up to a max of 200 hours at a rate of \$15/hr.	Special
Person, Teresa	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	EDU 310-H0 (2 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Petersen, Stephanie	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 610-W0 (3 cr hrs)	Special
Plager, Tiffany	Adjunct	N/A	\$2,250.00*	State	01/06/17-05/10/17	N/A	*Serve as NENTA coordinator up to a max of 150 hours at a rate of \$15/hr.	Special
Raab, Klaus	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	GER 110-01 (3 cr hrs)	Special
Rahn, Kelli	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 318-SS80 (3 cr hrs)	Special
Reznicek, Joan	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 610-W0 (3 cr hrs)	Special
Ridge, Ashley	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	PSY 435/535-W0 (3 cr hrs)	Special
Rixner, Lindsey	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 603-W1 (3 cr hrs)	Special
Robinson, Jennifer	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LP (1.5 cr hr), EDU 651-LP (1.5 cr hr) and *administrative duties associated with Community of Learning up to a max of 200 hours at a rate of \$15/hr.	Special
Rotter-Hansen, Cynthia	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 658-W1 (3 cr hrs)	Special
Rudloff, Beata	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LP (1.5 cr hr), EDU 651-LP (1.5 cr hr) and *administrative duties associated with Community of Learning up to a max of 200 hours at a rate of \$15/hr.	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Rudloff, Beata	Adjunct	N/A	\$969.00	State	01/06/17-05/10/17	N/A	EDU 452 (.66 cr hr) and EDU 454 (.5 cr hr)	Special
Saltsgiver, Theresa	Adjunct	N/A	\$5,002.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (5.33 cr hr) and SPD 458/460 (.66 cr hr)	Special
Schlickbernd, Sara	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 332-02 (3 cr hrs)	Special
Settje, Cindy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 275-H0 (3 cr hrs)	Special
Short, Dolald	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	EDU 432-SS80 (3 cr hrs) and EDU 603-W0 (3 cr hrs)	Special
Sievers, Lisa	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	SPD 254-H0 (3 cr hrs)	Special
Spieker, Mollie	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	CNA 447-01 (3 cr hrs), CNA 101-02 (3 cr hrs) and CNA 101-03 (3 cr hrs)	Special
Stogdill, Christopher	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 611-W0 (3 cr hrs)	Special
Stusse, Marni	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	SPD 302-SS80 (3 cr hrs)	Special
Svatora, Sarah	Adjunct	N/A	\$1,253.00	State	01/06/17-05/10/17	N/A	EDU 250-W0 (1.5 cr hrs)	Special
Tillman, Krista	Adjunct	N/A	\$5,290.00*	State	01/06/17-05/10/17	N/A	EDU 656-SSLM/SSLN (2 cr hrs), EDU 693-SSLM/SSLN (2 cr hrs) and *administrative duties associated with the Community of Learning up to a max of 130 hours at a rate of \$15/hr.	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Timmer-Kathol, Margaret	Adjunct	N/A	\$1,280.00	State	01/09/17-01/19/17	N/A	ART 111-01 (.516 cr hr), ART 221-01 (.516 cr hr) and ART 221-02 (.5 cr hr)	Special
Tramontia, Peggy	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 341-SS80 (3 cr hrs)	Special
Tucker, Anne	Adjunct	N/A	\$4,593.00	State	01/06/17-05/10/17	N/A	EDU 457/557-W0 (1 cr hr), CSL 630-CSW0 (3 cr hrs) and CSL 497-H0 (1.5 cr hrs)	Special
Tusha, Mary	Adjunct	N/A	\$2,781.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (2 cr hrs) and SPD 458/460 (1.33 cr hrs)	Special
Uhing, Marlene	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 645-W0 (3 cr hrs)	Special
Uhl, Steven	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	BUS 322-SS80 (3 cr hrs)	Special
Von Glan, Leroy	Adjunct	N/A	\$3,340.00	State	01/06/17-05/10/17	N/A	ART 251/451 (4 cr hrs)	Special
Von Glan, Leroy	Adjunct	N/A	\$2,497.50*	State	01/06/17-05/10/17	N/A	*Assist as Studio Arts Technician up to a max of 166.5 hours at a rate of \$15/hr.	Special
Von Glan, Leroy	Adjunct	N/A	\$4,567.50*	State	08/19/16-12/20/16	N/A	*Assist as Studio Arts Technician up to a max of 304.5 hours at a rate of \$15/hr. (change from November 2016 report)	Special



**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Wanning, Joseph	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	EDU 250-04 (3 cr hrs)	Special
Webb, Suzanne	Adjunct	N/A	\$4,342.00	State	01/06/17-05/10/17	N/A	MUS 214-W0 (2.6 cr hrs) and MUS 214-W1 (2.6 cr hrs)	
Weber, Bradley	Adjunct	N/A	\$2,445.00*	State	08/19/16-12/20/16	N/A	*Assist with Marching Band up to a max of 163 hours at a rate of \$15/hr. {change from November report}	Special
Weber, Bradley	Adjunct	N/A	\$5,402.00	State	01/06/17-05/10/17	N/A	MUS 110-03 (3 cr hrs), MUS 128/328-01 (1.32 cr hrs), MUS 136-02 (.65 cr hr) and MUS 177-01 (1.5 cr hrs)	Special
White, Michael	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	CNA V220/320/420-01 (3 cr hrs), CNA 390-01 (3 cr hrs) and CNA 473-01 (3 cr hrs)	Special
Widner, Jennifer	Adjunct	N/A	\$5,010.00	State	01/06/17-05/10/17	N/A	EDU 341-01 (3 cr hrs) and EDU 341-02 (3 cr hrs)	Special
Wieser, Janet	Adjunct	N/A	\$4,451.00	State	01/06/17-05/10/17	N/A	EDU 450/452 (3.33 cr hrs) and EDU 458/456 (2 cr hrs)	Special
Willis, Keith	Adjunct	N/A	\$1,670.00	State	01/06/17-05/10/17	N/A	CSL 688-W0 (2 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Ranked Faculty</b> (Part-Time/less than .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Wriedt, Jeannine	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	MAT 105-01 (3 cr hrs)	Special
Wulf, Jerad	Adjunct	N/A	\$5,505.00*	State	01/06/17-05/10/17	N/A	EDU 627-LQ (1.5 cr hr), EDU 651-LQ (1.5 cr hr) and *administrative duties associated with Community of Learning up to a max of 200 hours at a rate of \$15/hr.	Special
Zach, Angela	Adjunct	N/A	\$2,505.00	State	01/06/17-05/10/17	N/A	SPD 200-H0 (3 cr hrs)	Special
Zavadil, Dennis	Adjunct	N/A	\$7,515.00	State	01/06/17-05/10/17	N/A	MAT 105-03 (3 cr hrs) MAT 105-04 (3 cr hrs) and MAT 110-03 (3 cr hrs)	Special
Zeiss, Don	Adjunct	N/A	\$4,309.00	State	01/06/17-05/10/17	N/A	EDU 456 (4 cr hrs), EDU 452/456 (.5 cr hr) and SPD 458/460 (.66 cr hr)	Special

<b>Unionized Professional Staff</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Burns, Jana	Admissions Representative	N/A	\$28,954.00	State	03/17/03-01/06/17	.75	Resignation	N/A
DePew, Kim	Assistant Coach	N/A	\$8,924.70	State	05/29/16-07/10/16	N/A	2016 Summer Camp {change from January report}	N/A
Elfers, Eddie	Director-Teaching and Learning	N/A	\$3,340.00	State	01/09/17-05/10/17	N/A	CNA J220/320/420 (4 cr hrs)	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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Unionized Professional Staff (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Gade, Amy	Coordinator of Admission Services	N/A	\$37,952.00	State	05/14/07-11/30/16	1.0	Resignation	N/A
Honnold, Denny	Assistant Coach	N/A	\$41,801.00; prorated \$17,418.00	State	02/01/17-06/30/17	1.0	New appointment, replaced James Miles Jr.	Special
Loftis, Charissa	Librarian-Reference	N/A	\$840.00*	Revenue Bond	01/09/17-06/30/17	N/A	*Lead yoga exercise program up to a max of 42 hours at a rate of \$20/hr.	Special
Loftis, Charissa	Librarian-Reference	N/A	\$835.00	State	01/09/17-05/10/17	N/A	PED 220-02 (1 cr hr)	Special
Masters, Logan	Football Offensive Coordinator	N/A	\$700.07	State	06/24/16-06/28/16	N/A	2016 Summer Camp {change from January report}	N/A
McLaughlin, Scott	Football Defensive Coordinator	N/A	\$870.27	State	06/24/16-06/28/16	N/A	2016 Summer Camp {change from January report}	N/A
Miles Jr., James	Assistant Coach	N/A	\$649.48	State	06/24/16-06/28/16	N/A	2016 Summer Camp {change from January report}	N/A
Miles Jr., James	Assistant Coach	N/A	\$36,050.00	State	08/03/15-12/07/16	1.0	Resignation	N/A
Mohlfeld, Kathy	Licensed Student Counselor	N/A	\$835.00	State	01/09/17-03/08/17	N/A	CLS 105-W0 (1 cr hr)	Special
Neemann, Alexandra	Assistant Director – Residence Life	N/A	\$27,441.00	Revenue Bond	07/01/15-01/03/17	.875	Resignation	N/A
Pfaltzgraff, Phillip	Accompanist	N/A	\$47,022.00	State	08/25/08-05/22/17	1.0	Resignation	N/A
Pitkin, Chad	Manager – Sport & Recreation Center	N/A	\$48,000.00; prorated \$29,455.00	Revenue Bond	11/20/16-06/30/17	1.0	Reclassification from Physical Activity Center Coordinator	Special

**REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**  
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<b>Non-Unionized Professional Staff</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Erickson, Bruce	Head Coach	N/A	\$5,796.74	State	08/01/16-11/06/16	N/A	2016 Soccer Camp	Special
Gade, Amy	Associate Director - Admissions	N/A	\$48,000.00; prorated \$28,000.00	State	12/01/16-06/30/17	1.0	New Appointment	Special
Kneifl, Scott	Head Coach	N/A	\$13,340.41	State	05/29/16-07/10/16	N/A	2016 Summer Camp {change from January report}	N/A

<b>Unionized Support Staff</b> (Full-Time/.75 FTE or More)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Carlson, Doug	Custodian	N/A	\$1,728.17/mo.	Revenue Bond	01/03/17	1.0	New Hire, replaced Rebecca Ketelsen	Probationary
Frazey, Misty	Facility Operations Assistant	N/A	\$2,390.33/mo.	State	01/09/17	1.0	New Hire, replaced Renee Jacobson	Probationary
Ketelsen, Rebecca	Custodian	N/A	\$1,963.92/mo.	Revenue Bond	06/01/15-11/15/16	1.0	Resignation	N/A
Loofe, Vickie	Office Assistant III	N/A	\$3,632.67/mo.	State	07/22/76-06/09/17	1.0	Retirement	N/A
Smith, Shawn	Office Assistant II	N/A	\$1,764.83/mo.	State	01/17/17	.875	New Hire, replaced Beth Ann Sharer	Probationary
Woodward, Lucas	Maintenance Repair Worker III	N/A	\$2,447.58/mo.	State	12/21/16	1.0	New Hire, replaced Matt Baier	Probationary

<b>Non-Unionized Support Staff</b> (Full-Time/.75 FTE or more)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Frazey, Misty	Office Assistant II	N/A	\$2,077.17/mo.	State	03/29/16-01/08/17	1.0	Resignation	N/A

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

March 24, 2017

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**INFORMATION ONLY:      Student Trustees Update**

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Jon Hansen, CSC; Jesse Dorman, PSC; and Jeff Carstens, WSC, coordinated the 2017-18 Student Trustees' nomination process at their respective Colleges. The nominations were received by the NSCS Office and were forwarded to the office of the Governor. The Governor has selected the following students for 2017-2018:

Ashley Goad, CSC  
Treyten Nelson, PSC  
Jayme Krejci, WSC

New student trustees are invited to attend the March Board of Trustees meeting. We recognize the out-going student trustees at the March meeting as well. New student trustees begin their term May 1.

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

March 24, 2017

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*INFORMATION ONLY:*     **Television and Radio Ad Update**

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Clark Creative has completed its media buys for the next round of television and radio ads which will cover the spring marketing and recruiting period from February through May.

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

March 24, 2017

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**INFORMATION ONLY:      Scholarship Luncheon**

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The NSCS Scholarship Luncheon is scheduled to be held at the Hillcrest Country Club on Friday, April 21, 2017. The luncheon will start at noon and conclude around 1:30 p.m. Vice Chancellor Tande is currently scheduling the speaker(s) for the luncheon.

All Board of Trustees Scholars and Governor's Opportunity Award recipients along with their family members are invited. State Senators, the Board, the Presidents, Council of Student Affairs, Marketing and Enrollment officers, and the NSCS staff are also invited.

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

March 24, 2017

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**INFORMATION ONLY: Intercollegiate Athletics Report of Institutional Commitment  
to NCAA Principles for Conduct to Enhance Integrity in  
Intercollegiate Athletes**

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The intercollegiate athletics report of institutional commitment to NCAA principles for conduct to enhance integrity in intercollegiate athletes is provided to the Board for information.

The National Collegiate Athletic Association (NCAA) requires Division II member institutions to complete the NCAA Institutional Self-Study Guide (ISSG) to enhance integrity in intercollegiate athletics. The purposes of the ISSG are to:

1. Sensitize top administrators and key campus constituencies of NCAA Division II member institutions to major types of problems that commonly occur in intercollegiate athletics programs.
2. Identify specific areas in their own athletic programs that may represent potential problems and develop written plans for improvement for those areas, and
3. Guide institutions toward review of documentations to support selected areas of study and, as necessary, actions that might prevent or minimize the severity of identified problems.

In compliance with their respective institutional self-studies, Chadron State and Wayne State declare their commitment to the attached Principles for Conduct of Intercollegiate Athletics as specified for Division II member institutions in the NCAA Constitution, Article Two.

**ATTACHMENTS:**

- NCAA Institutional Commitment to Principles of Conduct (PDF)



## CONSTITUTION, ARTICLE 2

# Principles for Conduct of Intercollegiate Athletics

2.01	General Principle.....	3	2.9	The Principle of Amateurism .....	4
2.1	The Principle of Institutional Control and Responsibility .....	3	2.10	The Principle of Competitive Equity.....	5
2.2	The Principle of Student-Athlete Well-Being.....	3	2.11	The Principle Governing Recruiting .....	5
2.3	The Principle of Gender Equity.....	4	2.12	The Principle Governing Eligibility.....	5
2.4	The Principle of Sportsmanship and Ethical Conduct.....	4	2.13	The Principle Governing Financial Aid .....	5
2.5	The Principle of Sound Academic Standards.....	4	2.14	The Principle Governing Playing and Practice Seasons.....	5
2.6	The Principle of Nondiscrimination.....	4	2.15	The Principle Governing Postseason Competition and Contests Sponsored by Noncollegiate Organizations .....	5
2.7	The Principle of Diversity Within Governance Structures .....	4	2.16	The Principle Governing the Economy of Athletics Program Operation.....	5
2.8	The Principle of Rules Compliance .....	4			

## 2.01 General Principle. [\*]

Legislation enacted by the Association governing the conduct of intercollegiate athletics shall be designed to advance one or more basic principles, including the following, to which the members are committed. In some instances, a delicate balance of these principles is necessary to help achieve the objectives of the Association.

## 2.1 The Principle of Institutional Control and Responsibility. [\*]

**2.1.1 Responsibility for Control. [\*]** It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. The institution's president or chancellor is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures. *(Revised: 10/3/05)*

**2.1.2 Scope of Responsibility. [\*]** The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of the institution.

## 2.2 The Principle of Student-Athlete Well-Being. [\*]

Intercollegiate athletics programs shall be conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.

**2.2.1 Overall Educational Experience. [\*]** It is the responsibility of each member institution to establish and maintain an environment in which a student-athlete's activities are conducted as an integral part of the student-athlete's educational experience. *(Adopted: 1/10/95)*

**2.2.2 Cultural Diversity and Gender Equity. [\*]** It is the responsibility of each member institution to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff. *(Adopted: 1/10/95)*

**2.2.3 Health and Safety. [\*]** It is the responsibility of each member institution to protect the health of and provide a safe environment for each of its participating student-athletes. *(Adopted: 1/10/95)*

**2.2.4 Student-Athlete/Coach Relationship. [\*]** It is the responsibility of each member institution to establish and maintain an environment that fosters a positive relationship between the student-athlete and coach. *(Adopted: 1/10/95)*

**2.2.5 Fairness, Openness and Honesty. [\*]** It is the responsibility of each member institution to ensure that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes. *(Adopted: 1/10/95)*

**2.2.6 Student-Athlete Involvement. [\*]** It is the responsibility of each member institution to involve student-athletes in matters that affect their lives. *(Adopted: 1/10/95)*

## **2.3 The Principle of Gender Equity. [\*]**

**2.3.1 Compliance With Federal and State Legislation. [\*]** It is the responsibility of each member institution to comply with federal and state laws regarding gender equity. *(Adopted: 1/11/94)*

**2.3.2 NCAA Legislation. [\*]** The Association should not adopt legislation that would prevent member institutions from complying with applicable gender-equity laws, and should adopt legislation to enhance member institutions' compliance with applicable gender-equity laws. *(Adopted: 1/11/94)*

**2.3.3 Gender Bias. [\*]** The activities of the Association should be conducted in a manner free of gender bias. *(Adopted: 1/11/94)*

## **2.4 The Principle of Sportsmanship and Ethical Conduct. [\*]**

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- (a) Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and *(Adopted: 1/9/96)*
- (b) Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). *(Adopted: 1/9/96)*

## **2.5 The Principle of Sound Academic Standards. [\*]**

Intercollegiate athletics programs shall be maintained as a vital component of the educational program, and student-athletes shall be an integral part of the student body. The admission, academic standing and academic progress of student-athletes shall be consistent with the policies and standards adopted by the institution for the student body in general.

## **2.6 The Principle of Nondiscrimination. [\*]**

The Association shall promote an atmosphere of respect for and sensitivity to the dignity of every person. It is the policy of the Association to refrain from discrimination with respect to its governance policies, educational programs, activities and employment policies, including on the basis of age, color, disability, gender, national origin, race, religion, creed or sexual orientation. It is the responsibility of each member institution to determine independently its own policy regarding nondiscrimination. *(Adopted: 1/16/93, Revised: 1/11/00)*

## **2.7 The Principle of Diversity Within Governance Structures. [\*]**

The Association shall promote diversity of representation within its various divisional governance structures and substructures. Each divisional governing body must assure gender and ethnic diversity among the membership of the bodies in the division's administrative structure. *(Adopted: 1/9/96 effective 8/1/97)*

## **2.8 The Principle of Rules Compliance.**

**2.8.1 Responsibility of Institution. [\*]** Each institution shall comply with all applicable rules and regulations of the Association in the conduct of its intercollegiate athletics programs. It shall monitor its programs to assure compliance and to identify and report to the Association instances in which compliance has not been achieved. In any such instance, the institution shall cooperate fully with the Association and shall take appropriate corrective actions. Members of an institution's staff, student-athletes, and other individuals and groups representing the institution's athletics interests shall comply with the applicable Association rules, and the member institution shall be responsible for such compliance.

**2.8.2 Responsibility of Association. [\*]** The Association shall assist the institution in its efforts to achieve full compliance with all rules and regulations and shall afford the institution, its staff and student-athletes fair procedures in the consideration of an identified or alleged failure in compliance.

**2.8.3 Penalty for Noncompliance. [\*]** An institution found to have violated the Association's rules shall be subject to such disciplinary and corrective actions as may be determined by the Association.

## **2.9 The Principle of Amateurism. [\*]**

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

**2.10 The Principle of Competitive Equity. [\*]**

The structure and programs of the Association and the activities of its members shall promote opportunity for equity in competition to assure that individual student-athletes and institutions will not be prevented unfairly from achieving the benefits inherent in participation in intercollegiate athletics.

**2.11 The Principle Governing Recruiting. [\*]**

The recruiting process involves a balancing of the interests of prospective student-athletes, their educational institutions and the Association's member institutions. Recruiting regulations shall be designed to promote equity among member institutions in their recruiting of prospective student-athletes and to shield them from undue pressures that may interfere with the scholastic or athletics interests of the prospective student-athletes or their educational institutions.

**2.12 The Principle Governing Eligibility. [\*]**

Eligibility requirements shall be designed to assure proper emphasis on educational objectives, to promote competitive equity among institutions and to prevent exploitation of student-athletes.

**2.13 The Principle Governing Financial Aid. [\*]**

A student-athlete may receive athletically related financial aid administered by the institution without violating the principle of amateurism, provided the amount does not exceed the cost of education authorized by the Association; however, such aid as defined by the Association shall not exceed the cost of attendance as published by each institution. Any other financial assistance, except that received from one upon whom the student-athlete is naturally or legally dependent, shall be prohibited unless specifically authorized by the Association. *(Revised: 1/9/96)*

**2.14 The Principle Governing Playing and Practice Seasons. [\*]**

The time required of student-athletes for participation in intercollegiate athletics shall be regulated to minimize interference with their opportunities for acquiring a quality education in a manner consistent with that afforded the general student body.

**2.15 The Principle Governing Postseason Competition and Contests Sponsored by Noncollegiate Organizations. [\*]**

The conditions under which postseason competition occurs shall be controlled to assure that the benefits inherent in such competition flow fairly to all participants, to prevent unjustified intrusion on the time student-athletes devote to their academic programs, and to protect student-athletes from exploitation by professional and commercial enterprises.

**2.16 The Principle Governing the Economy of Athletics Program Operation. [\*]**

Intercollegiate athletics programs shall be administered in keeping with prudent management and fiscal practices to assure the financial stability necessary for providing student-athletes with adequate opportunities for athletics competition as an integral part of a quality educational experience.

## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 24, 2017

**INFORMATION ONLY: Capital Construction Quarterly Reports (as of December 31, 2016)**

Capital Construction Quarterly Reports from each of the Colleges are provided to the Board for information.

**Chadron**

1. Stadium Renovation - Initial report

**Peru**

1. Delzell Renovation - Interim report
2. Field House - Interim report
3. Oak Bowl Renovation - Final report
4. Park Avenue Campus Entrance - Interim report
5. TJ Majors Renovation - Final report
6. Theater Renovation - Initial report

**Wayne**

1. Bowen Hall Renovation and Addition - Interim report
2. Carhart Renovation, Phase III - Interim report
3. Center for Applied Technology - Initial report
4. Lindahl Drive Improvements - Interim report
5. Press Box Replacement - Initial report
6. U.S. Conn Library Renovation - Interim report

**ATTACHMENTS:**

- CSC Capital Construction Quarterly Report--Stadium (PDF)
- PSC Capital Construction Quarterly Report-Delzell (PDF)
- PSC Capital Construction Quarterly Report-Field House (PDF)
- PSC Capital Construction Quarterly Report-Oak Bowl (PDF)
- PSC Capital Construction Quarterly Report-Park Avenue (PDF)
- PSC Capital Construction Quarterly Report-TJ Majors (PDF)
- PSC Capital Construction Quarterly Report-Theatre (PDF)
- WSC Capital Construction Quarterly Report-Bowen Hall (PDF)
- WSC Capital Construction Quarterly Report-Carhart Ph. III (PDF)
- WSC Capital Construction Quarterly Report-CAT (PDF)
- WSC Capital Construction Quarterly Report-Lindahl Drive (PDF)
- WSC Capital Construction Quarterly Report-Press Box (PDF)
- WSC Capital Construction Quarterly Report-U.S. Conn Library (PDF)

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT as of December 31, 2016				
College: Chadron State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Stadium Facility		
	Program Number:			
	Professional Consultant:	Bahr Vermeer and Haecker		
	General Contractor:	Adolfson & Peterson Construction		
	Net Square Footage: 13,014	Gross Square Footage: 20,021	per Program Statement	
	Bid Opening Date			
	Notice of Proceed Date			
	Estimated Completion Date			
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	Bahr Vermeer and Haecker		
	Needs Statement	5/20/2014		
	Program Statement	8/13/2015		
	Professional Services Contract	12/1/2014		
	Bonds Sold	8/17/2016		
	Preliminary Plans			
	Design Development	3/24/2017		
	CM @ Risk Contract	10/17/2016		
	Substantial Completion	8/31/2018		
Final Completion	10/31/2018			
<b>Report Information</b>	Status	Initial Report: X	3/24/2017	
		Interim Report:		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds	\$6,202,766.00		
	Federal Funds	\$0.00		
	LB 309 Funds	\$0.00		
	Cash Funds	\$211,810.00		
	Capital Imp. Fee Commitment	\$850,000.00		
	Other	\$1,097,234.00		
	Total Available	\$8,361,810.00		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available	\$8,361,810.00		
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning	\$61,810.00	\$61,810.00	\$0.00	
Professional Fees & Reimb.	\$770,000.00	\$212,021.61	\$557,978.39	
Life Cycle Cost Analysis			\$0.00	
Construction				
1. General, Mech., Elec.	\$7,530,000.00	\$0.00	\$7,530,000.00	
2. Fixed Equipment	\$0.00	\$0.00	\$0.00	
3. Sitework/Utilities	\$0.00	\$0.00	\$0.00	
Furnishings/Moveable Equip.	\$0.00	\$0.00	\$0.00	
Contingency	\$0.00	\$0.00	\$0.00	
Artwork			\$0.00	
Other Items				
1. Special/Tech. Equipment			\$0.00	
2. Asbestos Abatement			\$0.00	
3. Signage			\$0.00	
4. Venetian Blinds			\$0.00	
Change Order			\$0.00	
<b>TOTALS</b>	\$8,361,810.00	\$273,831.61	\$8,087,978.39	

Attachment: CSC Capital Construction Quarterly Report--Stadium (1934 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Delzell Renovation		
	Program Number:	829		
	Professional Consultant:	Jackson & Jackson		
	General Contractor:	F&B Contractors, Inc.		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date			
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	7/29/2015		
	Professional Services Contract	12/29/2015		
	Bonds Sold	2/4/2016		
	Preliminary Plans			
	Design Development	8/27/2015		
	Construction Contract	7/20/2016		
	Substantial Completion			
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968			
	Federal Funds			
	LB 691 Funds			
	LB 309 Funds			
	Cash Funds			
	Capital Imp. Fee Commitment			
	Other			
Total Available	\$0.00			
Revenue Bond Buildings	Bonds Sold	\$8,935,000.00		
	Costs of Issuance/Reserves	\$735,000.00		
	Balances of Proceeds	\$8,200,000.00		
Revenue Sources for Construction	1. Bond Proceeds Series 2015	\$8,200,000.00		
	2. Interest Earnings	\$0.00		
	3. Other	\$710,000.00		
	Total Available	\$8,910,000.00		
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$782,766.00	\$649,463.50	\$133,302.50	
Life Cycle Cost Analysis				
Construction	\$6,879,463.00	\$2,931,142.78	\$3,948,320.22	
1. General, Mech., Elec.				
2. Fixed Equipment				
3. Sitework/Utilities	\$607,321.00	\$0.00	\$607,321.00	
Furnishings/Moveable Equip.				
Contingency	\$414,300.00	\$0.00	\$414,300.00	
Artwork				
Other Items				
1. Construction Administration	\$226,150.00	\$47,046.36	\$179,103.64	
2. Relocation Costs				
Change Orders				
1				
2				
<b>TOTALS</b>	<b>\$8,910,000.00</b>	<b>\$3,627,652.64</b>	<b>\$5,282,347.36</b>	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Athletic Field House		
	Program Number:	997		
	Professional Consultant:	Jackson & Jackson		
	General Contractor:	Rogge Construction		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date			
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement			
	Professional Services Contract	6/18/2015		
	Bonds Sold			
	Preliminary Plans			
	Design Development			
	Construction Contract	4/11/2016		
Substantial Completion	10/19/2016			
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968			
	Federal Funds			
	LB 691 Funds	\$315,000.00		
	LB 309 Funds			
	Cash Funds			
	Capital Imp. Fee Commitment	\$219,291.00		
	Other-Peru State College Foundation	\$445,909.00		
Total Available	\$980,200.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds Series 2011			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$77,222.00	\$70,055.58	\$7,166.42	
Life Cycle Cost Analysis				
Construction				
1. General, Mech., Elec.	\$762,683.00	\$484,804.42	\$277,878.58	
2. Fixed Equipment	\$50,600.00			
3. Sitework/Utilities				
Furnishings/Moveable Equip.				
Contingency				
Artwork				
Other Items				
1. Construction Administration	\$15,000.00	\$8,740.00	\$6,260.00	
2. Relocation Costs				
Change Orders				
1	\$74,695.00			
2				
<b>TOTALS</b>	<b>\$980,200.00</b>	<b>\$563,600.00</b>	<b>\$416,600.00</b>	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Oak Bowl Renovation		
	Program Number:	997		
	Professional Consultant:	DLR Group		
	General Contractor:	Kiewit Building Group, Inc		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date			
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	3/25/2011		
	Professional Services Contract			
	Bonds Sold			
	Preliminary Plans			
	Design Development	5/11/2012		
	Construction Contract	9/19/2012		
Substantial Completion	8/7/2014			
Final Completion	9/29/2016			
<b>Report Information</b>	Status	Initial Report:		
		Interim Report:		
		Final Report: X		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968	\$7,500,000.00		
	Federal Funds			
	LB 691 Funds			
	LB 309 Funds			
	Cash Funds			
	Capital Imp. Fee Commitment	\$724,742.00		
	Other-Peru State College Foundation	\$761,656.00		
Total Available	\$8,986,398.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds Series 2011			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$1,692,400.00	\$1,689,926.92	\$2,473.08	
Life Cycle Cost Analysis				
Construction				
1. General, Mech., Elec.	\$6,894,736.71	\$6,933,764.17	-\$39,027.46	
2. Fixed Equipment	\$20,000.00	\$20,000.08	-\$0.08	
3. Sitework/Utilities	\$71,435.29	\$26,327.29	\$45,108.00	
Furnishings/Moveable Equip.	\$75,000.00	\$73,530.40	\$1,469.60	
Contingency				
Artwork	\$82,826.00	\$84,732.00	-\$1,906.00	
Other Items				
1. Construction Administration	\$150,000.00	\$158,117.14	-\$8,117.14	
2. Relocation Costs				
Change Orders				
1				
2				
<b>TOTALS</b>	<b>\$8,986,398.00</b>	<b>\$8,986,398.00</b>	<b>\$0.00</b>	



**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Park Avenue Campus Entrance		
	Program Number:	938		
	Professional Consultant:	Clark Enersen Partners		
	General Contractor:	Nemaha Landscape Construction		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date		3/13/2015	
Notice to Proceed Date		10/31/2015		
Estimated Completion Date		10/31/2015		
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	11/6/2014		
	Professional Services Contract	12/11/2014		
	Bonds Sold			
	Preliminary Plans			
	Design Development			
	Construction Contract	5/13/2014		
Substantial Completion				
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968			
	Federal Funds			
	LB 309 Funds			
	Cash Funds			
	Capital Imp. Fee Commitment	\$250,000.00		
	Other-Peru State College Foundation	\$2,202,402.00		
	Other	\$70,000.00		
Total Available	\$2,522,402.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds Series 2011			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning			
	Professional Fees	\$100,573.00	\$61,044.82	\$39,528.18
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.			
	2. Fixed Equipment			
	3. Sitework/Utilities	\$1,925,035.00	\$2,019,450.77	-\$94,415.77
	Furnishings/Moveable Equip.			
	Contingency	\$210,870.00	\$0.00	\$210,870.00
	Artwork			
	Other Items			
	1. Construction Administration	\$278,349.00	\$251,449.37	\$26,899.63
	2. Relocation Costs			
	Change Orders			
	1	\$7,575.00	\$7,575.00	\$0.00
	2			
	<b>TOTALS</b>	<b>\$2,522,402.00</b>	<b>\$2,339,519.96</b>	<b>\$182,882.04</b>

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	TJ Majors Renovation		
	Program Number:	908		
	Professional Consultant:	Advanced Engineering Systems		
	General Contractor:	Cheever Construction Company		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date		7/30/2014	
Notice to Proceed Date				
Estimated Completion Date		8/14/2015		
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement			
	Professional Services Contract	3/21/2014		
	Bonds Sold			
	Preliminary Plans			
	Design Development	5/27/2014		
	Construction Contract	9/8/2014		
Substantial Completion	8/14/2015			
Final Completion				
<b>Report Information</b>	Status	Initial Report:		
		Interim Report:		
		Final Report: X		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 968			
	Federal Funds			
	LB 309 Funds*	\$2,800,000.00		
	Cash Funds	\$350,000.00		
	Capital Imp. Fee Commitment	\$240,000.00		
	Other			
Total Available	\$3,390,000.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds Series 2011			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$267,000.00	\$266,712.20	\$287.80	
Life Cycle Cost Analysis				
Construction				
1. General, Mech., Elec.	\$3,057,000.00	\$3,056,933.24	\$66.76	
2. Fixed Equipment				
3. Sitework/Utilities				
Furnishings/Moveable Equip.				
Contingency	\$0.00	\$0.00	\$0.00	
Artwork				
Other Items				
1. Construction Administration	\$66,000.00	\$66,354.56	(354.56)	
2. Relocation Costs				
Change Orders				
1				
2				
<b>TOTALS</b>	<b>\$3,390,000.00</b>	<b>\$3,390,000.00</b>	<b>\$0.00</b>	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT**  
as of December 31, 2016

College: Peru State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Theater Project		
	Program Number:	904		
	Professional Consultant:	Architectural Design Associates, Inc.		
	General Contractor:			
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
	Bid Opening Date		2/8/2017	
Notice to Proceed Date				
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:			
	Needs Statement			
	Program Statement	11/13/2015		
	Professional Services Contract	6/28/2016		
	Bonds Sold			
	Preliminary Plans			
	Design Development	9/9/2016		
	Construction Contract			
	Substantial Completion			
Final Completion				
<b>Report Information</b>	Status	Initial Report: X		
		Interim Report:		
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 957	\$6,138,234.00		
	Federal Funds			
	LB 691 Funds			
	LB 309 Funds	\$559,603.00		
	Cash Funds	\$200,000.00		
	Capital Imp. Fee Commitment	\$100,000.00		
	Other	\$600,000.00		
	Total Available	\$7,597,837.00		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available			
<b>Expenditure Information</b>				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$ 526,515	\$394,616.00	\$131,899	
Life Cycle Cost Analysis				
Construction	\$ 5,536,809	\$6,264	\$5,530,545	
1. General, Mech., Elec.				
2. Fixed Equipment	\$ 895,590			
3. Sitework/Utilities	\$ 41,660	\$0.00	\$41,660	
Furnishings/Moveable Equip.	\$ 46,800			
Contingency	\$ 498,313	\$0.00	\$498,313	
Artwork	\$ 52,150			
Other Items				
1. Construction Administration		\$0.00	\$0	
2. Relocation Costs				
Change Orders				
1				
2				
<b>TOTALS</b>	<b>\$ 7,597,837</b>	<b>\$400,880</b>	<b>\$7,196,957</b>	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017	
<b>Project Information</b>	Project Title:	Bowen Hall Renovation & Addition	
	Program Number:	909	
	Professional Consultant:	Schemmer Associates Inc.	
	General Contractor:	HausmannConstruction Inc.	
	Net Square Footage: 80,689	Gross Square Footage: 99,347	
	Bid Opening Date	3/10/2016	
	Notice of Proceed Date	5/3/2016	
	Estimated Completion Date	Summer 2017	
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:		
	Needs Statement	2/23/2015	
	Program Statement	11/13/2015	
	Professional Services Contract	8/21/2015	
	Bonds Sold	1/6/2016	
	Preliminary Plans		
	Design Development	11/13/2015	
	Construction Contract	5/10/2016	
	Substantial Completion		
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:		
	Federal Funds		
	Cash Operating		
	Cash Capital		
	Capital Imp. Fee Commitment		
Other-Wayne State Foundation			
Total Available			
Revenue Bond Buildings	Bonds Sold	\$11,456,231.95	
	Costs of Issuance/Reserves	\$756,231.95	
	Balances of Proceeds	\$10,700,000.00	
Revenue Sources for Construction	1. Contingency Maintenance	\$1,240,000.00	
	2. Bond Proceeds Series 2016	\$10,700,000.00	
	3. Interest Earnings	\$83,448.74	
	4. Other	\$11,020.24	
	Total Available	\$12,034,468.98	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning	\$154,967.82	\$154,967.82	\$0.00
Professional Fees	\$873,535.00	\$744,929.29	\$128,605.71
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$10,002,000.00	\$1,595,092.63	\$8,406,907.37
2. Fixed Equipment	\$288,408.00		\$288,408.00
3. Sitework/Utilities	\$7,100.00	\$7,100.00	\$0.00
Furnishings/Moveable Equip.	\$800,000.00		\$800,000.00
Contingency	\$221,364.30		\$221,364.30
Artwork			\$0.00
Other Items			
1. Abatement	\$186,181.50	\$186,181.50	\$0.00
2. Advertising/Other	\$15,000.00	\$11,020.24	\$3,979.76
3. Testing/Inspections	\$8,355.00	\$1,271.25	
Change Orders		(included above)	
1.	-\$776,860.00		-\$776,860.00
2.	\$10,557.87		\$10,557.87
3.	\$87,604.83		\$87,604.83
4.	\$114,111.79		\$114,111.79
5.	\$42,142.87		\$42,142.87
			\$0.00
<b>TOTALS</b>	\$12,034,468.98	\$2,700,562.73	\$9,326,822.50

Attachment: WSC Capital Construction Quarterly Report-Bowen Hall (1934 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017	
<b>Project Information</b>	Project Title: Carhart Renovation, Ph. III		
	Program Number: 952		
	Professional Consultant: The Clark Enersen Partners		
	General Contractor: CM - Beckenhauer Construction, Inc.		
	Net Square Footage: Gross Square Footage:		
	Bid Opening Date	4/19/2012	
	Notice of Proceed Date		
	Estimated Completion Date	8/1/2013	
<b>Project Dates</b>	Professional Consultants:		
	Needs Statement		
	Program Statement		
	Professional Services Contract	1/5/2012	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract	5/14/2012	
Substantial Completion	4/23/2012		
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:		
	Federal Funds		
	LB 309 Funds	\$676,000.00	
	Cash Funds	\$3,818,331.85	
	Cash Operating Funds	\$15,320.00	
	Other - Wayne State Foundation	\$258,343.00	
	Cash Op Funds - Cadaver Lab	\$29,400.00	
	Total Available	\$4,797,394.85	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$381,250.00	\$386,050.00	-\$4,800.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$3,635,912.19	\$3,644,658.46	-\$8,746.27
2. Fixed Equipment			\$0.00
3. Exterior Repairs	\$98,955.00	\$98,955.00	\$0.00
Furnishings/Moveable Equip.	\$158,957.66	\$158,957.66	\$0.00
Contingency			\$0.00
Artwork	\$57,000.00	\$21,000.00	\$36,000.00
Other Items			
1. Legal, ins., moving			\$0.00
2. Special technical/lab eqpmt.	\$450,000.00	\$434,226.39	\$15,773.61
3. Misc. (advert., abatement)	\$15,320.00	\$15,320.00	\$0.00
Change Orders			
1.			\$0.00
2.			\$0.00
<b>TOTALS</b>	\$4,797,394.85	\$4,759,167.51	\$38,227.34

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Center for Applied Technology		
	Program Number:	905		
	Professional Consultant:	BVH Architects		
	Construction Mgr.	Hausmann Construction		
	Net Square Footage:	Gross Square Footage:		
	Bid Opening Date	November 2018		
	Notice of Proceed Date			
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	BVH Architects		
	Needs Statement			
	Program Statement	11/13/15; Revised September 2016		
	Professional Services Contract	10/4/16		
	Bonds Sold			
	Preliminary Plans			
	Design Development	3/24/17		
	Construction Contract			
	Substantial Completion			
Final Completion				
<b>Report Information</b>	Status	Initial Report:	X	
		Interim Report:		
		Final Report:		
<b>Financial Information</b>				
State Buildings	Cash Funds	\$1,004,008.00		
	Capital Imp. Fee			
	Other-Bonds Sold	\$8,931,000.00		
	Other-Institutional Funds	\$5,272,280.00 (est.)		
	Total Available	\$15,207,288.00		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. WS Foundation			
	Total Available	\$0.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$0.00	\$0.00	
	Professional Fees	\$1,011,025.00	\$111,093.19	\$899,931.81
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	\$11,799,653.09		\$11,799,653.09
	2. Fixed Equipment			
	3. Sitework/Utilities	\$250,000.00	\$2,000.00	\$248,000.00
	Furnishings/Moveable Equip.	\$1,775,000.00		\$1,775,000.00
	Contingency	\$316,409.92		\$316,409.92
	Artwork	\$35,200.00		\$35,200.00
	Other Items			
	1. Advertising, Printing	\$5,000.00	\$4,007.76	\$992.24
	2. Asbestos tests/abatement			\$0.00
	3. Testing/Inspections	\$15,000.00		
	Misc.			
	1. Spec. Technical Costs			\$0.00
2.				
<b>TOTALS</b>	<b>\$15,207,288.00</b>	<b>\$117,100.95</b>	<b>\$15,075,187.05</b>	

Attachment: WSC Capital Construction Quarterly Report-CAT (1934 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017	
<b>Project Information</b>	Project Title:	Lindahli Drive Improvements	
	Program Number:	930	
	Professional Consultant:	BVH	
	General Contractor:		
	Net Square Footage:	Gross Square Footage:	
	Bid Opening Date		
	Notice of Proceed Date		
Estimated Completion Date	September 2016		
Final Acceptance Date			
<b>Project Dates</b>	Professional Consultants:		
	Needs Statement		
	Program Statement	4/25/2015	
	Professional Services Contract	2/7/2014	
	Bonds Sold		
	Preliminary Plans		
	Design Development	11/5/2014	
	Construction Contract	4/10/2015	
Substantial Completion			
Final Completion			
<b>Report Information</b>	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
<b>Financial Information</b>			
State Buildings	State Funds--LB No:		
	Federal Funds		
	Cash Operating		
	Cash Capital		
	Capital Imp. Fee Commitment		
	Other-Wayne State Foundation		
Total Available			
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Cash Operating	\$103,791.34	
	2. Cash Capital	\$2,000,000.00	
	3. Capital Imp. Fee Commitment	\$700,000.00	
	Total Available	\$2,803,791.34	
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance
Program Planning	\$70,900.81	\$70,900.81	\$0.00
Professional Fees	\$226,011.36	\$221,360.37	\$4,650.99
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$2,351,173.81	\$2,315,675.84	\$35,497.97
2. Fixed Equipment	\$64,360.58	\$58,523.72	\$5,836.86
3. Sitework/Utilities	\$28,650.00	\$28,650.00	\$0.00
Furnishings/Moveable Equip.			\$0.00
Contingency	\$17,958.09		\$17,958.09
Artwork	\$14,954.00		\$14,954.00
Other Items			
1. Testing/Inspections	\$26,261.34	\$26,261.34	\$0.00
2. Advertising/Other	\$3,521.35	\$3,521.35	\$0.00
Change Orders		(included above)	
1.		\$0.00	\$0.00
2.		\$0.00	\$0.00
3.		\$0.00	\$0.00
4.		\$0.00	\$0.00
5.		\$0.00	\$0.00
<b>TOTALS</b>	\$2,803,791.34	\$2,724,893.43	\$78,897.91

Attachment: WSC Capital Construction Quarterly Report-Lindahli Drive (1934 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	Press Box Replacement		
	Program Number:	955		
	Professional Consultant:	Jackson Jackson & Assoc.		
	Construction Mgr.			
	Net Square Footage:	Gross Square Footage:		
	Bid Opening Date			
	Notice of Proceed Date			
Estimated Completion Date				
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	Jackson Jackson & Assoc.		
	Needs Statement			
	Program Statement	3/26/15		
	Professional Services Contract	2/6/17		
	Bonds Sold			
	Preliminary Plans			
	Design Development	3/24/17		
	Construction Contract			
	Substantial Completion			
Final Completion				
<b>Report Information</b>	Status	Initial Report:	X	
		Interim Report:		
		Final Report:		
<b>Financial Information</b>				
State Buildings	Cash	\$600,816.40 (est.)		
	Sports Facilities Cash Funds	\$300,000.00		
	Capital Imp. Fee	\$612,915.38		
	LB 309	\$300,000.00 (est.)		
	Other-Wayne State Foundation	\$1,099,356.97 (est.)		
	Total Available	\$2,913,088.75		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. WS Foundation			
	Total Available	\$0.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$12,987.73	\$12,987.73	\$0.00
	Professional Fees	\$235,000.00		\$235,000.00
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	\$2,342,358.75		\$2,342,358.75
	2. Fixed Equipment			
	3. Sitework/Utilities			\$0.00
	Furnishings/Moveable Equip.	\$50,030.00		\$50,030.00
	Contingency	\$240,712.27		\$240,712.27
	Artwork			\$0.00
	Other Items			
	1. Advertising, Printing	\$5,000.00	\$816.40	\$4,183.60
	2. Special Inspections/Testing	\$27,000.00		\$27,000.00
	Misc.			
1. Spec. Technical Costs			\$0.00	
2.				
<b>TOTALS</b>	\$2,913,088.75	\$13,804.13	\$2,899,284.62	

Attachment: WSC Capital Construction Quarterly Report-Press Box (1934 : Capital Construction Quarterly Reports)



**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT  
AS OF DECEMBER 31, 2016**

College: Wayne State College		Meeting Date: March 24, 2017		
<b>Project Information</b>	Project Title:	U.S. Conn Library Renovation		
	Program Number:	912		
	Professional Consultant:	Jackson Jackson & Assoc.		
	Construction Mgr.	Beckenhauer Construction, Inc.		
	Net Square Footage: 51,805	Gross Square Footage: 89,914		
	Bid Opening Date			
	Notice of Proceed Date			
Estimated Completion Date	Spring/Summer 2017			
Final Acceptance Date				
<b>Project Dates</b>	Professional Consultants:	Jackson Jackson & Assoc.		
	Needs Statement			
	Program Statement	9/7/12		
	Professional Services Contract	10/1/12		
	Bonds Sold	Feb., 2014		
	Preliminary Plans			
	Design Development	9/6/13		
	Construction Contract	8/19/13 GMP - 2/27/14		
	Substantial Completion			
	Final Completion			
<b>Report Information</b>	Status	Initial Report:		
		Interim Report:	x	
		Final Report:		
<b>Financial Information</b>				
State Buildings	State Funds--LB No: 198	\$12,000,000.00		
	Other - Chartwells	\$366,000.00		
	LB 309 Funds	\$2,900,000.00		
	Cash Funds	\$3,275,000.00		
	Capital Imp. Fee Commitment	\$700,000.00		
	Other-Wayne State Foundation	\$2,730,000.00 (est.)		
	Total Available	\$21,971,000.00		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. WS Foundation			
	Total Available	\$0.00		
<b>Expenditure Information</b>	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$63,087.85	\$63,087.85	\$0.00
	Professional Fees	\$1,418,793.00	\$1,338,203.09	\$80,589.91
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	\$16,755,617.62	\$15,119,712.88	\$1,635,904.74
	2. Fixed Equipment			
	3. Sitework/Utilities	\$28,500.00	\$17,786.75	\$10,713.25
	Furnishings/Moveable Equip.	\$1,236,976.00	\$917,909.97	\$319,066.03
	Contingency	\$698,014.33		\$698,014.33
	Artwork	\$335,011.20	\$34,063.00	\$300,948.20
	Other Items			
	1. Advertising, Printing	\$40,000.00	\$35,549.91	\$4,450.09
	2. Asbestos tests/abatement	\$525,000.00	\$515,474.40	\$9,525.60
	Misc.			
	1. Technical Costs	\$835,000.00	\$379,109.08	\$455,890.92
	2. Other	\$35,000.00	\$24,570.92	\$10,429.08
	<b>TOTALS</b>	<b>\$21,971,000.00</b>	<b>\$18,445,467.85</b>	<b>\$3,525,532.15</b>

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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*INFORMATION ONLY:*      **Contingency Maintenance Progress Reports (as of December 31, 2016)**

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Contingency Maintenance Progress Reports from each of the Colleges are provided to the Board for information.

**ATTACHMENTS:**

- CSC Contingency Maintenance Progress Reports (PDF)
- PSC Contingency Maintenance Progress Reports (PDF)
- WSC Contingency Maintenance Progress Reports(PDF)

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT					
Chadron State College					
Report Period: as of December 31, 2016			Meeting Date: March 24, 2017		
<b>Resolution Date: 4/25/14</b>	<b>Allocation</b>	<b>Reallocation</b>	<b>Expended</b>	<b>Balance</b>	<b>Status</b>
1. Kent Hall Sprinkler System	90,000.00	195,240.00	285,240.00	-	Complete
2. Crites Hall Repair/Replace Front Steps	150,000.00	48,478.00	198,478.00	-	Complete
3. RB Buildings Asbestos Abatement	25,000.00	-	25,000.00	-	Complete
4. RB Buildings Replacement Flooring	50,000.00	(13,240.00)	-	36,760.00	Open
5. Residence Halls Mechanical Room Upgrades	25,000.00	-	25,000.00	-	Complete
5. West Court Demolition	20,000.00	-	20,000.00	-	Complete
7. High Rise Upgrade Showers & Misc. Improvements	150,000.00	-	150,000.00	-	Complete
8. Brooks Hall Repairs	30,000.00	-	30,000.00	-	Complete
9. Campus Wide Campus Card System	40,000.00	19,781.00	59,781.00	-	Complete
10. RB Buildings Replace Furnishings	50,000.00	-	50,000.00	-	Complete
11. Student Center Specialty Equipment	20,000.00	-	20,000.00	-	Complete
<b>Resolution Total</b>	<b>650,000.00</b>	<b>250,259.00</b>	<b>863,499.00</b>	<b>36,760.00</b>	
<b>Resolution Date: 3/26/15</b>	<b>Allocation</b>	<b>Reallocation</b>	<b>Expended</b>	<b>Balance</b>	<b>Status</b>
1. Andrews Hall Sprinkler System	100,000.00	-	-	100,000.00	Open
2. Brooks Hall Repairs	40,000.00	8,395.52	48,395.52	-	Complete
3. Campus Furnishings	50,000.00	-	50,000.00	-	Complete
4. High Rise Renovation	150,000.00	-	150,000.00	-	Complete
5. High Rise Gold Room Repairs	60,000.00	(20,000.00)	4,801.37	35,198.63	Open
5. Mechanical Room Upgrades	25,000.00	-	25,000.00	-	Complete
7. Revenue Bond Buildings Asbestos Abatement	25,000.00	-	22,980.00	2,020.00	Open
8. Revenue Bond Buildings Replacement Flooring	50,000.00	-	-	50,000.00	Open
9. Student Center Specialty Equipment	20,000.00	-	20,000.00	-	Complete
10. West Court Demolition Phase I	130,000.00	(90,000.00)	40,000.00	-	Complete
<b>Resolution Total</b>	<b>650,000.00</b>	<b>(101,604.48)</b>	<b>361,176.89</b>	<b>187,218.63</b>	
<b>Resolution Date: 3/18/16</b>	<b>Allocation</b>	<b>Reallocation</b>	<b>Expended</b>	<b>Balance</b>	<b>Status</b>
1. Andrews Hall Elevator Upgrade	100,000.00	100,000.00	-	-	Complete
2. Andrews Hall Fire Alarm Upgrade	45,000.00	-	-	45,000.00	Open
3. Andrews Hall Fire Sprinkler System	259,905.00	-	-	259,905.00	Open
4. Crites Hall Windows	15,000.00	-	-	15,000.00	Open
5. Edna Work Hall Windows	15,000.00	-	-	15,000.00	Open
5. High Rise Showers & Mechanical Upgrades	150,000.00	9,021.00	71,604.00	69,375.00	Open
7. Mechanical Room Upgrades	50,000.00	18,676.00	47,343.63	21,332.37	Open
8. Residence Hall Security Cameras	144,500.00	-	-	144,500.00	Open
9. Residence Hall Campus Wireless Upgrades	495,595.00	-	463,581.12	32,013.88	Open
10. Revenue Bond Buildings Asbests Abatement	25,000.00	-	-	25,000.00	Open
11. Revenue Bond Buildings Campus Furnishings	50,000.00	-	4,425.92	45,574.08	Open
12. Revenue Bond Buildings Replacement Flooring	50,000.00	-	-	50,000.00	Open
13. Student Center Specialty Equipment	25,000.00	9,280.17	23,172.63	11,107.54	Open
14. West Court Demolition	25,000.00	-	24,091.00	909.00	Open
<b>Resolution Total</b>	<b>1,450,000.00</b>	<b>136,977.17</b>	<b>634,218.30</b>	<b>734,716.87</b>	
<b>GRAND TOTAL</b>	<b>\$2,750,000.00</b>	<b>285,631.69</b>	<b>1,858,894.19</b>	<b>958,695.50</b>	

Attachment: CSC Contingency Maintenance Progress Reports (1935 : Contingency Maintenance

<b>CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT</b>					
<b>Peru State College</b>					
<b>Revenue Bond Facilities</b>					
<b>Report Period: As of December 31, 2016</b>			<b>Date Prepared: January 20, 2017</b>		
<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: 03/15/2013					
Projects:					
1. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$92,500.00	\$92,500.00	\$0.00	\$0.00	Complete
2. Residence Hall, Apartment & Student Center; R&R Furnishings	\$30,000.00	\$30,000.00	\$0.00	\$0.00	Complete
3. Student Center; Food Service Equipment	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$125,000.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Close Resolution</b>
Resolution Date: 04/25/2014					
Projects:					
1. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
2. Residence Hall, Apartment & Student Center; R&R Furnishings	\$122,500.00	\$122,500.00	\$0.00	\$0.00	Complete
3. Student Center; Food Service Equipment	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Complete
4. Delzell & Student Center; Repairs	\$200,000.00	\$200,000.00	\$0.00	\$0.00	Complete
5. Delzell; Delzell Windows: Phase 1	\$300,000.00	\$300,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$675,000.00</b>	<b>\$675,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>Close Resolution</b>
Resolution Date: 03/26/2015					
Projects:					
1. Delzell Hall; Planning	\$710,000.00	\$710,000.00	\$0.00	\$0.00	Complete
2. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
3. Residence Hall, Apartment & Student Center; R&R Furnishings	\$60,000.00	\$42,563.23	\$0.00	\$17,436.77	Open
4. Student Center; Food Service Equipment	\$5,000.00	\$5,000.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$875,000.00</b>	<b>\$857,563.23</b>	<b>\$0.00</b>	<b>\$17,436.77</b>	
Resolution Date: 03/18/2016					
Projects:					
1. Neal Hall; Demolition	\$45,000.00	\$0.00	\$0.00	\$45,000.00	Open
2. Residence Hall, Apartment & Student Center; R&R Equipment & Infrastructure	\$130,000.00	\$2,375.00	\$0.00	\$127,625.00	Open
3. Residence Hall, Apartment & Student Center; R&R Furnishings	\$90,000.00	\$0.00	\$0.00	\$90,000.00	Open
4. Student Center; Food Service Equipment	\$5,000.00	\$600.00	\$0.00	\$4,400.00	Open
5. Student Center, Roof Replacement	\$335,000.00	\$204,508.17	\$0.00	\$130,491.83	
<b>Resolution Total</b>	<b>\$605,000.00</b>	<b>\$207,483.17</b>	<b>\$0.00</b>	<b>\$397,516.83</b>	
<b>Grand Total</b>	<b>\$2,280,000.00</b>	<b>\$1,865,046.40</b>	<b>\$0.00</b>	<b>\$414,953.60</b>	

Attachment: PSC Contingency Maintenance Progress Reports (1935 : Contingency Maintenance Progress

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**

**Wayne State College  
Revenue Bond Facilities**

**Report Period: As of Dec 31, 2016**

**Date Prepared: January 18, 2017**

<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: (03/15/13)					
1. Anderson Hall - Roof/Windows Replacement	\$125,000.00	\$222,738.54	\$97,738.54	\$0.00	Complete
2. Berry Hall - Showers/Stalls Repair	\$130,000.00	\$26,479.00	-\$103,521.00	\$0.00	Complete
3. Bowen Hall - Replace Hot Water Tank/Coil/Pump	\$40,000.00	\$0.00	-\$40,000.00	\$0.00	Deferred
4. Campuswide - Roof Repairs	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
5. Campuswide - Grounds Improvements/Equipment	\$20,000.00	\$20,000.00	\$0.00	\$0.00	Complete
6. Rec Center - HVAC Upgrade/Sprinklers/Fire Alarm Upgrade	\$182,000.00	\$75,580.98	-\$106,419.02	\$0.00	Complete
7. Rec Center - Equipment/Repairs	\$42,500.00	\$50,928.52	\$8,428.52	\$0.00	Complete
8. Rec Center - Natatorium floor Grout Seal	\$40,000.00	\$31,010.50	-\$8,989.50	\$0.00	Complete
9. Residence Halls - Repairs, Equipment, Furniture, Carpet	\$51,500.00	\$86,266.39	\$34,766.39	\$0.00	Complete
10. Food Service - Repairs, Equipment	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Complete
11. Student Center - Fire Alarm Upgrade	\$30,500.00	\$30,500.00	\$0.00	\$0.00	Complete
12. Student Center - Repairs, Equipment, Furniture, Carpet	\$53,500.00	\$53,500.00	\$0.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$775,000.00</b>	<b>\$657,003.93</b>	<b>-\$117,996.07</b>	<b>\$0.00</b>	<b>Close Resolution</b>

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**

**Wayne State College  
Revenue Bond Facilities**

**Report Period: As of Dec 31, 2016**

**Date Prepared: January 18, 2017**

<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: (04/25/14)					
1. Anderson Hall - Rec Room Basement Ceiling	\$40,000.00	\$12,062.53	-\$27,937.47	\$0.00	Complete
2. Berry Hall - Furniture Replacement/Reception Desk	\$110,000.00	\$110,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Parking Lot 4 Paving/Lights	\$200,000.00	\$0.00	-\$200,000.00	\$0.00	Deferred
4. Residence Halls - Res Hall Improvement Planning	\$120,000.00	\$120,000.00	\$0.00	\$0.00	Complete
5. Revenue Bond Buildings - Roof Repairs	\$10,000.00	\$8,012.00	\$0.00	\$1,988.00	Open
6. Campuswide - Grounds Improvements/Equipment	\$38,000.00	\$38,000.00	\$0.00	\$0.00	Complete
7. Morey Hall - Windows/Tuckpointing	\$480,000.00	\$701,438.23	\$221,438.23	\$0.00	Complete
8. Rec Center - Repairs/Equipment/Carpet	\$85,000.00	\$84,542.29	\$0.00	\$457.71	Open
9. Residence Halls - Repairs, Equipment, Furniture, Carpet	\$92,500.00	\$92,500.00	\$0.00	\$0.00	Complete
10. Food Service - Repairs, Equipment	\$11,000.00	\$11,000.00	\$0.00	\$0.00	Complete
11. Student Center - Repairs, Equipment, Furniture, Carpet	\$33,500.00	\$33,500.00	\$0.00	\$0.00	Complete
12. Student Center - Electrical Dist System/Fire Alarm Upgrade	\$280,000.00	\$428,000.00	\$148,000.00	\$0.00	Complete
13. Student Center - South Roof Replacement	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
14. Terrace Hall - Handicapped Accessibility	\$50,000.00	\$45,651.00	-\$4,349.00	\$0.00	Complete
<b>Resolution Total</b>	<b>\$1,650,000.00</b>	<b>\$1,784,706.05</b>	<b>\$137,151.76</b>	<b>\$2,445.71</b>	
Resolution Date: (03/26/15)					
1. Berry Hall - Furniture Replacement/SRA to Guest Room	\$120,000.00	\$57,893.26	\$0.00	\$62,106.74	Open
2. Berry Hall - Roof Replacement	\$283,000.00	\$283,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Roof Repairs	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Open
4. Campuswide - Grounds Improvements/Equipment	\$73,000.00	\$60,564.52	\$0.00	\$12,435.48	Open
5. Food Service - Repairs, Equipment	\$12,000.00	\$12,000.00	\$0.00	\$0.00	Complete
6. Rec Center - Equipment/Repairs/Carpet	\$35,000.00	\$5,508.13	\$0.00	\$29,491.87	Open
7. Residence Halls - Repairs, Equipment, Furniture, Carpet	\$30,000.00	\$175,563.96	\$178,883.06	\$33,319.10	Open
8. Student Center - Repairs, Equipment, Furniture Carpet	\$80,000.00	\$78,612.00	\$0.00	\$1,388.00	Open
9. Student Center - South Roof Replacement	\$152,000.00	\$128,763.00	-\$23,237.00	\$0.00	Complete
10. Student Center - Fire Alarm Upgrade	\$155,000.00	\$113,723.18	-\$41,276.82	\$0.00	Complete
<b>Resolution Total</b>	<b>\$950,000.00</b>	<b>\$915,628.05</b>	<b>\$114,369.24</b>	<b>\$148,741.19</b>	

Attachment: WSC Contingency Maintenance Progress Reports (1935 : Contingency Maintenance

**CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT**

**Wayne State College  
Revenue Bond Facilities**

**Report Period: As of Dec 31, 2016**

**Date Prepared: January 18, 2017**

<b>Resolution Date and Project Description</b>	<b>Approved Amount</b>	<b>Current Expenditures</b>	<b>Reallocations</b>	<b>Balance</b>	<b>Status</b>
Resolution Date: (09/11/15)					
1. Bowen Hall - Renovation and Addition Project	\$900,000.00	\$693,333.63	\$0.00	\$206,666.37	Open
<b>Resolution Total</b>	<b>\$900,000.00</b>	<b>\$693,333.63</b>	<b>\$0.00</b>	<b>\$206,666.37</b>	
Resolution Date: (03/18/16)					
1. Anderson Hall - Common Area Ceiling Replacement	\$100,000.00	\$0.00	\$0.00	\$100,000.00	Open
2. Anderson Hall - Fire Sprinklers	\$90,000.00	\$0.00	\$0.00	\$90,000.00	Open
3. Berry Hall - Roof Replacement	\$342,000.00	\$225,883.79	\$0.00	\$116,116.21	Open
4. Berry Hall - Fire Sprinklers	\$121,000.00	\$0.00	\$0.00	\$121,000.00	Open
5. Campuswide - Roof Repairs	\$5,000.00	\$0.00	\$0.00	\$5,000.00	Open
6. Campuswide - Grounds Improvements/Equipment	\$24,000.00	\$9,205.05	\$0.00	\$14,794.95	Open
7. Campuswide - Electrical Replacement	\$50,000.00	\$15,361.50	\$0.00	\$34,638.50	Open
8. Food Service - Repairs, Equipment	\$21,000.00	\$4,007.77	\$0.00	\$16,992.23	Open
9. Neihardt Hall - Voice Over Fire Alarm/Panel Upgrade	\$180,000.00	\$10,800.00	\$0.00	\$169,200.00	Open
10. Rec Center - Equipment/Repairs/Furniture/Carpet	\$48,000.00	\$8,942.76	\$0.00	\$39,057.24	Open
11. Residence Halls - Equipment/Repairs/Furniture/Carpet	\$185,000.00	\$0.00	\$0.00	\$185,000.00	Open
12. Student Center - Equipment/Repairs/Furniture/Carpet	\$84,000.00	\$78,725.28	\$0.00	\$5,274.72	Open
<b>Resolution Total</b>	<b>\$1,250,000.00</b>	<b>\$352,926.15</b>	<b>\$0.00</b>	<b>\$897,073.85</b>	
Resolution Date: (05/03/16)					
1. Bowen Hall - Renovation Project	\$220,000.00	\$0.00	\$0.00	\$220,000.00	Open
<b>Resolution Total</b>	<b>\$220,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$220,000.00</b>	
<b>Grand Total</b>	<b>\$5,745,000.00</b>	<b>\$4,403,597.81</b>	<b>\$133,524.93</b>	<b>\$1,474,927.12</b>	

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: LB 309 Project Status Reports (July-December 2016)**

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The LB 309 Project Status Reports from each of the Colleges are provided to the Board for information.

**ATTACHMENTS:**

- CSC LB309 Project Status Report (PDF)
- PSC LB309 Project Status Report (PDF)
- WSC LB309 Project Status Report (PDF)



<b>LB 309 DEFERRED MAINTENANCE PROGRESS REPORT</b> <b>Chadron State College</b> 309 Progress Report <b>July - December 2016</b>									
Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Change Orders (+/-)	Total Project Cost	Current Year		Unused Balance	Status
						LB 309 Expenditures	College Expenditures		
26520-949-01 BU#6512T053 Boiler House Sprinkler System	1) 8/14/15	\$20,000.00	\$ -	\$ -	\$20,000.00	\$ -	\$ -	\$20,000.00	In Progress
26520-949-01 BU#6512T055 Campus Tunnel Upgrade	1) 10/9/15	\$55,000.00	\$ -	\$ -	\$55,000.00	\$ 22,761.90	\$ -	\$32,238.10	In Progress

Attachment: CSC LB309 Project Status Report (1936 : LB 309 Project Status Reports)

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**  
Peru State College

Reporting Period: July 1, 2016-Dec. 30, 2016

Meeting Date: March 24, 2017

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Chg Orders Current YR (+/-)	Total Project Cost	Prior Period Balance	Current Year		Current Balance	Status
							LB 309 Expenditures	College Expenditures		
26520-949-03 BU# 6512J097 Campus #7100 Campus Utility Metering	1) 07/15/2011 2) 09/09/2011	\$200,000.00	\$0.00	\$35,000.00	\$235,000.00	\$235,000.00	\$144,904.60	\$0.00	\$90,095.40	In Progress
26520-949-03 BU# 6512J114 T.J. Majors Hall ADA Restrooms	1) 08/14/2015 2) 09/11/2015	\$150,000.00 \$65,000.00	\$0.00	\$0.00	\$215,000.00	\$215,000.00	\$195,299.58	\$0.00	\$19,700.42	In Progress
26520-949-03 BU# 6512J115 Hoyt Science HVAC Controls Upgrade	1) 10/09/2015 2) 11/13/2015	\$25,000.00 \$715,000.00	\$0.00	\$0.00	\$740,000.00	\$740,000.00	\$604,030.94	\$0.00	\$135,969.06	In Progress
26520-949-03 BU# 6512J116 Campus Campus Tunnel Geothermal	1) 09/27/2016 2) 11/10/2016	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	In Progress

Attachment: PSC LB309 Project Status Report (1936 : LB 309 Project Status Reports)

**LB 309 DEFERRED MAINTENANCE PROGRESS REPORT**

**Wayne State College**

**Report Period: July 1, 2016-Dec 31, 2016**

**Date Prepared: January 18, 2017**

Project	Approval Date 1) LB 309 2) Board	LB 309 Allocation	College Contribution	Chg Orders Current YR (+/-)	Total Project Cost	Prior Period Balance	Current Year		Current Balance	Status
							LB 309 Expenditures	College Expenditures		
6512N129 Stadium Steam Pipe Analysis	1) 04/06/15 2) 06/18/15	\$10,000.00	\$0.00	\$21,775.00	\$31,775.00	\$198,225.00	\$0.00	\$0.00	\$0.00	*Indefinitely postponed
6512N130 Humanities Roof Replacement	1) 10/27/15 2) 11/13/15	\$30,000.00	\$0.00	\$145,000.00	\$175,000.00	\$156,262.13	\$123,784.28	\$0.00	\$32,477.85	In Progress
6512N131 Campus Fire Alarm Replacements/Upgrade	1) 01/13/16 2) 03/18/16	\$43,000.00	\$0.00	\$345,915.00	\$388,915.00	\$411,870.68	\$360,785.68	\$0.00	\$0.00	Complete
6512N132 Studio Arts Tuck pointing	1) 09/2/2016 2) 11/10/16	\$42,000.00	\$0.00	-\$6,905.00	\$35,095.00	\$42,000.00	\$35,095.00	\$0.00	\$0.00	Complete
6512N133 Rice Auditorium Balcony Egress	1) 09/2/2016 2) 11/10/16	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$45,000.00	In Progress
6512N134 Humanities Window Replacement	1) 09/2/2016 2) 11/10/16	\$275,000.00	\$0.00	\$0.00	\$275,000.00	\$275,000.00	\$24,252.00	\$0.00	\$250,748.00	In Progress
6512N135 Connell Hall Exterior Molding Replacement	1) 09/2/2016 2) 11/10/16	\$190,000.00	\$0.00	\$0.00	\$190,000.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00	In Progress
		\$635,000.00	\$0.00	\$505,785.00			\$543,916.96	\$0.00	\$518,225.85	

Attachment: WSC LB309 Project Status Report (1936 : LB 309 Project Status Reports)

**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: Physical Plant Status Reports (October-December 2016)**

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The Physical Plant Status Reports from each of the Colleges are provided to the Board for information.

**ATTACHMENTS:**

- CSC Physical Plant Status Report (PDF)
- PSC Physical Plant Status Report (PDF)
- WSC Physical Plant Status Report (PDF)

<b>PHYSICAL PLANT STATUS REPORT</b> (October-December 2016)		
<b>College: Chadron State College</b>		<b>Meeting Date: 3/24/17</b>
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
<b>Boiler House</b> Sprinkler System	Funded	LB 309
<b>Campus</b> Tunnel Upgrade	In Progress	LB 309
<b>Contingency Maintenance Projects</b>		
<b>Andrews Hall</b> Fire Alarm Upgrade	Funded	Contingency Maintenance
<b>Andrews Hall</b> Sprinkler System	In Progress	Contingency Maintenance
<b>Crites Hall</b> Windows	In Progress	Contingency Maintenance
<b>Edna Work Hall</b> Windows	In Progress	Contingency Maintenance
<b>High Rise</b> Shower & Mechanical Upgrades	In Progress	Contingency Maintenance
<b>High Rise</b> Gold Room Repairs	In Progress	Contingency Maintenance
<b>Kent Hall</b> Sprinkler System	Substantially Complete	Contingency Maintenance
<b>Mechanical Room</b> Upgrades	Substantially Complete	Contingency Maintenance
<b>Residence Hall</b> Security Cameras	Funded	Contingency Maintenance
<b>Residence Hall</b> Campus Wireless Upgrades	Substantially Complete	Contingency Maintenance
<b>Revenue Bond Buildings</b> Asbestos Abatement	In Progress	Contingency Maintenance
<b>Revenue Bond Buildings</b> Flooring Replacement	In Progress	Contingency Maintenance
<b>Revenue Bond Buildings Furnishings</b> Furnishings	Substantially Complete	Contingency Maintenance
<b>Student Center</b> Specialty Equipment	In Progress	Contingency Maintenance
<b>Other Capital Construction Projects</b> (Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
<b>Stadium/Track</b> Improvement Project	In Progress	LB 957

**PHYSICAL PLANT STATUS REPORT**

College: Peru State College

Meeting Date: March 24, 2017

<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
<b>LB 309 Projects</b>		
Campus Utility Metering	In Progress	LB 309
Hoyt Science Hall HVAC Controls	In Progress	LB 309
TJ Majors Hall ADA Restrooms	Complete	LB 309
Campus Tunnel Geothermal	In Progress	LB 309
<b>Revenue Bond Projects</b>		
Delzell Hall Renovation	In Progress	Bond Funds
<b>Contingency Maintenance Projects</b>		
Delzell Hall & Student Center Repairs	In Progress	Contingency Maintenance
R&R Equipment Infrastructure	In Progress	Contingency Maintenance
R&R Furnishings	In Progress	Contingency Maintenance
Complex Transformer Replacement	Complete	Contingency Maintenance
Student Center Roof Replacement	In Progress	Contingency Maintenance
<b>Other Capital Construction Projects</b>		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
Park Avenue Campus Entrance	In Progress	Foundation Capital Improvement Fees
Oak Bowl Renovations (Athletic Field House)	In Progress	State Appropriation Foundation Capital Improvement Fees Sport Facilities Cash Funds
Theatre Renovation	In Progress	State Appropriation LB 957 Foundation Capital Improvement Fees College Cash Funds

Attachment: PSC Physical Plant Status Report (1937 : Physical Plant Status Reports)

**PHYSICAL PLANT STATUS REPORT**

As of December 31, 2016

College: Wayne State College

Meeting Date: March 24, 2017

<b>LB 309 Projects</b>		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
Humanities Re-Roof	In Progress	LB 309
Fire Alarm Upgrades in Gardner, Connell, & Energy Plant	Complete	LB 309
Studio Arts Tuck pointing	Complete	LB 309
Rice Auditorium Balcony Egress	In Design	LB 309
Humanities Window Replacement	In Design	LB 309
Connell Hall Exterior Molding Replacement	In Design	LB 309
<b>Contingency Maintenance Projects</b>		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
Berry Hall Re-Roof	In Progress	Contingency Maint.
Neihardt Hall Fire Alarm Replacement	In Design	Contingency Maint.
Anderson Hall Fire Sprinkler Install/Ceiling Replacement	In Design	Contingency Maint.
Berry Hall Fire Sprinkler Install	In Design	Contingency Maint.
<b>Other Capital Construction Projects</b>		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
<b>Project Description</b>	<b>Status</b>	<b>Fund Source</b>
Bowen Hall Renovation	In Progress	Contingency Maint./ Revenue Bond Construction Fund
U.S. Conn Library Renovation	In Progress	Gen./Cash/LB 309/ Cap Impr Fees/ WS Foundation
Lindahl Drive Improvements	In Progress	Cash/Cap Impr Fees
Carhart Renov – Phase III	In Progress (art work)	Cash/LB 309/ WS Foundation
Stadium Press Box	In Design	Cap Impr Fees/LB 309/Sport Facilities Cash/ WS Foundation/Cash
Center for Applied Technology	In Design	State Appropriation- LB605 Bonds/Cash/WS Foundation

**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: Financial Reports (July-December 2016)**

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The Financial Reports from each of the Colleges are provided to the Board for information.

**ATTACHMENTS:**

- CSC Financial Report (PDF)
- PSC Financial Report (PDF)
- WSC Financial Report (PDF)



**Chadron State College**  
**Financial Report -- Fiscal Year 2016-17**  
**For the Six Months Ending December 31, 2016**

	DAS ACCOUNTS					LOCAL ACCOUNT	TOTALS
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	CONSTRUCTION	TRUST FUNDS	1st National Chadron	
<b>STATEMENT OF POSITION</b>							
<b>ASSETS:</b>							
Cash Held--DAS							-
Cash Held -- Local Banks						31,133	31,133
Investments--DAS	6,432,421	627,736	14,482	96,361	823,263		7,994,263
Investments--Local Banks							-
Undisbursed Appropriations	7,797,864						7,797,864
Undisbursed Funds		7,490,051					7,490,051
<b>TOTAL ASSETS</b>	<b>14,230,285</b>	<b>8,117,787</b>	<b>14,482</b>	<b>96,361</b>	<b>823,263</b>	<b>31,133</b>	<b>23,313,311</b>
<b>LIABILITIES AND FUND BALANCES:</b>							
Encumbrances							-
Deferred Revenue							-
Unencumbered Fund Balances	14,230,285	8,117,787	14,482	96,361	823,263	31,133	23,313,311
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>14,230,285</b>	<b>8,117,787</b>	<b>14,482</b>	<b>96,361</b>	<b>823,263</b>	<b>31,133</b>	<b>23,313,311</b>
<b>STATEMENT OF REVENUE AND EXPENDITURES</b>							
<b>REVENUES:</b>							
Tuition and Fees	6,194,133				256,222		6,450,355
Deferred Revenue							-
State Appropriations	17,925,843						17,925,843
Grants and Contracts		8,715,336					8,715,336
Trustee Transfers			1,350,000				1,350,000
Other Transfers				1,543	260,325		261,868
Local Accounts			139,753			667,545	807,298
<b>TOTAL REVENUES</b>	<b>24,119,976</b>	<b>8,715,336</b>	<b>1,489,753</b>	<b>1,543</b>	<b>516,547</b>	<b>667,545</b>	<b>35,510,700</b>
<b>EXPENDITURES:</b>							
State Treasurer's Accounts	15,246,194	7,203,027	1,513,229	75,984	373,530		24,411,964
Local Bank Accounts						676,139	676,139
<b>TOTAL EXPENDITURES</b>	<b>15,246,194</b>	<b>7,203,027</b>	<b>1,513,229</b>	<b>75,984</b>	<b>373,530</b>	<b>676,139</b>	<b>25,088,103</b>
NET INCREASE (DECREASE) IN FUND BALANCES:	8,873,782	1,512,309	(23,476)	(74,441)	143,017	(8,594)	10,422,597
<b>FUND BALANCE JUNE 30, 2016</b>	<b>5,356,503</b>	<b>6,605,478</b>	<b>37,958</b>	<b>170,802</b>	<b>680,246</b>	<b>39,727</b>	<b>12,890,714</b>
<b>FUND BALANCE December 31, 2016</b>	<b>14,230,285</b>	<b>8,117,787</b>	<b>14,482</b>	<b>96,361</b>	<b>823,263</b>	<b>31,133</b>	<b>23,313,311</b>

Note: Excludes Perkins Loan Fund

Attachment: CSC Financial Report (1938 : Financial Reports)

**PERU STATE COLLEGE**  
**Financial Report -- Fiscal Year 2016-2017**  
**For the Period Ending December 31, 2016**

	DAS ACCOUNTS					LOCAL ACCOUNT	TOTALS
	GENERAL OPERATIONS	GRANTS & CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	BANK OF PERU	
<b>STATEMENT OF POSITION</b>							
<b>ASSETS:</b>							
Cash Held - DAS	\$ 3,754,364	\$ 53,305	\$ 1,065,917	\$ 41,878	\$ 421,708	\$ 35,809	\$ 5,372,981
Cash Held - Local Bank							\$ -
Investments - DAS							\$ -
Investments - Local Bank							\$ -
Undisbursed Appropriations	\$ 5,870,156						\$ 5,870,156
Undisbursed Federal Funds-from grant project status report		\$ 1,868,437					\$ 1,868,437
<b>TOTAL ASSETS</b>	<u>\$ 9,624,521</u>	<u>\$ 1,921,742</u>	<u>\$ 1,065,917</u>	<u>\$ 41,878</u>	<u>\$ 421,708</u>	<u>\$ 35,809</u>	<u>\$ 13,111,574</u>
<b>LIABILITIES &amp; FUND BALANCES:</b>							
Encumbrances							\$ -
Deferred Revenue							\$ -
Unencumbered Fund Balance	\$ 9,624,521	\$ 1,921,742	\$ 1,065,917	\$ 41,878	\$ 421,708	\$ 35,809	\$ 13,111,574
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 9,624,521</u>	<u>\$ 1,921,742</u>	<u>\$ 1,065,917</u>	<u>\$ 41,878</u>	<u>\$ 421,708</u>	<u>\$ 35,809</u>	<u>\$ 13,111,574</u>
<b>STATEMENT OF REVENUE AND EXPENDITURES:</b>							
<b>REVENUE</b>							
Tuition & Fees	\$ 4,066,743				\$ 1,227,049		\$ 5,293,792
Deferred Revenue							\$ -
State Appropriation	\$ 10,126,865						\$ 10,126,865
Grants & Contracts		\$ 7,413,111					\$ 7,413,111
Trustee Transfers			\$ 1,425,388				\$ 1,425,388
Other Transfers				\$ 201,297			\$ 201,297
Local Accounts						163,769	\$ 163,769
<b>TOTAL REVENUE</b>	<u>\$ 14,193,608</u>	<u>\$ 7,413,111</u>	<u>\$ 1,425,388</u>	<u>\$ 201,297</u>	<u>\$ 1,227,049</u>	<u>\$ 163,769</u>	<u>\$ 24,624,222</u>
<b>EXPENDITURES</b>							
State Treasurer Accounts	\$ 9,098,583	\$ 6,105,017	\$ 793,930	\$ 213,755	\$ 1,154,332	\$ 174,569	\$ 17,540,186
Local Banks							\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 9,098,583</u>	<u>\$ 6,105,017</u>	<u>\$ 793,930</u>	<u>\$ 213,755</u>	<u>\$ 1,154,332</u>	<u>\$ 174,569</u>	<u>\$ 17,540,186</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCES:</b>	\$ 5,095,025	\$ 1,308,094	\$ 631,458	\$ (12,458)	\$ 72,717	\$ (10,800)	\$ 7,084,035
<b>FUND BALANCE as of 06-30-2016</b>	<u>\$ 4,529,496</u>	<u>\$ 613,648</u>	<u>\$ 434,459</u>	<u>\$ 54,336</u>	<u>\$ 348,991</u>	<u>\$ 46,609</u>	<u>\$ 6,027,539</u>
<b>FUND BALANCE as of 12-31-2016</b>	<u>9,624,521</u>	<u>1,921,742</u>	<u>1,065,917</u>	<u>41,878</u>	<u>421,708</u>	<u>35,809</u>	<u>\$ 13,111,574</u>

Attachment: PSC Financial Report (1938 : Financial Reports)

Wayne State College  
Financial Report - Fiscal Year 2016-2017  
For the Period Ending December 31, 2016

DAS ACCOUNTS						LOCAL ACCOUNTS	
GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	FIRST NEBRASKA BANK	TOTALS	
<b>STATEMENT OF POSITION</b>							
ASSETS:							
Cash Held - DAS							0.00
Cash Held - Local Banks					38.15		38.15
Investments - DAS	16,483,311.60	32,312.23	552,874.41	2,555,561.48	525,804.22		20,149,863.94
Investments - Local Banks						45,372.36	45,372.36
Undisbursed Appropriations	11,025,723.84						11,025,723.84
Undisbursed Federal Funds		4,943,997.78					4,943,997.78
<b>TOTAL ASSETS</b>	<b>27,509,035.44</b>	<b>4,976,310.01</b>	<b>552,874.41</b>	<b>2,555,561.48</b>	<b>525,804.22</b>	<b>45,410.51</b>	<b>36,164,996.07</b>
LIABILITIES AND FUND BALANCES:							
Encumbrances							0.00
Deferred Revenue							0.00
Unencumbered Fund Balances	27,509,035.44	4,976,310.01	552,874.41	2,555,561.48	525,804.22	45,410.51	36,164,996.07
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>27,509,035.44</b>	<b>4,976,310.01</b>	<b>552,874.41</b>	<b>2,555,561.48</b>	<b>525,804.22</b>	<b>45,410.51</b>	<b>36,164,996.07</b>
<b>STATEMENT OF REVENUE AND EXPENDITURES</b>							
REVENUES:							
Tuition and Fees	7,608,353.90				3,054,726.96		10,663,080.86
Deferred Revenue							0.00
State Appropriations	22,259,978.00						22,259,978.00
Grants and Contracts		9,624,623.40					9,624,623.40
Trustee Transfers			2,118,544.79				2,118,544.79
Other Transfers							0.00
Local Accounts						68,579.54	68,579.54
<b>TOTAL REVENUES</b>	<b>29,868,331.90</b>	<b>9,624,623.40</b>	<b>2,118,544.79</b>	<b>0.00</b>	<b>3,054,726.96</b>	<b>68,579.54</b>	<b>44,734,806.59</b>
EXPENDITURES:							
State Treasurer's Accounts	18,388,683.02	8,054,195.34	2,264,854.04	520,835.18	2,891,437.25		32,120,004.83
Local Bank Accounts						70,218.47	70,218.47
<b>TOTAL EXPENDITURES</b>	<b>18,388,683.02</b>	<b>8,054,195.34</b>	<b>2,264,854.04</b>	<b>520,835.18</b>	<b>2,891,437.25</b>	<b>70,218.47</b>	<b>32,190,223.30</b>
NET INCREASE (DECREASE) IN FUND BALANCES:	11,479,648.88	1,570,428.06	-146,309.25	-520,835.18	163,289.71	-1,638.93	12,544,583.29
<b>FUND BALANCE June 30, 2016</b>	<b>16,029,386.56</b>	<b>3,405,881.95</b>	<b>699,183.66</b>	<b>3,076,396.66</b>	<b>362,514.51</b>	<b>47,049.44</b>	<b>23,620,412.78</b>
<b>FUND BALANCE December 31, 2016</b>	<b>27,509,035.44</b>	<b>4,976,310.01</b>	<b>552,874.41</b>	<b>2,555,561.48</b>	<b>525,804.22</b>	<b>45,410.51</b>	<b>36,164,996.07</b>

## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 24, 2017

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### **INFORMATION ONLY: Operating Expenditure Reports (July-December 2016)**

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The Operating Expenditure Reports from each of the Colleges and the System Office are provided to the Board for information.

Board policy requires that expenditure reports be submitted every six months of the fiscal year.

The format followed by the Colleges provides expenditure information on each of the eight programs included in higher education institutional budgets. Those identifiers can be found in the heading of each column. Other data provided includes dollars expended for personal services, operations, travel and capital outlay (equipment). There is one line item that identifies the amount of federal funds spent for that program through the institution's grants.

The bottom line on the display below supplies information on percentage of expenditures versus budgeted amounts. The budgeted amount and the expenditures may include carry-over funds from the 2015-16 fiscal year.

One-time payments that have occurred during the first six-month period may affect the ratio of expenditures to budgeted amounts. The budget amount impacted by the amount of carryforward each College had from the 2015-16 fiscal year. Therefore, the percentages should be viewed as benchmark information. All Colleges and the System Office are at or below the 50% mark on expenditures as compared to budget as of December 31, 2016.

General/Cash Funds	Chadron	Peru	Wayne	System Office
Budget	\$32,413,255	\$20,609,612	\$46,434,000	\$2,297,510
Expenditures	\$15,246,193	\$ 9,098,584	\$18,619,547	\$ 987,207
% of Budget Expended	47.04%	44.15%	40.10%	42.53%

### **ATTACHMENTS:**

- CSC Expenditures Report (PDF)
- PSC Expenditures Report (PDF)
- WSC Expenditures Report (PDF)
- System Office Expenditures Report (PDF)

**Chadron State College**  
**Expenditure Report -- Fiscal Year 2016-17**  
**For the 6 Months Ending December 31, 2016**

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
<b>PERSONAL SERVICES</b>									
<u>Permanent Staff</u>									
Salaries	3,465,516	-	111,587	988,168	920,871	1,423,690	489,962	-	7,399,794
Benefits	984,325	-	28,917	325,273	262,987	620,592	227,500	-	2,449,594
<b>TOTAL PERMANENT SALARIES &amp; BENEFITS</b>	<b>4,449,841</b>	<b>-</b>	<b>140,504</b>	<b>1,313,441</b>	<b>1,183,858</b>	<b>2,044,282</b>	<b>717,462</b>	<b>-</b>	<b>9,849,388</b>
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	374,103	2,579	48,758	44,463	299,358	94,977	64,206	-	928,444
Benefits	28,619	22	3,730	3,401	22,901	7,266	4,912	-	70,851
<b>TOTAL TEMPORARY SALARIES &amp; BENEFITS</b>	<b>402,722</b>	<b>2,601</b>	<b>52,488</b>	<b>47,864</b>	<b>322,259</b>	<b>102,243</b>	<b>69,118</b>	<b>-</b>	<b>999,295</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>4,852,563</b>	<b>2,601</b>	<b>192,992</b>	<b>1,361,305</b>	<b>1,506,116</b>	<b>2,146,525</b>	<b>786,580</b>	<b>-</b>	<b>10,848,682</b>
TOTAL OPERATING EXPENDITURES	340,696	5,750	27,937	670,117	651,978	1,264,354	858,386	-	3,819,218
TOTAL TRAVEL	70,577	1,387	1,895	27,870	171,412	72,236	730	-	346,107
TOTAL CAPITAL OUTLAY	-	-	-	37,884	5,130	22,554	-	-	65,568
REMISSIONS AND EXEMPTIONS	11,153	-	143	1,770	31,901	(22,207)	126	143,732	166,618
<b>TOTAL GENERAL/CASH EXPENDITURES</b>	<b>5,274,989</b>	<b>9,738</b>	<b>222,967</b>	<b>2,098,946</b>	<b>2,366,537</b>	<b>3,483,462</b>	<b>1,645,822</b>	<b>143,732</b>	<b>15,246,193</b>
TOTAL GENERAL/CASH BUDGET*	11,338,606	28,955	890,070	4,855,191	4,737,853	6,392,297	3,821,941	348,343	32,413,255
% OF GENERAL/CASH BUDGET EXPENDED	46.52%	33.63%	25.05%	43.23%	49.95%	54.49%	43.06%	41.26%	47.04%
TOTAL FEDERAL FUNDS	-	23,909	6,946	-	238,143	-	-	6,934,028	7,203,027
<b>TOTAL EXPENDITURES</b>	<b>5,274,989</b>	<b>33,647</b>	<b>229,913</b>	<b>2,098,946</b>	<b>2,604,680</b>	<b>3,483,462</b>	<b>1,645,822</b>	<b>7,077,760</b>	<b>22,449,219</b>
<u>Fund Sources</u>									
General Funds	4,860,333	-	67,651	1,284,204	1,224,293	1,904,917	786,579	-	10,127,977
Cash Funds	414,656	9,738	155,316	814,742	1,142,244	1,578,545	859,243	143,732	5,118,216
Federal Funds	-	23,909	6,946	-	238,143	-	-	6,934,028	7,203,026
<b>TOTAL FUNDS</b>	<b>5,274,989</b>	<b>33,647</b>	<b>229,913</b>	<b>2,098,946</b>	<b>2,604,680</b>	<b>3,483,462</b>	<b>1,645,822</b>	<b>7,077,760</b>	<b>22,449,219</b>

\*General Funds: Includes new appropriation of 17,925,843

\*Cash Funds: Includes new appropriation of 11,593,365, tuition and fees adjustment 872,968 adjustment for NOG funding 331,058 and carryforward encumbrances of 1,690,021

Attachment: CSC Expenditures Report (1939 : Operating Expenditure Reports)

**PERU STATE COLLEGE**  
**Expenditure Report - Fiscal Year 2017**  
**For Six Months Ending December 31, 2016**

<u>Expenditure Type</u>	<u>PCS 1.0 Instruction</u>	<u>PCS 2.0 Research</u>	<u>PCS 3.0 Public Svc</u>	<u>PCS 4.0 Acad Supp</u>	<u>PCS 5.0 Student Svc</u>	<u>PCS 6.0 Gen Admin</u>	<u>PCS 7.0 Plant O&amp;M</u>	<u>PCS 8.0 Student Aid</u>	<u>Total</u>
<b><u>Personal Services</u></b>									
Salaries	\$2,094,932	\$0	\$0	\$563,169	\$472,924	\$882,686	\$352,165	\$0	\$4,365,876
Benefits	647,244	0	0	173,016	172,527	398,216	150,511	0	1,541,514
Total Permanent Salaries & Benefits	<u>2,742,176</u>	<u>0</u>	<u>0</u>	<u>736,185</u>	<u>645,451</u>	<u>1,280,902</u>	<u>502,676</u>	<u>0</u>	<u>5,907,390</u>
Salaries	\$350,406	\$0	\$612	\$30,681	\$73,668	\$34,385	\$24,623	\$0	\$514,375
Benefits	26,806	0	43	2,347	3,960	2,630	1,884	0	37,670
Total Temporary Salaries & Benefits	<u>377,212</u>	<u>0</u>	<u>655</u>	<u>33,028</u>	<u>77,628</u>	<u>37,015</u>	<u>26,507</u>	<u>0</u>	<u>552,045</u>
<b>Total Personal Services</b>	<b><u>\$3,119,388</u></b>	<b><u>\$0</u></b>	<b><u>\$655</u></b>	<b><u>\$769,213</u></b>	<b><u>\$723,079</u></b>	<b><u>\$1,317,917</u></b>	<b><u>\$529,183</u></b>	<b><u>\$0</u></b>	<b><u>\$6,459,435</u></b>
Total Operating Expenses	\$141,929	\$0	\$0	\$485,581	\$402,473	\$493,712	\$639,844	\$0	\$2,163,539
Total Travel	24,685	0	0	18,885	75,674	28,638	78	0	147,960
Total Capital Outlay	0	0	0	0	0	91,515	0	169,184	260,699
Tuition Remissions and Exemptions	0	0	0	0	66,950	0	0	0	66,950
<b>Total General/Cash Expenditures</b>	<b><u>\$3,286,002</u></b>	<b><u>\$0</u></b>	<b><u>\$655</u></b>	<b><u>\$1,273,679</u></b>	<b><u>\$1,268,176</u></b>	<b><u>\$1,931,782</u></b>	<b><u>\$1,169,105</u></b>	<b><u>\$169,184</u></b>	<b><u>\$9,098,583</u></b>
<b>Total General/Cash Budget**</b>	<b>\$8,090,044</b>	<b>\$0</b>	<b>\$28,895</b>	<b>\$2,710,282</b>	<b>\$2,561,635</b>	<b>\$4,224,676</b>	<b>\$2,630,996</b>	<b>\$363,084</b>	<b>\$20,609,612</b>
% of General/Cash Budget Expended	40.62%	0.00%	2.27%	46.99%	49.51%	45.73%	44.44%	46.60%	44.15%
<b>Total Federal Funds</b>	<b>\$0</b>	<b>\$10,287</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,403</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,959,328</b>	<b>\$6,105,018</b>
<b>Total Expenditures</b>	<b><u>\$3,286,002</u></b>	<b><u>\$10,287</u></b>	<b><u>\$655</u></b>	<b><u>\$1,273,679</u></b>	<b><u>\$1,403,579</u></b>	<b><u>\$1,931,782</u></b>	<b><u>\$1,169,105</u></b>	<b><u>\$6,128,512</u></b>	<b><u>\$15,203,601</u></b>
<b><u>Fund Sources</u></b>									
General Funds	\$2,102,724	\$0	\$655	\$503,595	\$513,605	\$787,801	\$348,327	\$0	\$4,256,707
Cash Funds	1,183,278	0	0	770,084	754,571	1,143,981	820,778	169,184	4,841,876
Federal Funds	0	10,287	0	0	135,403	0	0	5,959,328	6,105,018
<b>Total Funds</b>	<b><u>\$3,286,002</u></b>	<b><u>\$10,287</u></b>	<b><u>\$655</u></b>	<b><u>\$1,273,679</u></b>	<b><u>\$1,403,579</u></b>	<b><u>\$1,931,782</u></b>	<b><u>\$1,169,105</u></b>	<b><u>\$6,128,512</u></b>	<b><u>\$15,203,601</u></b>

\*\*General Fund Appropriation: \$10,126,865

\*\*Cash Fund Appropriation: \$8,112,522 carryforward of \$2,021,786 and Tuition Remission of \$348,439 (NOG and ACE).

Attachment: PSC Expenditures Report (1939 : Operating Expenditure Reports)

**Wayne State College**  
**Expenditure Report -- Fiscal Year 16-17**  
**For the Six Month Period Ending December 31, 2016**

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
<b>PERSONAL SERVICES</b>									
<u>Permanent Staff</u>									
Salaries	5,151,824	0	36,640	927,769	1,369,871	1,354,853	768,238	0	9,609,195
Benefits	1,497,144	0	5,488	286,265	455,729	694,267	332,422	0	3,271,315
<b>TOTAL PERMANENT SALARIES &amp; BENEFITS</b>	<b>6,648,968</b>	<b>0</b>	<b>42,128</b>	<b>1,214,034</b>	<b>1,825,600</b>	<b>2,049,120</b>	<b>1,100,660</b>	<b>0</b>	<b>12,880,510</b>
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Salaries	585,415	0	22,071	72,071	153,958	81,616	35,174	0	950,305
Benefits	40,787	0	1,231	1,139	4,080	1,682	1,159	0	50,078
<b>TOTAL TEMPORARY SALARIES &amp; BENEFITS</b>	<b>626,202</b>	<b>0</b>	<b>23,302</b>	<b>73,210</b>	<b>158,038</b>	<b>83,298</b>	<b>36,333</b>	<b>0</b>	<b>1,000,383</b>
<b>TOTAL PERSONAL SERVICES</b>	<b>7,275,170</b>	<b>0</b>	<b>65,430</b>	<b>1,287,244</b>	<b>1,983,638</b>	<b>2,132,418</b>	<b>1,136,993</b>	<b>0</b>	<b>13,880,893</b>
TOTAL OPERATING EXPENDITURES	313,422	1,897	26,746	439,923	468,036	1,656,960	986,626	0	3,893,610
TOTAL TRAVEL	55,937	838	591	13,868	224,070	46,520	10,807	0	352,631
TOTAL CAPITAL OUTLAY	20,034	0	3,516	37,032	4,523	2,804	18,225	0	86,134
REMISSIONS AND EXEMPTIONS	-15,169	0	0	0	5,115	0	0	416,333	406,279
<b>TOTAL GENERAL/CASH EXPENDITURES</b>	<b>7,649,394</b>	<b>2,735</b>	<b>96,283</b>	<b>1,778,067</b>	<b>2,685,382</b>	<b>3,838,702</b>	<b>2,152,651</b>	<b>416,333</b>	<b>18,619,547</b>
TOTAL GENERAL/CASH BUDGET*	21,222,901	27,025	394,049	4,573,109	5,758,011	8,073,337	5,687,631	697,937	46,434,000
% OF GENERAL/CASH BUDGET EXPENDED	36.04%	10.12%	24.43%	38.88%	46.64%	47.55%	37.85%	59.65%	40.10%
TOTAL FEDERAL FUNDS	61,970	0	0	0	159,320	0	0	7,906,581	8,127,871
<b>TOTAL EXPENDITURES</b>	<b>7,711,364</b>	<b>2,735</b>	<b>96,283</b>	<b>1,778,067</b>	<b>2,844,702</b>	<b>3,838,702</b>	<b>2,152,651</b>	<b>8,322,914</b>	<b>26,747,418</b>
<u>Fund Sources</u>									
General Funds	4,798,473	0	0	1,276,999	1,875,480	2,157,109	1,126,193	0	11,234,254
Cash Funds	2,850,921	2,735	96,283	501,068	809,902	1,681,593	1,026,458	416,333	7,385,293
Federal Funds	61,970	0	0	0	159,320	0	0	7,906,581	8,127,871
<b>TOTAL FUNDS</b>	<b>7,711,364</b>	<b>2,735</b>	<b>96,283</b>	<b>1,778,067</b>	<b>2,844,702</b>	<b>3,838,702</b>	<b>2,152,651</b>	<b>8,322,914</b>	<b>26,747,418</b>

\*General Funds: Includes new appropriation of \$22,259,978

\*Cash Funds: Includes new appropriation of \$14,943,108, adjustment for tuition/fee increases of \$1,885,402, carryforward balance of \$6,667,686, and 16-17 NOG funds of \$677,826.

Attachment: WSC Expenditures Report (1939 : Operating Expenditure Reports)

**SYSTEM OFFICE - EXPENDITURE REPORT**  
December 30, 2016

**FUND 1000 - GENERAL FUNDS**

		APPROP + CARRYOVER	YEAR TO-DATE EXPEND.	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPEND.
100	PERSONAL SERVICES	1,739,523	873,370	0	866,153	50.21%
200	OPERATING EXPENSES	493,987	81,893	0	412,094	16.58%
700	TRAVEL EXPENSES	64,000	31,944	0	32,056	49.91%
800	CAPITAL OUTLAY	0	0	0	0	0.00%
	<b>TOTALS</b>	<b>2,297,510</b>	<b>987,207</b>	<b>0</b>	<b>1,310,303</b>	<b>42.97%</b>

**FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS**  
December 30, 2016

	<b>BEGINNING CASH/INVESTMENTS</b>		<b>626,968</b>
Income:			
	Interest	6,202	
	Transfer In	3,504	
	Buffet Grant	23,319	
	<b>Total Income</b>		<b>33,025</b>
Expenditures:			
	Personal Services (Buffet Grant)	10,792	
	Dues & Subscriptions	-1,632	
	Conference Registration	0	
	Other Operating	12,655	
	<b>Total Expenditures</b>		<b>21,816</b>
	<b>ENDING CASH/INVESTMENT BALANCE</b>		<b>638,178</b>



## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 24, 2017

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### **INFORMATION ONLY: Revenue Bond Expenditure Reports (July-December 2016)**

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The Revenue Bond Expenditure Reports from each of the Colleges are provided to the Board for information.

The Revenue Bond indentures for the Colleges require the submission of periodic financial reports to the Board.

The reports are intended to demonstrate that the Colleges' revenue bond programs are operating at the financial level necessary to provide services to students while maintaining the revenue stream needed to retire the debt obligations. This is reflected in the Colleges' 6-month revenue and expenditures as compared to budgeted amounts.

	<b>Chadron</b>	<b>Peru</b>	<b>Wayne</b>
Revenue	\$3,534,322	\$2,287,773	\$4,419,781
% of Budget	49.64%	52.07%	44.22%
O & M Expenditures	\$1,339,743	\$ 698,959	\$2,041,770
% of Budget	45.26%	47.21%	40.07%

All three Colleges' revenue bond activity appears to be in line with budgeted amounts. Revenues for Chadron and Wayne are a bit below budget, however, expenditures are also running well below budget. The bottom line "Debt Service Coverage Ratios" through the first 6-months of the year are not included because they are impacted by the debt service schedules for each College and do not provide a good reflection of the anticipated debt service coverage for June 30.

### **ATTACHMENTS:**

- CSC Revenue Bond Expenditures Report (PDF)
- PSC Revenue Bond Expenditures Report (PDF)
- WSC Revenue Bond Expenditures Report (PDF)

**Revenue Bond Expenditure Report**  
**For the 6 Months Ending December 31, 2016**

Report Period: FY 2017

	<b>Budgeted FY 2017</b>	<b>Year-to-Date FY 2017</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Dormitory Rentals	\$2,760,000	\$1,389,167	50.33%
Apartment/House Rentals	143,000	3,090	2.16%
Facilities Rentals	28,000	0	0.00%
Food Service Contracts	2,598,000	1,235,118	47.54%
Food Service Commissions	416,000	217,962	52.39%
Facilities Fees*	1,060,000	608,941	57.45%
Bookstore Commissions	30,000	20,458	68.19%
Investment/Interest Income	10,000	34,467	344.67%
Other Income	75,000	25,119	33.49%
<b>Total Revenues</b>	<b>\$7,120,000</b>	<b>\$3,534,322</b>	<b>49.64%</b>
<b><u>Expenditures:</u></b>			
FTE 34.32			
Salaries and Benefits	\$1,731,000	\$769,139	44.43%
Utilities	600,000	268,013	44.67%
Insurance	35,000	30,124	86.07%
Equipment & Furnishings	10,000	0	0.00%
Capital Outlay	10,000	0	0.00%
Telephone/Cable T.V & Internet Services	85,000	43,304	50.95%
Supplies	200,000	101,933	50.97%
Repairs and Maintenance	189,000	55,644	29.44%
Other Operating Expenses	100,000	71,586	71.59%
Subtotal - Operations and Maintenance	<b>\$2,960,000</b>	<b>\$1,339,743</b>	<b>45.26%</b>
Food Service Payments	\$2,296,720	\$1,087,774	47.36%
Debt Service	892,786	762,471	85.40%
<b>Total Expenditures</b>	<b>\$6,149,506</b>	<b>\$3,189,988</b>	<b>51.87%</b>
<b>Available for Distribution</b> to Subsidiary Funds	<b>\$970,494</b>	<b>\$344,334</b>	<b>35.48%</b>
<b>Debt Service Coverage Ratio</b>	<b>208.70%</b>		

\*All student derived fees

Attachment: CSC Revenue Bond Expenditures Report (1940 : Revenue Bond Expenditure Reports)

**Peru State College**  
**Revenue Bond Expenditure Report**  
**For the 6 Months Ending December 31, 2016**

Report Period: FY 2017

	<i>Budgeted</i> <i>FY 2017</i>	<i>Year-to-Date</i> <i>FY 2017</i>	<i>Percent of</i> <i>Budget</i>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	\$1,464,680	\$805,186	54.97%
Apartment/House Rentals	139,551	82,972	59.46%
Facilities Rentals	0	13,633	N/A
Food Service Contracts	1,651,326	881,119	53.36%
Food Service Commissions	0	0	0.00%
Facilities Fees*	1,036,174	500,991	48.35%
Bookstore Commissions/Income	34,762	7,878	22.66%
Parking Fees/Fines	0	100	N/A
Trustee Investment/Interest Income	18,543	9,763	52.65%
Other Income	48,422	(13,869)	-28.64%
<b>Total Revenues</b>	<b>\$4,393,458</b>	<b>\$2,287,773</b>	<b>52.07%</b>
<b><u>Expenditures:</u></b>			
<b>Total FTE 13.33</b>			
Salaries and Benefits	\$682,741	\$330,590	48.42%
Utilities	302,500	109,888	36.33%
Insurance	37,500	44,681	119.15%
Equipment & Furnishings	75,000	0	0.00%
Capital Outlay	0	0	0.00%
Telephone/Cable Television/Internet	52,015	19,360	37.22%
Supplies	84,579	82,525	97.57%
Repairs and Maintenance	161,570	18,957	11.73%
Other Operating Expenses	84,623	92,958	109.85%
Subtotal - Operations and Maintenance	<b>\$1,480,528</b>	<b>\$698,959</b>	<b>47.21%</b>
Food Service Payments	\$1,232,736	\$616,058	49.97%
Debt Service	786,552	618,736	78.66%
<b>Total Expenditures</b>	<b>\$3,499,816</b>	<b>\$1,933,753</b>	<b>55.25%</b>
<b>Available for Distribution</b> to Subsidiary Funds	<b>\$893,642</b>	<b>\$354,020</b>	<b>39.62%</b>

**Debt Service Coverage Ratio** **213.62%**

\*All student derived fees

Attachment: PSC Revenue Bond Expenditures Report (1940 : Revenue Bond Expenditure Reports)

**Wayne State College**  
**Revenue Bond Expenditure Report**  
**For the Six Month Period Ending December 31, 2016**

Report Date: March 24, 2017

Report Period: July 1, 2016-Dec. 31, 2016

	<b>Budgeted 16-17</b>	<b>Year-to-Date 16-17</b>	<b>Percent of Budget</b>
<b><u>Revenues:</u></b>			
Residence Hall/Dormitory Rentals	\$3,610,000	\$1,488,451	41.23%
Apartment/House Rentals	0	0	0.00%
Facilities Rentals	0	282	N/A
Food Service Contracts	4,605,000	1,960,701	42.58%
Food Service Commissions	65,000	24,427	37.58%
Facilities Fees*	1,274,000	584,476	45.88%
Bookstore Commissions/Income	130,000	140,364	107.97%
Parking Fees/Fines	40,000	30,500	76.25%
Trustee Investment/Interest Income	140,000	67,538	48.24%
Other Income	132,000	123,042	93.21%
<b>Total Revenues</b>	<b>\$9,996,000</b>	<b>\$4,419,781</b>	<b>44.22%</b>
<b><u>Expenditures:</u></b>			
Total FTE 53.11			
Salaries and Benefits	\$2,590,651	\$1,116,205	43.09%
Utilities**	1,122,270	305,431	27.22%
Insurance	50,000	33,407	66.81%
Equipment & Furnishings	274,000	115,872	42.29%
Capital Outlay	0	0	0.00%
Telephone/Cable Television/Internet	205,000	61,910	30.20%
Supplies	299,000	144,638	48.37%
Repairs and Maintenance	340,000	174,601	51.35%
Other Operating Expenses	214,380	89,706	41.84%
<b>Subtotal - Operations and Maintenance</b>	<b>\$5,095,301</b>	<b>\$2,041,770</b>	<b>40.07%</b>
Food Service Payments	\$2,652,115	\$1,461,548	55.11%
Debt Service	969,151	692,460	71.45%
<b>Total Expenditures</b>	<b>\$8,716,567</b>	<b>\$4,195,778</b>	<b>48.14%</b>
<b>Available for Distribution to Subsidiary Funds</b>	<b>\$1,279,433</b>	<b>\$224,003</b>	<b>17.51%</b>

**Debt Service Coverage Ratio****2.32**

\*All student derived fees

\*\*All Energy Plant chargebacks not yet completed for July-December 2016

Attachment: WSC Revenue Bond Expenditures Report (1940 : Revenue Bond Expenditure Reports)

## ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 24, 2017

### **INFORMATION ONLY: Fall Occupancy and Income Reports**

The Fall Occupancy and Income Reports from each of the Colleges are provided to the Board for information.

As required by the bond indentures, the Colleges have provided information on occupancy and the income earned by their revenue bond facilities during fall 2016.

In summary, the following ratios are noted:

	% Residence Hall Bed Occupancy Fall 2016	% Residence Hall Room Occupancy Fall 2016	% Actual Residence Hall Income Fall 2016
Chadron State	65%	85%	80%
Peru State	76%	70%	92%
Wayne State	65%	69%	84%

	Bed Occupancy			Room Occupancy		
	Chadron	Peru	Wayne	Chadron	Peru	Wayne
Fall 07	822	406	1,344	602	243	769
Fall 08	867	408	1,346	628	236	762
Fall 09	889	438	1,348	638	240	763
Fall 10	888	455	1,376	641	247	742
Fall 11	943	415 <sup>(1)</sup>	1,380 <sup>(2)</sup>	636	224 <sup>(1)</sup>	711 <sup>(2)</sup>
Fall 12	871	435	1,386	611	255	743
Fall 13	913	483	1,333	625	273	715
Fall 14	970	478	1,335	681	255	712
Fall 15	941	454	1,282	666	245	699
Fall 16	858	450 <sup>(3)</sup>	1,014 <sup>(4)</sup>	615	217 <sup>(3)</sup>	550 <sup>(4)</sup>

<sup>(1)</sup>36 room in Morgan Hall were off-line during fall 2011

<sup>(2)</sup>Pile Hall rooms were not available due to renovation during fall 2011

<sup>(3)</sup>Due to renovation, the residence hall rooms and beds in Delzell are not available for occupancy fall 2016

<sup>(4)</sup>Due to renovation, the residence hall rooms and beds in Bowen are not available for occupancy fall 2016

### **ATTACHMENTS:**

- CSC Fall 2016 Occupancy and Income Report (PDF)
- PSC Fall 2016 Occupancy and Income Report (PDF)
- WSC Fall 2016 Occupancy and Income Report (PDF)

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2016

REPORT DATE: March 24,2017  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2015	Beds Occupied Fall 2016	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2015	Rooms Occupied Fall 2016	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	195	176	-9.74%	61.97%	148	141	129	87.16%
BROOKS	110	84	59	43	-27.12%	51.19%	40	40	31	77.50%
EDNA WING	94	94	62	52	-16.13%	55.32%	49	47	40	81.63%
EDNA WORK	92	92	66	63	-4.55%	68.48%	46	46	46	100.00%
HIGH RISE	400	422	297	284	-4.38%	67.30%	218	206	203	93.12%
KENT HALL	304	275	205	191	-6.83%	69.45%	151	129	117	77.48%
EAGLE RIDGE	69	69	57	49	-14.04%	71.01%	69	57	49	71.01%
SUBTOTALS	1,373	1,320	941	858	-8.82%	65.00%	721	666	615	85.30%

	Apartment Available	Apartment Occupied Fall 2015	Apartment Occupied Fall 2016	Percent of Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	16	19	14	-26.32%	87.50%
SUBTOTALS	16	19	14	-26.32%	87.50%
TOTALS	1,373	1,336	960	-9.17%	65.27%

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	\$1,601-\$2,448	\$2,093,350	\$1,683,379	80.42%
Student Apartments						
Family Housing	16	16	\$467	\$36,275	\$23,947	66.02%
Faculty Apartments						
Summer, Guest Housing & Rentals				\$80,000	\$3,090	3.86%
Other						
TOTALS				\$2,209,625	\$1,710,416	77.41%

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Attachment: CSC Fall 2016 Occupancy and Income Report (1941 : Fall Occupancy and Income Reports)

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: FALL 2016

REPORT DATE: March 24, 2017  
Final Report

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2015	Beds Occupied Fall 2016	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2015	Rooms Occupied Fall 2016	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	148	148	114	137	20.18%	92.57%	88	61	75	85.23%
DELZELL*	146	146	125	0	-100.00%	0.00%	73	66	0	0.00%
CLAYBURN/MATHEWS	120	120	64	118	84.38%	98.33%	60	34	57	95.00%
DAVIDSON/PALMER	116	116	97	119	22.68%	102.59%	58	57	56	96.55%
NICHOLAS/PATE	24	60	54	76	40.74%	126.67%	30	28	29	96.67%
<b>SUBTOTALS</b>	<b>554</b>	<b>590</b>	<b>454</b>	<b>450</b>	<b>-0.88%</b>	<b>76.27%</b>	<b>309</b>	<b>246</b>	<b>217</b>	<b>70.23%</b>

	Apartments Available	Apartments Occupied Fall 2015	Apartments Occupied Fall 2016	Percent of Change	Percent Occupancy
Family Housing					
OAK HILL	11	11	11	0%	100.00%
FACULTY	8	8	8	0	100.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>554</b>	<b>609</b>	<b>473</b>	<b>0</b>	<b>77.01%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls **	554	450	\$1,676-\$3,593	\$876,504	\$805,186	91.86%
Student Apartments	11	11	\$1,754-\$3,073	\$64,898	\$56,382	86.88%
Faculty Apartments	8	8	\$3,276-\$4,098	\$29,868	\$21,130	70.74%
Summer, Guest Housing & Rentals					\$13,133	
Other					\$5,460	
<b>TOTALS</b>				<b>\$971,270</b>	<b>\$901,291</b>	<b>92.80%</b>

\*Due to renovation, the residence hall rooms in Delzell are not available for occupancy this semester.

\*\* Residence Hall rental revenue is less waivers, refunds and receivables.

Attachment: PSC Fall 2016 Occupancy and Income Report (1941 : Fall Occupancy and Income Reports)

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL 2016

REPORT DATE: MARCH 24, 2017  
FINAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2015	Beds Occupied Fall 2016	Percent of Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2015	Rooms Occupied Fall 2016	Percent Room Occupancy
Residence Hall										
Anderson Hall	165	159	141	148	4.96%	93.08%	66	62	65	98.48%
Berry Hall	328	306	248	278	12.10%	90.85%	159	136	154	96.86%
Bowen Hall**	448	435	322	0	-100.00%	0.00%	208	175	0	0.00%
Morey Hall	240	231	182	196	7.69%	84.85%	119	104	109	91.60%
Neihardt Hall	185	161	135	140	3.70%	86.96%	91	80	83	91.21%
Pile Hall	142	139	132	136	3.03%	97.84%	75	73	74	98.67%
Terrace Hall	147	140	122	116	-4.92%	82.86%	74	69	65	87.84%
<b>SUBTOTALS</b>	<b>1,655</b>	<b>1,571</b>	<b>1,282</b>	<b>1,014</b>	<b>-20.90%</b>	<b>64.54%</b>	<b>792</b>	<b>699</b>	<b>550</b>	<b>69.44%</b>

	Apartment Available	Apartment Occupied Fall 2015	Apartment Occupied Fall 2016	Percent of Percent of Change	Percent Occupancy
Family Housing					

<b>SUBTOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>1,655</b>	<b>1,571</b>	<b>1,282</b>	<b>1,014</b>	<b>-20.90%</b>	<b>64.54%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,655	1,136	\$1,385-\$2,855	\$1,768,557	\$1,488,451	84.16%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	0	NA
Other				\$111,733	111,733	100.00%
<b>TOTALS</b>				<b>\$1,880,290</b>	<b>\$1,600,184</b>	<b>85.10%</b>

\*Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

\*\* Due to renovation, the residence hall rooms in Bowen are not available for occupancy this semester.



**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: Potential Occupancy and Income Reports**

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The Fall 2017 and Spring 2018 Potential Occupancy and Income Reports from each of the Colleges are provided to the Board for information.

The attached reports provide the estimated occupancy and related income expected at each College, given certain assumptions.

The Colleges are projecting stable occupancies.

Bed occupancy rates are projected for fall 2017 at 65% by CSC, 76% by PSC and 65% by WSC.

Room occupancy rates, based on the market demand for private rooms at the Colleges, are projected at 87% for CSC, 70% for PSC and 70% for WSC for the fall 2017 semester. PSC and WSC projections are impacted by having Delzell Hall (PSC) and Bowen Hall (WSC) offline during 2016-17.

**ATTACHMENTS:**

- CSC Potential Fall Occupancy and Income Report(PDF)
- CSC Potential Spring Occupancy and Income Report (PDF)
- PSC Potential Fall Occupancy and Income Report(PDF)
- PSC Potential Spring Occupancy and Income Report (PDF)
- WSC Potential Fall Occupancy and Income Report (PDF)
- WSC Potential Spring Occupancy and Income Report (PDF)

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: FALL 2017

REPORT DATE: March 24,2017  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2016	Beds Occupied Fall 2017	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2016	Rooms Occupied Fall 2017	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	176	176	0.00%	61.97%	148	129	129	87.16%
BROOKS	110	84	43	43	0.00%	51.19%	40	31	40	100.00%
EDNA WING	94	94	52	52	0.00%	55.32%	49	40	40	81.63%
EDNA WORK	92	92	63	63	0.00%	68.48%	46	46	46	100.00%
HIGH RISE	400	422	284	284	0.00%	67.30%	218	203	203	93.12%
KENT HALL	304	275	191	191	0.00%	69.45%	151	117	117	77.48%
EAGLE RIDGE	69	69	49	49	0.00%	71.01%	69	49	49	71.01%
<b>SUBTOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>858</b>	<b>858</b>	<b>0.00%</b>	<b>65.00%</b>	<b>721</b>	<b>615</b>	<b>624</b>	<b>86.55%</b>

	Apartment Available	Apartment Occupied Fall 2016	Apartment Occupied Fall 2017	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	0	14	0	-100.00%	0.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>-100.00%</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>872</b>	<b>-1.61%</b>	<b>65.00%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Potential Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	\$1,681-\$2,534	\$2,135,372	\$1,771,334	82.95%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$80,000	\$43,090	53.86%
Other						
<b>TOTALS</b>				<b>\$2,215,372</b>	<b>\$1,814,424</b>	<b>81.90%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE  
TERM: SPRING 2018

REPORT DATE: March 24,2017  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2017	Beds Occupied Spring 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2017	Rooms Occupied Spring 2018	Percent Room Occupancy
Residence Hall										
ANDREWS	304	284	164	164	0.00%	57.75%	148	125	125	84.46%
BROOKS	110	84	30	30	0.00%	35.71%	40	23	23	57.50%
EDNA WING	94	94	50	50	0.00%	53.19%	49	40	40	81.63%
EDNA WORK	92	92	59	59	0.00%	64.13%	46	43	43	93.48%
HIGH RISE	400	422	266	266	0.00%	63.03%	218	195	195	89.45%
KENT HALL	304	275	149	149	0.00%	54.18%	151	95	95	62.91%
EAGLE RIDGE	69	69	45	45	0.00%	65.22%	69	45	45	65.22%
<b>SUBTOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>763</b>	<b>763</b>	<b>0.00%</b>	<b>57.80%</b>	<b>721</b>	<b>566</b>	<b>566</b>	<b>78.50%</b>

	Apartment Available	Apartment Occupied Spring 2017	Apartment Occupied Spring 2018	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0	0.00%
WEST COURT	0	9	0	-100%	0.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>-100%</b>	<b>0.00%</b>
<b>TOTALS</b>	<b>1,373</b>	<b>1,320</b>	<b>772</b>	<b>-100%</b>	<b>57.80%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Potential Rates	Total Potential Income	Potential Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	\$1,681-\$2,534	\$2,042,157	\$1,443,375	70.68%
Student Apartments N/A						
Family Housing						
Faculty Apartments N/A						
Summer, Guest Housing & Rentals				\$20,000	\$1,500	7.50%
Other						
<b>TOTALS</b>				<b>\$2,062,157</b>	<b>\$1,444,875</b>	<b>70.07%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

Attachment: CSC Potential Spring Occupancy and Income Report (1942 : Potential Occupancy and

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: FALL 2017

REPORT DATE: March 24, 2017  
Potential

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Fall 2016	Beds Occupied Fall 2017	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Fall 2016	Rooms Occupied Fall 2017	Percent Room Occupancy
Residence Hall										
ELIZA MORGAN	148	148	137	115	-16.06%	77.70%	88	75	58	65.91%
DELZELL*	151	151	0	125	NA	82.78%	72	0	65	90.28%
CLAYBURN/MATHEWS	120	120	118	75	-36.44%	62.50%	60	57	40	66.67%
DAVIDSON/PALMER	116	116	119	85	-28.57%	73.28%	58	56	35	60.34%
NICHOLAS/PATE	24	60	76	50	-34.21%	83.33%	30	29	19	63.33%
<b>SUBTOTALS</b>	<b>559</b>	<b>595</b>	<b>450</b>	<b>450</b>	<b>0.00%</b>	<b>75.63%</b>	<b>308</b>	<b>217</b>	<b>217</b>	<b>70.45%</b>

	Apartments Available	Apartments Occupied Fall 2016	Apartments Occupied Fall 2017	Percent of Change	Percent Occupancy
Family Housing					
OAK HILL	11	11	11	0%	100.00%
FACULTY	8	8	8	0	100.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>100.00%</b>
<b>TOTALS</b>	<b>559</b>	<b>614</b>	<b>469</b>	<b>0</b>	<b>76.38%</b>

**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Income	Percent of Potential Income
Residence Halls **	559	450	\$1,676-\$3,593	\$1,248,237	\$845,445	67.73%
Student Apartments	11	11	\$1,754-\$3,073	\$68,117	\$59,201	86.91%
Faculty Apartments	8	8	\$3,276-\$4,098	\$31,361	\$22,187	70.75%
Summer, Guest Housing & Rentals					\$13,790	
Other					\$5,733	
<b>TOTALS</b>				<b>\$1,347,715</b>	<b>\$946,356</b>	<b>70.22%</b>

\*Delzell Renovations finished Fall 2017

\*\*Residence Hall rental revenue is less waivers, refunds and receivables.

**REVENUE BOND FACILITIES  
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE  
TERM: SPRING 2018

REPORT DATE: March 24, 2017  
Potential

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Beds Occupied Spring 2017	Beds Occupied Spring 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Rooms Occupied Spring 2017	Rooms Occupied Spring 2018	Percent Room Occupancy
Residence Hall	148	148	123	114	-7.32%	77.03%	88	65	52	59.09%
ELIZA MORGAN	151	151	0	95	NA	62.91%	72	0	55	76.39%
DELZELL*	120	120	102	60	-41.18%	50.00%	60	51	35	58.33%
CLAYBURN/MATHEWS	116	116	89	71	-20.22%	61.21%	58	44	35	60.34%
DAVIDSON/PALMER	24	60	64	38	-40.63%	63.33%	30	32	15	50.00%
NICHOLAS/PATE										
<b>SUBTOTALS</b>	<b>559</b>	<b>595</b>	<b>378</b>	<b>378</b>	<b>0.00%</b>	<b>63.53%</b>	<b>308</b>	<b>192</b>	<b>192</b>	<b>62.34%</b>

	Apartment Available	Apartment Occupied Spring 2017	Apartment Occupied Spring 2018	Percent of Change	Percent Occupancy
Family Housing					
OAK HILL	11	11	11	0%	100.00%
FACULTY	8	8	8	0	100.00%
<b>SUBTOTALS</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>100.00%</b>

<b>TOTALS</b>	<b>559</b>	<b>614</b>	<b>397</b>	<b>397</b>	<b>0</b>	<b>64.66%</b>
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**ACTUAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Potential Income	Percent of Potential Income
Residence Halls**	559	378	\$1,676-\$3,593	\$2,496,474	\$1,555,619	62.31%
Student Apartments	11	11	\$1,754-\$3,073	\$136,234	\$118,402	86.91%
Faculty Apartments	8	8	\$3,276-\$4,098	\$62,722	\$44,374	70.75%
Summer, Guest Housing & Rentals					\$27,580	
Other					\$11,466	
<b>TOTALS</b>				<b>\$2,695,430</b>	<b>\$1,757,441</b>	<b>65.20%</b>

\*Delzell Renovations finished Fall 2017

\*\*Residence Hall rental revenue is less waivers, refunds and receivables.

Attachment: PSC Potential Spring Occupancy and Income Report (1942 : Potential Occupancy and

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: FALL 2017

REPORT DATE: MARCH 24, 2017  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Fall 2016	Projected Beds Occupied Fall 2017	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Fall 2016	Projected Rooms Occupied Fall 2017	Percent Room Occupancy
Residence Hall	165	159	148	90	-39.19%	56.60%	66	65	40	60.61%
Anderson Hall	328	306	278	180	-35.25%	58.82%	159	154	96	60.38%
Berry Hall	432	420	0	330	NA	78.57%	200	0	160	80.00%
Bowen Hall**	240	231	196	130	-33.67%	56.28%	119	109	78	65.55%
Morey Hall	185	161	140	90	-35.71%	55.90%	91	83	66	72.53%
Neihardt Hall	142	139	136	104	-23.53%	74.82%	75	74	60	80.00%
Pile Hall	147	140	116	90	-22.41%	64.29%	74	65	50	67.57%
Terrace Hall										
<b>SUBTOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,014</b>	<b>1,014</b>	<b>0.00%</b>	<b>65.17%</b>	<b>784</b>	<b>550</b>	<b>550</b>	<b>70.15%</b>

	Projected Apartments Occupied Fall 2016	Projected Apartments Occupied Fall 2017	Percent of Change	Percent Occupancy
Family Housing				

SUBTOTALS	0	0	0	0	0	0
<b>TOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>1,014</b>	<b>1,014</b>	<b>0.00%</b>	<b>65.17%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$1,735-\$2,855	\$2,557,592	\$1,716,957	67.13%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	\$0	NA
Other				\$100,000	\$100,000	100.00%
<b>TOTALS</b>				<b>\$2,657,592</b>	<b>\$1,816,957</b>	<b>68.37%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

\*\*Due to renovation, all of the rooms in Bowen were not available for occupancy in Fall 2016. Bowen bed and room capacity updated to reflect changes due to renovation.

**REVENUE BOND FACILITIES  
POTENTIAL OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE  
TERM: SPRING 2018

REPORT DATE: MARCH 24, 2017  
POTENTIAL REPORT

**OCCUPANCY**

	Designed Bed Capacity	Actual Bed Capacity	Actual Beds Occupied Spring 2017	Projected Beds Occupied Spring 2018	Percent of Change	Percent Bed Occupancy	Available Room Capacity	Actual Rooms Occupied Spring 2017	Projected Rooms Occupied Spring 2018	Percent Room Occupancy
Residence Hall	165	159	139	72	-48.20%	45.28%	66	66	39	59.09%
Anderson Hall	328	306	250	160	-36.00%	52.29%	159	152	94	59.12%
Berry Hall	432	420	0	315	NA	75.00%	200	0	156	78.00%
Bowen Hall	240	231	186	110	-40.86%	47.62%	119	108	75	63.03%
Morey Hall	185	161	131	85	-35.11%	52.80%	91	83	66	72.53%
Neihardt Hall	142	139	117	100	-14.53%	71.94%	75	68	60	80.00%
Pile Hall	147	140	103	84	-18.45%	60.00%	74	63	50	67.57%
Terrace Hall										
<b>SUBTOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>926</b>	<b>926</b>	<b>0.00%</b>	<b>59.51%</b>	<b>784</b>	<b>540</b>	<b>540</b>	<b>68.88%</b>

	Projected Apartments Occupied Spring 2017	Projected Apartments Occupied Spring 2018	Percent of Change	Percent Occupancy
Family Housing				

SUBTOTALS	0	0	0	0	0	0
<b>TOTALS</b>	<b>1,639</b>	<b>1,556</b>	<b>926</b>	<b>926</b>	<b>0.00%</b>	<b>59.51%</b>

**POTENTIAL INCOME**

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$1,735-\$2,855	\$2,566,239	\$1,462,593	56.99%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	\$0	NA
Other				\$30,000	\$30,000	100.00%
<b>TOTALS</b>				<b>\$2,596,239</b>	<b>\$1,492,593</b>	<b>57.49%</b>

\* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.  
 \*\*Due to renovation, all of the rooms in Bowen were not available for occupancy in Spring 2017. Bowen bed and room capacity updated to reflect changes due to renovation.

**ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: Optimal Enrollment Report**

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The Optimal Enrollment Report is provided to the Board for information.

In April 2007, the Board approved the NSCS Optimal Enrollment Model. The model was developed by System Office and College representatives to measure enrollment capacities for each of the colleges.

The attached document provides data for five years. The information will assist in determining enrollment potential and capacity in four defined areas including:

- Resident Hall Capacity
- Resident Parking Capacity
- Commuter Parking Capacity
- Cafeteria Capacity

**ATTACHMENTS:**

- NSCS Optimal Enrollment Report (PDF)



## NSCS Optimal Enrollment Capacity Model

### #1 Resident Hall Capacity

Source: Occupancy & Income Report - Fall 2012

	Room Capacity	Rooms Occupied	% Occupied
CSC	655	611	<b>93%</b>
PSC	302	255	<b>84%</b>
WSC*	792	743	<b>94%</b>

\*WSC Fall 2011 Bed & Room capacity was lower due to Pile Hall renovation

Source: Occupancy & Income Report - Fall 2013

	Room Capacity	Rooms Occupied	% Occupied
CSC	652	625	<b>96%</b>
PSC*	309	273	<b>88%</b>
WSC**	792	715	<b>90%</b>

\*PSC Fall 2012 Bed & Room capacity increased with Eliza Morgan Hall renovation completion.

\*\*WSC Fall 2012 Bed & Room capacity increased with Pile Hall back online

Source: Occupancy & Income Report - Fall 2014

	Room Capacity	Rooms Occupied	% Occupied
CSC*	721	681	<b>94%</b>
PSC**	309	255	<b>83%</b>
WSC	792	712	<b>90%</b>

\*Three rooms were divided and others were made available as assignable rooms.

\*\*Full explanation is available on Fall 2013 occupancy report.

Source: Occupancy & Income Report - Fall 2015

	Room Capacity	Rooms Occupied	% Occupied
CSC*	721	666	<b>92%</b>
PSC**	309	245	<b>79%</b>
WSC	792	699	<b>88%</b>

\*Three rooms were divided and others were made available as assignable rooms.

\*\*Full explanation is available on Fall 2013 occupancy report.

Source: Occupancy & Income Report - Fall 2016

	Room Capacity	Rooms Occupied	% Occupied
CSC	721	615	<b>85%</b>
PSC*	236	217	<b>92%</b>
WSC**	584	550	<b>94%</b>

\*Reduced room and current bed capacity due to Delzell Hall renovation and some of Delzell beds were moved to other dorm rooms for 3-beds per room

\*\*Reduced room capacity and current bed capacity due to Bowen Hall being offline.

Current Bed Capacity	Beds Occupied	% Occupied
1,021	871	<b>85%</b>
553	435	<b>79%</b>
1,571	1,386	<b>88%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,251	913	<b>73%</b>
590	483	<b>82%</b>
1,571	1,333	<b>85%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,320	970	<b>73%</b>
590	478	<b>81%</b>
1,571	1,335	<b>85%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,373	946	<b>69%</b>
590	454	<b>77%</b>
1,571	1,282	<b>82%</b>

Current Bed Capacity	Beds Occupied	% Occupied
1,373	858	<b>62%</b>
554	479	<b>86%</b>
1,136	1,014	<b>89%</b>

**#2 Parking Capacity Resident**

Source: Facility Master Plan or actual count  
Fall 2012 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC	740	871	1.18	1.5
PSC*	391	435	1.11	1.5
WSC**	906	1,386	1.53	1.5

\*PSC adjustments to Resident Parking Space Counts were made due to actual count of spaces and reconfiguration of lot where Jindra Fine Arts geothermal wells were drilled.

\*\*WSC adjustments in Resident & Commuter Parking Space Counts were made in 2011-2012 to reflect new designations by Campus Security

Fall 2013 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	762	913	1.20	1.5
PSC	391	452	1.16	1.5
WSC	906	1,333	1.47	1.5

\*CSC parking spaces increased with the addition of the Kline parking lot

Fall 2014 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	762	970	1.27	1.5
PSC	391	478	1.22	1.5
WSC	906	1,335	1.47	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2015 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	762	946	1.24	1.5
PSC	391	454	1.16	1.5
WSC	906	1,282	1.42	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

Fall 2016 End of Term Report/Enrollment

	Residence Parking Space Ct.	Residence HC	Occupied Ratio	Target Ratio
CSC*	768	858	1.12	1.5
PSC	391	479	1.23	1.5
WSC	906	1,014	1.12	1.5

\*CSC parking spaces increased due to a physical inventory of the available spaces

**#3 Parking Capacity Commuter**

Source: Facility Master Plan or actual count  
Fall 2012 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	675	742	1.10	3
PSC	470	543	1.16	3
WSC**	384	1,617	4.21	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report.

\*\*WSC - many commuters opt not to buy permits and instead, park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces

Fall 2013 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	755	1.10	3
PSC	470	543	1.16	3
WSC**	383	1,662	4.34	3

\* CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\* WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.

Fall 2014 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	782	1.14	3
PSC	470	543	1.16	3
WSC**	383	1,531	4.00	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC commuter parking is down one space from 2012 due to adjustments made when the City of Wayne took over parking enforcement on 10th Street south of Berry Hall.  
WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.

Fall 2015 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	820	1.19	3
PSC	487	543	1.11	3
WSC**	383	1,536	4.01	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*WSC commuter parking is down one space from 2012 due to adjustments made when the City of Wayne took over parking enforcement on 10th Street south of Berry Hall.  
WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.  
WSC commuter headcount based on total headcount less resident headcount

Fall 2016 End of Term Report/Enrollment

	Commuter Parking Space Ct.	Commuter HC	Occupied Ratio	Target Ratio
CSC*	688	719	1.05	3
PSC	487	564	1.16	3
WSC**	389	1,633	4.20	3

\*CSC commuter headcount is based on total campus based end of term headcount less resident headcount in this report

\*\*An additional six spaces were added to Commuter parking due to the completion of the Lindahl Drive project.

WSC many commuters opt not to buy permits and instead park on city streets and walk in. This impacts the actual headcount of commuters who could occupy the spaces.

**#4 Cafeteria Capacity**

Source: Building Inventory  
Fall 2012 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	871	385	600	1,200	73%
PSC	435	277	554	831	52%
WSC**	1,386	618	1,236	1,854	75%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

\*\*WSC - serving area changes were made resulting in two additional dining spaces

Fall 2013 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	913	385	600	1,200	76%
PSC	452	277	554	831	54%
WSC**	1,333	618	1,236	1,854	72%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

\*\*WSC -slight reduction in square footage from Fall 2012 due to Cat's Corner renovation

Fall 2014 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	970	385	600	1,200	81%
PSC	452	277	554	831	54%
WSC**	1,335	618	1,236	1,854	72%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

\*\*WSC - slight reduction in square footage from Fall 2012 due to Cat's Corner renovation.

Fall 2015 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	946	385	600	1,200	79%
PSC	454	277	554	831	55%
WSC**	1,282	616	1,232	1,848	69%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

\*\*WSC - slight reduction in square footage from Fall 2014 due to an adjustment for a ramp.

Fall 2016 End of Term Report/Enrollment

	Residence Hall HC	# of Dining Stations	Hourly Capacity	Hours of Service @ 1.5 hrs.	% of capacity utilized
CSC*	858	385	600	1,200	72%
PSC	479	277	554	831	58%
WSC	1,014	616	1,232	1,848	55%

\*CSC - Number of dining stations is based on actual count from Food Service personnel.

**ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT**

March 24, 2017

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**INFORMATION ONLY: Grant Applications and Awards for Information**

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The following are provided to the Board for information.

**Peru State Application**

- ServeNebraska (Kimmel Foundation Discretionary Funds) -- \$10,000
- Talk on Native American Culture (Humanities Nebraska) -- \$800

**Wayne State Application**

- TRIO Upward Bound (U.S. Department of Education, Office of Postsecondary Education) -- \$257,453 annually for five years

**Wayne State Award**

- 2016 UMR-ACUHO Research Grant: Redesigning the Residential Experience (Upper Midwest Region [UMR] - Association of College and University Housing Officers [ACUHO]) -- \$250

**ATTACHMENTS:**

- PSC Grant Application-ServeNebraska (PDF)
- PSC Grant Application-Humanities Nebraska (PDF)
- WSC Grant Application-Upward Bound (PDF)
- WSC Grant Award-UMR-ACUHO Research Grant (PDF)

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

College: Peru State College		Date: 02/02/2017
Notice of Intent	Application: <input checked="" type="checkbox"/>	Accept Award:
Name of Program: ServeNebraska		
Funding Source: Kimmel Foundation Discretionary Funds Also indicate if the source is federal, state or private Private		
Is this grant a <b>Sub-Award</b> ?	Yes:	No: <input checked="" type="checkbox"/>
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$10,000.00	Amount Awarded:	Funding Period: 07/01/2017 through 06/30/18
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes: <input checked="" type="checkbox"/>	No:
If yes, indicate dollar amount and/or percentage rate allowed: 8%		
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: <input checked="" type="checkbox"/>
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?	Yes:	No: <input checked="" type="checkbox"/>
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: <input checked="" type="checkbox"/>
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: <input checked="" type="checkbox"/>
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE:	
Briefly describe the purpose(s) of this application/award: The Kimmel grant would be matching funds for a ServeNebraska grant application. The ServeNebraska grant would fund Americorps Scholars (award approved at September 2016 Board meeting) to promote health initiatives in Nebraska City. These initiatives may include field days, use of pedometers and health/wellness fairs.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: <input checked="" type="checkbox"/>
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: <input checked="" type="checkbox"/>
If yes, please state the reason:		
Person responsible for the preparation of the application: Kyle Ryan, PhD		
Administrator responsible for approving the application: Timothy Borchers, PhD		

Attachment: PSC Grant Application-ServeNebraska (1944 : Grant Applications and Awards for Information)

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

College: Peru State College		Date: Feb. 14, 2017
Notice of Intent	Application: X	Accept Award:
Name of Program: Talk on Native American Culture		
Funding Source: Humanities Nebraska Also indicate if the source is federal, state or private: State		
Is this grant a <b>Sub-Award</b> ?	Yes:	No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$800	Amount Awarded:	Funding Period: April 1-30, 2017 Please indicate specific dates for the grant.
Closing Date for Application Submission: Feb. 28, 2017		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes:	No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?	Yes:	No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes:	No: X
How many FTE positions will the grant fund?	FTE: 0	
How many of these are new positions?	New FTE: 0	
Briefly describe the purpose(s) of this application/award: The project is to talk about how Native American people who lived in this area, in a historical context, as well as discuss Native American folklore, and reflections on the perceptions of the Native American people of this area. The grant will cover costs related to bringing speakers to campus.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Dr. John Tiner		
Administrator responsible for approving the application: Dr. Tim Borchers		

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

College: Wayne State College		Date: March 24, 2017
Notice of Intent	Application: X	Accept Award:
Name of Program: TRIO Upward Bound		
Funding Source: U.S. Department of Education, Office of Postsecondary Education Also indicate if the source is federal, state or private: Federal		
Is this grant a <b>Sub-Award</b> ?	Yes:	No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$257,453 annually for five years	Amount Awarded:	Funding Period: 09/01/17-08/31/22 Please indicate specific dates for the grant.
Closing Date for Application Submission: 11/28/2016		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?	Yes: X	No:
If yes, indicate dollar amount and/or percentage rate allowed: 8% of modified total direct cost base		
Will this grant require <b>State Matching Funds</b> ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.) While not required, Wayne State College will provide facilities, clerical support, office space and equipment, and a small amount of operating support.		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> 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: 2.83	
How many of these are new positions?	New FTE: 2.83	
Briefly describe the purpose(s) of this application/award: Wayne State proposes to serve sixty high school students from Schuyler Central HS and/or South Sioux City HS in Nebraska under the Upward Bound (UB) program. This program will focus on serving traditionally under-represented groups in postsecondary education such as students with disabilities, limited English proficiency, in foster care or aging out of it, low-income and/or first generation college students. The participants will receive services designed to provide them with the skills and motivation necessary to complete their secondary school education and enter into and succeed in a program of postsecondary education. The proposal requests funding for salary/benefit costs for a 1.00 Project Director, a .917 Academic Advisor, academic tutors, summer instructors and team leaders. It also requests funds for staff travel, academic materials, supplies, and training stipends, tuition for summer bridge program, summer/Saturday program travel expenses and college tour travel for the participants.		
Is this grant a continuation of a previous/existing grant?	Yes:	No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?	Yes:	No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Mr. John Dunning, Chief Information Officer and Dr. Tammy Evetovich, Dean, Natural and Social Sciences School		
Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President, Administration and Finance		



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

College: Wayne State College		Date: March 24, 2017
Notice of Intent	Application:	Accept Award: X
Name of Program: 2016 UMR-ACUHO Research Grant: Redesigning the Residential Experience		
Funding Source: Upper Midwest Region (UMR) - Association of College & University Housing Officers (ACUHO) Also indicate if the source is federal, state or private: Private		
Is this grant a <b>Sub-Award</b> ?		Yes:      No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$1,000	Amount Awarded: \$250	Funding Period: 11/28/16-11/28/18 Please indicate specific dates for the grant.
Closing Date for Application Submission: October 17, 2016		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? No		Date Approved/Reviewed:
Does this grant include <b>Indirect Cost Funds</b> for the College's use?		Yes:      No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require <b>State Matching Funds</b> ?		Yes:      No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require <b>In-Kind Support</b> ?		Yes:      No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.)		
Is <b>State Maintenance of Effort</b> or <b>Future Fiscal Responsibility</b> required?		Yes:      No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes:      No: X
How many FTE positions will the grant fund?		FTE: 0.0
How many of these are new positions?		New FTE: 0.0
Briefly describe the purpose(s) of this application/award: This award will provide funding for a research project, to be completed in five phases over a two-year period, studying the sophomore year experience of Wayne State College students. The goal is to increase retention and occupancy in the College's residence life program by conducting a self-study of the program and its offerings. This award will fund the cost of statistical comparisons of the results of a survey conducted online via Survey Monkey with second year students at Wayne State College.		
Is this grant a continuation of a previous/existing grant?		Yes:      No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes:      No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Ms. Quinneke Lee, Director of Residence Life		
Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President, Administration and Finance		

# ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

March 24, 2017

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

### Chadron State Contracts

- Memorial Hall (artist presentation and art show) -- \$700 plus local lodging for 2 nights
- Chicoine Event Center (wrestling official) -- \$150 plus mileage (500 miles max.) plus \$45/day per diem
- Student Center (repair of pool tables) -- \$300
- Athletics Department (agreed upon procedures audit for FY 2016 for athletics) -- \$9,200
- Memorial Hall (artist presentation and art show) -- \$1,100
- Heating Plant (design of fire sprinkler system) -- \$8,000
- Chicoine Event Center (wrestling official) -- \$150 plus mileage (500 miles max.) plus \$45/day per diem
- Maintenance Building (install concrete floor) -- \$8,280
- Student Services (high school outreach) -- \$27,864
- Administration Building (consultant-Psychological Sciences Department) --\$2,370 plus local lodging
- Student Services (trainings and documentation) -- \$20,000.01
- Campus (planned service agreement) -- \$11,410
- Memorial Hall (art show) -- \$1,000
- Student Center (speaker for Martin Luther King Day program) -- \$658
- Memorial Hall (one man play "Moliere Than Thou") -- \$1,295 plus local lodging
- Student Center (poetry performance and speaker at Martin Luther King Day events) -- \$500 plus one meal with students
- Student Center (speaker Stacy Nadeau "Embracing Real Beauty & Shattering the Fairy Tale") -- \$3,800
- Memorial Hall (guest conductor for High Plains Band and Choir Festival) -- \$600 honorarium; \$822.04 travel; local lodging and meals
- Campus (semi-annual hood inspections) -- \$720 annually
- Campus (semi-annual fire alarm inspections) -- \$9,718 annually
- Memorial Hall (termesphere video lecture presentation) -- \$350

### Peru State Contract

- Campus (provide engineering services for PSC Geothermal Study) -- \$62,000

### Peru State Change Orders

- Delzell (#1-footings, push piers, steel supports, strike plates and additional fire alarm work) -- \$36,659
- Delzell (#2-flooring infills, subfloors, repair corridor walls, remove plaster ceilings, revise lighting in Great Hall) -- \$21,979
- Delzell (#3-additional drywall, chimney cap and additional beam) -- \$32,751

## Wayne State Contracts

- U.S. Conn Library, Nordstrand Art Gallery (build movable walls) -- \$12,825
- Center for Applied Technology (geotechnical services) -- \$6,380
- Rice Auditorium (remove and install 2 hot water heaters) -- \$79,875
- Pile Hall (remove and install 1 hot water heater) -- \$73,980
- Anderson Hall (remove and install 1 hot water heater) -- \$73,980
- Student Center Atrium (re-seal windows) -- \$9,930
- Benthack Hall (replace a fan coil unit) -- \$3,990
- Campuswide (semi-annual inspections of fire suppression system) -- \$1,510
- Campuswide except Gardner, Connell, Energy Plant & Library (semi-annual inspections of fire alarm system) -- \$700
- Peterson Fine Arts (replace smoke vend door gasket on 12 doors) -- \$4,908
- Humanities, Room 216 (install new carpet and wall base) -- \$2,199.86
- Hahn Administration - Records and Registration (consulting services-review of the Office of the Registrar) -- \$10,995
- Hahn Administration - Admissions (consulting services series of communications) -- \$29,808

## Wayne State Change Orders

- U.S. Conn Library (#15-capping tunnel pipe chase/roof drain extension/replace unsuitable soils) -- \$14,640.73
- Bowen Hall (#5-revise sink; HVAC for study alcoves) -- \$42,142.87
- Lindahl Drive (#2-1'2" pex conduits to each letter in monument walls) -- \$852.98
- Peterson Fine Arts (#1-exterior EIFS building repairs) -- \$1,160

## Nebraska State College System Contract

- Nebraska State College System Office and Colleges (IntegraReport services) -- \$3,000
- Washington, DC (Federal consulting services) -- \$18,000 annually

**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)

**CHADRON STATE COLLEGE  
CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**March 24, 2017**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor's approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor's approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Chadron State College</b>	
Location on Campus:	Memorial Hall
Contracted Work:	Artist Presentation and Art Show
Contract Amount:	\$700 plus local lodging for 2 nights
Fund Source:	Cash
Contractor:	Meghan O'Connor
Location on Campus:	Chicoine Event Center
Contracted Work:	Wrestling Official
Contract Amount:	\$150 plus mileage (500 miles max.) plus \$45/day per diem
Fund Source:	Cash
Contractor:	Tony Denke
Location on Campus:	Student Center
Contracted Work:	Repair of Pool Tables
Contract Amount:	\$300
Fund Source:	Cash
Contractor:	John Heiser
Location on Campus:	Athletics Department
Contracted Work:	Agreed Upon Procedures Audit for FY 2016 for athletics
Contract Amount:	\$9,200
Fund Source:	Cash
Contractor:	Gardner, Loutzenhisr and Ryan P.C.
Location on Campus:	Memorial Hall
Contracted Work:	Artist Presentation and Art Show
Contract Amount:	\$1,100
Fund Source:	Cash
Contractor:	Paul Draper
Location on Campus:	Heating Plant
Contracted Work:	Design of Fire Sprinkler System
Contract Amount:	\$8,000
Fund Source:	LB309
Contractor:	Dave Coe, Coe Engineering
Location on Campus:	Chicoine Event Center
Contracted Work:	Wrestling Official
Contract Amount:	\$150 plus mileage (500 miles max.) plus \$45/day per diem
Fund Source:	Cash
Contractor:	Kevin Looper
Location on Campus:	Maintenance Building
Contracted Work:	Install concrete floor
Contract Amount:	\$8,280
Fund Source:	Cash
Contractor:	R & J Industries
Location on Campus:	Student Services
Contracted Work:	High School Outreach
Contract Amount:	\$27,864
Fund Source:	Cash
Contractor:	Cappex
Location on Campus:	Administration Building
Contracted Work:	Consultant—Psychological Sciences Department
Contract Amount:	\$2,370 plus local lodging
Fund Source:	Cash
Contractor:	Eric Amsel

Attachment: CSC Contracts and Change Orders for Information (1945 : Contracts and Change Orders for Information)

**CHADRON STATE COLLEGE**  
**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

March 24, 2017

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Services Trainings and Documentation \$20,000.01 Cash Hobsons, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Planned Service Agreement \$11,410 Cash Johnson Controls
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Hall Art Show \$1,000 Cash Rebecca Nolda
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Speaker for Martin Luther King Day Program \$658 Cash Hillary Potter
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Hall One man play "Moliere Than Thou" \$1,295 plus local lodging Cash Timothy Mooney
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Poetry Performance and Speaker at Martin Luther King Day Events \$500 plus one meal with students Cash Jovan Mays
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Speaker Stacy Nadeau-'Embracing Real Beauty & Shattering the Fairy Tale \$3,800 Cash Campuspeak, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Hall Guest Conductor for High Plains Band & Choir Festival \$600 honorarium; \$822.04 travel; local lodging and meals Cash Kenneth Steinsultz
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Semi-annual hood inspections \$720 annually Cash Protex Systems, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Semi-annual fire alarm inspections \$9,718 annually Cash Protex Systems, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Hall Termesphere Video Lecture Presentation \$350 Cash Dick Termes, Artist

Attachment: CSC Contracts and Change Orders for Information (1945 : Contracts and Change Orders for Information)

**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

Peru State College	
Location on Campus:	Campus
Contracted Work:	Provide Engineering Services for PSC – Geothermal Study
Contract Amount:	\$62,000.00
Fund Source:	LB309 Funds
Contractor:	Advanced Engineering Systems, Inc. (AES)

**CHANGE ORDERS** – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are equal to \$50,000. If approval of change order is critical to project schedule, \$50,000 to \$100,000 range change orders may be approved by the Chancellor and reported for ratification at the next Board meeting.

Peru State College	
Location on Campus: No. & Description:	Delzell Change Order 1-footings, push piers, steel supports, strike plates and additional fire alarm work
Change Order Amount:	\$36,659.00
Fund Source:	Bond Funds
Contractor:	F & B Constructors, Inc.
Location on Campus: No. & Description:	Delzell Change Order 2-flooring infills, subfloors, repair corridor walls, remove plaster ceilings, revise lighting in Great Hall
Change Order Amount:	\$21,979.00
Fund Source:	Bond Funds
Contractor:	F & B Constructors, Inc.
Location on Campus: No. & Description:	Delzell Change Order 3-additional drywall, chimney cap and additional beam
Change Order Amount:	\$32,751.00
Fund Source:	Bond Funds
Contractor:	F & B Constructors, Inc.

Attachment: PSC Contracts and Change Orders for Information (1945 : Contracts and Change Orders for Information)

## CONTRACTS AND CHANGE ORDERS FOR INFORMATION

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Wayne State College</b>	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	U.S. Conn Library, Nordstrand Art Gallery Build movable walls \$12,825.00 Foundation Christiansen Construction Co., Pender, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Center for Applied Technology Geotechnical services \$6,380.00 Bond Funds Mid-State Engineering & Testing, Columbus, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Rice Auditorium Remove & install 2 hot water heaters \$79,875.00 Cash Fusion Boiler Works, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Pile Hall Remove & install 1 hot water heater \$73,980.00 Contingency Maintenance Fusion Boiler Works, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Anderson Hall Remove & install 1 hot water heaters \$73,980.00 Contingency Maintenance Fusion Boiler Works, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Atrium Re-seal windows \$9,930.00 Contingency Maintenance Mid-Continental Restoration Co., Inc., Parkston, SD
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Benthack Hall Replace a fan coil unit \$3,990.00 Cash C.W. Suter Services, Sioux City, IA
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-Wide Semi-annual inspections of fire suppression system \$1,510.00 Revenue Bond General Fire & Safety Equipment, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus wide (except Gardner, Connell, Energy Plant & Library) Semi-annual inspections of fire alarm system \$700.00 Cash/Revenue Bond Electronic Systems, Hastings, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Peterson Fine Arts Replace smoke vend door gasket on 12 doors \$4,908.00 Cash Tessiers, Inc., Mitchell, SD

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Humanities, Room 216 Install new carpet & wall base \$2,199.86 Cash Phipps Commercial Flooring, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Hahn Administration---Records & Registration Consulting Services-Review of the Office of the Registrar \$10,995.00 Cash American Association of Collegiate Registrars and Admissions Officers
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Hahn Administration---Admissions Consulting Services-Series of Communications \$29,808.00 Cash Kelmscott Communications

**CHANGE ORDERS** – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are equal to \$50,000. If approval of change order is critical to project schedule, \$50,000 to \$100,000 range change orders may be approved by the Chancellor and reported for ratification at the next Board meeting.

<b>Wayne State College</b>	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	US Conn Library #15,capping tunnel pipe chase/roof drain extension/replace unsuitable soils \$14,640.73 Bond Fund/Cash/Foundation Beckenhauer Construction, Norfolk, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Bowen Hall #5, revise sink; HVAC for study alcoves \$42,142.87 HVAC modifications/revise sink fixtures Hausmann Construction, Inc., Lincoln, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Lindahl Drive #2, 1'2" pex conduits to each letter in monument walls \$852.98 Cash Woehler & Sons, Wayne, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Peterson Fine Arts #1, Exterior EIFS building repairs \$1,160.00 Cash Mid-Continental Restoration Co., Parkston, SD

Attachment: WSC Contracts and Change Orders for Information (1945 : Contracts and Change Orders for Information)



**CONTRACTS AND CHANGE ORDERS FOR INFORMATION**

**CONTRACTS** – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$65,000; c) consultant contracts for less than \$70,000 (between \$35,000 and \$70,000 must have Chancellor’s approval); d) exempt contracts over \$50,000; e) legal counsel, auditor, lobbyist and search consultant contracts for durations greater than 5 days, requiring Chancellor’s approval; and f) contracts that the Board has authorized the Chancellor to approve.

<b>Nebraska State College System Office</b>	
Location on Campus:	Nebraska State College System Office and Colleges
Contracted Work:	IntegraReport Services
Contract Amount:	\$3,000
Fund Source:	Cash Funds
Contractor:	BKD, LLP
Location on Campus:	Washington, DC
Contracted Work:	Federal Consulting Services
Contract Amount:	\$18,000 annually
Fund Source:	Cash Funds
Contractor:	Federal Management Strategies

Attachment: NSCS Contracts and Change Orders for Information (1945 : Contracts and Change Orders for Information)

## Chancellor's Report

1. Early in March, I asked the College Presidents for information regarding the many and varied volunteer opportunities in which State College employees and students actively participate or lead during any given year. My request was in response to LB 655 – a law proposed to authorize state employees to volunteer at public schools and certain nonprofit organization without loss of pay, vacation time, sick leave, or earned overtime accumulation. As we gathered volunteer information from the Presidents, it became evident that a truth we have known for years is as evident today as it was in years gone by; and that is, being a part of Chadron, Peru and Wayne State Colleges results in folks who are actively engaged in improving their communities. The communities themselves and Nebraska as a whole have benefited from the 800 area schoolchildren who celebrate the birthday of Dr. Seuss on Peru's campus to the 500 volunteers joining Chadron State's Big Event to the 530 students and faculty who completed 6,000 hours of service learning projects at Wayne State.
  
2. Construction Project Updates – While our focus is always on teaching, learning and service to students, the State Colleges have several important and critical facility improvements recently completed, or currently underway, that provide students with the educational opportunities they deserve.

At Chadron State, the Rangeland Laboratory Building opened for classes last Fall, to complement the Coffee Ag Pavilion built two years previous. The two-building complex is the centerpiece of the Rangeland Program at Chadron State, which is the second largest of its' kind in the nation.

Peru State recently completed a new entrance to campus, also known as the "Park Avenue Project" in partnership with the City of Peru. A long-needed renovation on Peru's Delzell residence hall is underway, funded through a revenue bond issue.

A renovation and addition continues at the U.S. Conn Library at Wayne State. This is a lengthy, phased project to allow student use while the construction continues, but the overall result will transform the facility into a state of the art, 21<sup>st</sup> century library. Wayne is currently also renovating Bowen Hall residence hall, funded through a revenue bond issue, and will start construction this summer on the Memorial Stadium Press Box replacement project.

Finally, there are three very important projects moving forward as a result of legislation passed last year. LB957 (2016) extended state funding that was made available in LB605 (2006) for an additional ten years. Combining state funds with continued contributions from our students' capital improvement fees, allowed for financing of three major projects. Each College will also be contributing cash and donations to make the projects possible. These include the Chadron State Stadium and Press Box Replacement at \$8.3 million, the Peru State Theatre/Event Center Renovation and Addition at \$7.5 million, and the new Wayne State Center for Applied Technology (CAT) at \$15.2 million. Construction for all three will begin this calendar year.

All of the facility improvements mentioned in this report have a total value of over \$85 million dollars. However, the future value of these projects to State College students who will live, study and perform in these facilities are far beyond the dollars invested.

3. It is with pleasure that I announce the reappointment of Gary Bieganski and Carter “Cap” Peterson to the Nebraska State College System Board of Trustees (Board). Both men have been instrumental in the development and support of various projects throughout their tenure that were designed to strengthen the academic programs, enhance the services to students, and improve the facilities that are so critical for the learning and working environments of our students and employees. Before serving as Board Chair, Gary served as the Chair of the Academic and Personnel Committee. Cap has served as the Board Chair, Chair of the Fiscal, Facilities, and Audit Committee and is currently serving as a member of the Student Affairs, Marketing and Enrollment Committee. Both are committed to our mission of providing affordable high quality postsecondary education, and I am glad to have both reappointed to the Board.
4. We all know that the State Colleges do not exist in a vacuum. The higher education system in Nebraska is replete with partnerships that help serve the students and employees of the public K-12 system, State College System, university system, and the community colleges. During the past several months, I have been meeting with President Bounds (University of Nebraska), Greg Adams (Community College Association), and Matt Blomstedt (Commissioner of Education) every two or three weeks to engage in discussions pursuing our common concerns and priorities, including the reduction in state appropriations. Cooperation is key to our strength in providing high quality postsecondary education across Nebraska and beyond.
5. Rachel Henry, former Student Trustee from Peru State, testified before the Appropriations Committee in support of the Nebraska State College System. She did an excellent job and received many kudos from the Senators and others.
6. Last and certainly not least, as you are all probably aware, there has been quite a contentious start to the legislature....

## MISCELLANEOUS ACTION AND INFORMATION ITEMS

March 24, 2017

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**INFORMATION ONLY: Proposed Board of Trustees Meeting Schedule for 2017-2018**

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### 2017-2018 Proposed Board Meeting Schedule (Five Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING-CHADRON</b>	<b>September 7-8, 2017</b> Thursday – Friday
<b>NOVEMBER</b>	<b>BOARD OF TRUSTEES MEETING-WAYNE</b>	<b>November 9-10, 2017</b> Thursday - Friday
<b>JANUARY</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>January 16, 2018</b> Tuesday
<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING-PERU</b>	<b>March 22-23, 2018</b> Thursday - Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>June 14, 2018</b> Thursday

### 2017-2018 Proposed Board Meeting Schedule (Six Meetings Per Year)

<b>SEPTEMBER</b>	<b>BOARD OF TRUSTEES MEETING-CHADRON</b>	<b>September 7-8, 2017</b> Thursday – Friday
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<b>MARCH</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>March 9, 2018</b> Friday
<b>APRIL</b>	<b>BOARD OF TRUSTEES MEETING-PERU</b>	<b>April 26-27, 2018</b> Thursday – Friday
<b>JUNE</b>	<b>BOARD OF TRUSTEES MEETING-LINCOLN</b>	<b>June 14, 2018</b> Thursday

## Presidents' Reports

### Chadron State College March 2017

If there is one thing the Spring semester has shown me thus far, it's that Chadron State College students benefit from the opportunities the College helps to create. Whether it's actively learning about beef production on the High Plains or competing against some of the nation's best athletes, CSC students consistently represent the College well and apply the knowledge gained in and out of the classroom to their own lives.

One of those once in a lifetime learning opportunities happened in early January for 15 Chadron State College students and Dr. Tom Smith, associate professor in the communication and social sciences department, when they took an eight-day educational trip to Cuba. The tour of the island nation culminates the semester long class, Cuba Libre, taught in the Fall 2016 by Smith and Dr. Deane Tucker, professor of English and Humanities. Cuba Libre, which was also offered in the Fall of 2014, is a variable credit course and the credit can be applied to a variety of majors, as well as the Essential Studies Program (ESP), including satisfying the ESP Capstone requirement.

In a recent news article, Smith said, "The educational agenda on the ground was intensive. We visited many places so the students learn and experience a radically different society and culture. They immerse themselves as much as they can. The class was really excited about diving into Cuba. They learned a lot."

While students are benefitting from cultural opportunities in the Essential Studies Program thousands of miles away, students who are majoring in agriculture and range management are taking advantage of a great resource on campus – the C.F. Coffee Gallery at the Mari Sandoz High Plains Heritage Center – to study the history of ranching in the United States. Applied Sciences Associate Professor Dr. Ron Bolze brought his introductory classes on beef production and range management to the Mari Sandoz High Plains Heritage Center in late January for an introduction to the resources at the C.F. Coffee Gallery by historian and rancher Tammi Littrel, who helped research and create many of the gallery exhibits. "I wanted the students to know about the history of the cattle industry in the western High Plains," Bolze said. "Tammi is an expert on the history of beef production on the High Plains."

The past few months have been an exciting time for the Chadron State College music department. In late November, the department learned it was accredited by the National Association of Schools of Music (NASM). NASM establishes standards for undergraduate and graduate degrees and other credentials for music and its related disciplines. CSC, worked extensively on the accreditation standards for nearly five years and was one of five institutions out of 143 applicants to be accredited by NASM.

Music faculty and students are also celebrating a new acoustical shell installed in Memorial Hall over the holidays. The installation was completed in late January and will help the performers hear themselves and fellow musicians better. The shell, which consists of two large, lighted ceiling panels and seven towers is the final component in a multi-phase project spanning several years.

Chadron State College student-athletes are showing they belong with the nation's best student-athletes. During a track and field meet February 11 hosted by the University of Washington, seniors Mel Herl and Stachia Reuwsaat won their primary events. Also, Tessa Gorsuch finished fifth in the 60-meter hurdles.

The three Eagles were competing against many of the elite athletes from the PAC-12 Conference and other Division I schools on the West Coast, as well as athletes who have turned professional after concluding their collegiate eligibility.

Herl won the 20-pound weight throw with a heave of 70 feet, 9  $\frac{3}{4}$  inches. It was her seventh consecutive victory and the fifth time she has exceeded 70 feet this season. Her best of 71-10 leads NCAA Division II and just two women from Division I have longer throws this winter.

Reuwsaat won the Husky Classic long jump by going 19-3  $\frac{1}{2}$ . She has a season best of 19-11 and a career best of 21-1  $\frac{1}{4}$ . She won the NCAA Division II indoor long jump championship a year ago with a leap of 20-4  $\frac{1}{2}$ .

Clearly, Chadron State College is proud of its students and the myriad of ways they positively represent our campus. I can't wait to see what they do for the remainder of this semester.

**Peru State College  
Sesquicentennial  
March 2017**

Peru State College will celebrate its 150th anniversary as a State College in 2017. The founding of the College was an important aspect of the state's formation in 1867. The new state's agreement to place the capitol in Lincoln included placing the state's normal school in Peru.

Dan Sullivan of the Omaha World-Herald, in the foreword to the College's new history book, writes, "The fates of Nebraska and the college remained closely intertwined in their early years. The need for qualified teachers exploded as settlement spread west across the prairie, and Peru provided the training. The school's history has remained a reflection of the state's. Peru and Nebraska have continued to grow and thrive as the decades have passed."

The College plans to celebrate its sesquicentennial anniversary over the next year. Events, large and small, are planned to showcase the history of Peru State College and its ongoing partnership with the State of Nebraska.

**May 2017**

- **May 6, 2017 - Commencement 2017** – This year's graduation ceremony will be the kick-off event for the Sesquicentennial Celebration and will include the **debut performance of a musical composition created specifically for this 150<sup>th</sup> anniversary.**
- **May 6, 2017 - Grand Opening of the PSC Visitor and Interpretive Center** – Formerly the *Little Red Schoolhouse*, this heritage schoolhouse is being transformed in order to converge the past and present in promoting the rich history of Peru State College.

**June 2017**

- **June 16-18, 2017 - All College Reunion** - Welcoming alumni and friends back to the Campus of a Thousand Oaks for a weekend of reunion activities, special presentations, unique events, and fun for all ages.
- **June 16, 2017 – Peru State College 150<sup>th</sup> History Book Release** – Compiled by Omaha World Herald author Dan Sullivan, this beautiful collection will tell the College's history of shaping the future since 1867.
- **June 20, 2017 – Charter Day Commemoration** - A signature event recognized by Nebraska's Sesquicentennial Commission (<https://ne150.org>) including daytime activities for children and youth, a reception time with guests from the Nebraska City Chautauqua event, and an evening banquet celebrating 150 years of education in Nebraska.

**August 2017**

- **August 2017 – Monthly Department Event – *Athletics & Physical Education Through the Years*** (project will be on display in the Al Wheeler Activity Center throughout the school year)
- **August 21, 2017 – First Day of Fall Semester Classes, Welcome Week at Peru State College**
- **August 21, 2017 – Total Solar Eclipse** – PSC is right in the path for greatest viewing of this spectacular solar event. This is the first time in 26 years that a total solar eclipse will occur in our country and the next will be in 2024.
- **August 2017 – Nebraska Impact Initiative Launch** – a challenge to volunteer 150 hours during the Sesquicentennial year.
- **August 2017 – Nebraska 150 Challenge Launch** – a challenge to exercise 150 miles or more during the Sesquicentennial year.

**September 2017**

- **September 2017 – Monthly Department Event – *Delzell Window*** (project will be on display in the library throughout the school year)
- **September 2017 – Monthly Department Event – *Athletics & Physical Education – Cross Country*** (project will be on display in the Al Wheeler Activity Center throughout the school year)
- **September 22-23, 2017 – Athletic Hall of Fame – *Sesquicentennial All-Star Team***

**October 2017**

- **October 2017 – Monthly Department Event – *Creating Exemplary Educators: Peru State College School of Education, Then and Now*** (Proposed date and location: Oct. 19<sup>th</sup> in TJ Majors 114)
- **October 2017 – Monthly Department Event – *Athletics & Physical Education – Volleyball*** (project will be on display in the Al Wheeler Activity Center throughout the school year)
- **October 2, 2017 - Museum of Nebraska Art traveling exhibit: *John Falter: Historical Illustrator & Jazz from Life*** – Enjoy this collection of work by world-renowned illustrator, John Philip Falter, a 1928 graduate from Falls City High School. Exhibit on display in the Peru State College art gallery until November 2, 2017.
- **October 14, 2017 – Gran Fondo Event** – Peru State College will participate as an official stop for Nebraska City's 60-plus mile bicycle tour. The Gran Fondo is a signature event of the Nebraska Sesquicentennial celebration and the race will travel from Nebraska City to Brownville and back again.
- **October 24, 2017 – Remembering the First Day of School** – Commemorating the first day of classes at Peru State College (then named the *State Normal School at Peru*) in 1867.
- **October 28, 2017 – Homecoming 2017** – Return once again to the Peru State College campus for this special anniversary Homecoming celebration.
- **October 28, 2017 – Grand Reopening of Delzell Hall** – After being closed for renovations during the 2016-17 academic year, a completely updated Delzell Hall will once again be housing many of the College's men. Tours will be provided.

**November 2017**

- **November 2017 – Monthly Department Event – *Cartoon Workshop – Historical Connection*** (Proposed date and location: November 1<sup>st</sup> in AV Larson studios)
- **November 2017 – Monthly Department Event – *Famous Educators Wax Museum*** (Proposed date and location: November 27<sup>th</sup> in TJ Majors)
- **November 2017 – Monthly Department Event – *Athletics & Physical Education – Football*** (project will be on display in the Al Wheeler Activity Center throughout the school year)

**December 2017**

- **December 2017 – Monthly Department Event – *Athletics & Physical Education – Cheerleading and Athletic Training*** (project will be on display in the Al Wheeler Activity Center throughout the school year)
- **December 2017 – An Old-Fashioned 1867 Christmas**

**January 2018**

- **January 2018 – Monthly Department Event – *Athletics & Physical Education – Women's Basketball*** (project will be on display in the Al Wheeler Activity Center throughout the school year)
- **January 8, 2018 - Museum of Nebraska Art traveling exhibit: *Early Nebraska Women Artists & Charles Guildner: Rural Schoolhouses*** – Enjoy this exhibit through February 8, 2018, featuring rural schoolhouses as a tribute to the history of education in Nebraska.

**February 2018**

- **February 2018 – Monthly Department Event – *Student Debate*** (Proposed date and location: February 20, 2018, location TBD)



- **February 2018 – Monthly Department Event – *Marion Marsh Brown: Bobcat Writer and Teacher***  
(Proposed date and location: February 27, 2018, in CATS Conference Room)
- **February 2018 – Monthly Department Event – Athletics & Physical Education – *Men’s Basketball***  
(project will be on display in the Al Wheeler Activity Center throughout the school year)

### **March 2018**

- **March 2018 – Monthly Department Event – *Phi Alpha Theta Presents “Peru State College: Through the Years”*** (Proposed date and location: TBD)
- **March 2018 – Monthly Department Event – Athletics & Physical Education – *Softball***  
(project will be on display in the Al Wheeler Activity Center throughout the school year)

### **April 2018**

- **April 2018 – Monthly Department Event – *From the Pedagogian to the Times*** (project will be on display in the Library through Commencement 2018)
- **April 2018 – Monthly Department Event – Athletics & Physical Education – *Baseball***  
(project will be on display in the Al Wheeler Activity Center throughout the school year)

### **May 2018**

- **May 2018 – Monthly Department Event – Athletics & Physical Education – *Golf***  
(project will be on display in the Al Wheeler Activity Center throughout the school year)
- **May 5, 2018 – Commencement 2018** – This will be the official close of the Peru State College Sesquicentennial Celebration.

## Wayne State College March 2017

Wayne State College has undertaken several major initiatives during the past year in order to remain competitive in a challenging student recruitment environment. Given the current competitive environment, it is imperative for Wayne State to develop and implement a robust strategic enrollment plan. Wayne State's strategy for growing enrollment hinges on the College's strategic enrollment planning work with Ruffalo Noel Levitz (RNL); targeted recruiting initiatives built around our marquee academic programs; efforts to increase the depth and breadth of the applicant pool through strategic purchases of leads and the creation of new marketing materials; efforts to fine tune student retention efforts; and the formation of new programs and partnerships designed to capitalize on educational demands.

### **Strategic Enrollment Planning**

Wayne State began the strategic enrollment planning process with RNL in the fall of 2016 and it involved the creation of a strategic enrollment planning council on campus. Membership was drawn from faculty and administrative staff, and five work groups tasked with evaluating academic programs, student engagement and retention, financial aid, student recruitment, and marketing and communications. After undertaking careful situational analyses of each of the College's functional areas, the workgroups developed key performance indicators designed to serve as "dashboard gauges" to maintain a constant data-informed view of Wayne State's enrollment planning efforts.

Situational analyses and performance indicators led to the creation of action plans by the strategic enrollment planning workgroups, which they presented to department chairs, deans, directors, and other key personnel in January. These plans are currently under evaluation by the planning council to determine the impact on increasing enrollment and retention, improving relations with stakeholders, or enhancing the awareness and perception of Wayne State.

### **Leveraging Marquee Programs**

In addition to the strategic enrollment planning process, Wayne State's academic and admissions teams worked together to increase the yield of two of our marquee programs: The Rural Health Opportunities Program (RHOP) and the newly created Rural Law Opportunities Program (RLOP). The College recognized that the relatively limited number of slots for these programs left many highly qualified applicants without sufficient merit-based awards from WSC. Our aim was to invite as many of these students and their parents to campus as possible to provide them with information about the advantages of choosing Wayne State. We also accessed scholarship dollars to ensure each of these deserving students left campus with some level of financial assistance from Wayne State.

### **Expanding Our Pool of Prospects and New Marketing Materials**

In tandem with our efforts to increase the yield from specific pools of students, we expanded our base of leads through strategic purchases of prospective students' names, and created and deployed a wider array of marketing materials aimed at complementing our existing marketing efforts.

In order to communicate effectively with our pool of prospective students, we developed several new publications to help them make an informed decision about Wayne State. These publications included brochures that tout our affordability, the successful outcomes associated with a Wayne State degree, the advantages and opportunities associated with each of Wayne State's four academic schools, and our resources aimed at helping "deciding" students choose a major. We also developed a financial aid award letter that includes not only the specific aid awarded to the

addressed student, but details other resources available to help students pay for college. This piece aimed to elevate the typical award letter from a standard two-paragraph description of financial assistance and awards to an opportunity to reinforce the benefits and value that come with choosing to accept Wayne State's offer.

### **Increasing Retention at WSC**

Retention plays an integral part of any college's enrollment growth strategy. While Wayne State's retention rate hovers between 68 to 72 percent on any given year, which outpaces the standard for most open-enrollment institutions in the nation, the College wants to stabilize the rate. WSC has created Living and Learning Communities for the 2017-18 academic year to tap into students' desire to live among fellow students committed to extracurricular and co-curricular activities at the College. These communities support blending the residential and academic experience, build relationships, and provide leadership opportunities based on common interests or curriculum. Advising and new student registration also play an important role in retention. WSC is in the process of overhauling these procedures to ensure students receive the most effective and efficient guidance as they chart their course through the college experience.

### **Expanding Partnerships to Meet Educational Needs**

Partnerships often constitute an important component of the continued vitality of colleges and their ability to maintain relevance in this environment. Wayne State maintains several important partnerships: the continued relationship with Northeast Community College and community partners in South Sioux City; our longstanding relationship with the University of Nebraska Medical Center for RHOP and the Institutional Development Awards Networks of Biomedical Research Excellence program, which sustains biomedical research infrastructure and maintains a pipeline for undergraduate students to continue into graduate research; the dynamic partnership with the University of Nebraska's College of Law for RLOP; teaching and learning partnerships with area school districts and Educational Service Units; and numerous formal and informal partnerships designed to maintain reciprocal relationships to facilitate community service.

Our newest partnership with the University of Nebraska-Lincoln builds on this transformative philosophy by creating a 3+1 Program in Plant Biology-Ecology and Management Option between Wayne State College and the College of Agricultural Sciences and Natural Resources (CASNR). This program will allow students to continue their education in plant biology-ecology and management option degree program with CASNR, leading toward a bachelor of science in plant biology. A student enrolled in this program will complete the first three years of degree requirements at WSC, and transfer all satisfactorily completed academic credits to UNL to pursue their final year of study. This program will allow students interested in plant science and agronomy the opportunity to explore plants at the advanced molecular, cellular, organismal, whole plant, and ecological levels, and will allow them access to advanced lab facilities and exposure to specialized expertise in the discipline.

The landscape of higher education is an ever-shifting environment, subject to changes in populations, competition for resources and students, crowded media markets, and the need to continually refine the means we use to reach and engage prospective students. Wayne State embraces this challenge and is developing a multifaceted approach that we are confident will yield positive results for the College for years to come.