



Nebraska State College System

CHADRON | PERU | WAYNE

BOARD OF TRUSTEES

MEETING NOTICE

In compliance with the provisions of Neb. Rev. Stat. Section 84-1411, printed notice is hereby given that a Regular Meeting of the Board of Trustees of the Nebraska State Colleges will convene at Hillcrest Country Club, Lincoln, Nebraska on June 19, 2018

Executive Session	June 19 –	10:30 a.m.
Business Meeting	June 19 –	2:15 p.m.

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

BOARD OF TRUSTEES MEETING**JUNE 19, 2018***HILLCREST COUNTRY CLUB*
LINCOLN, NEBRASKA

MONDAY, JUNE 18

1:00 – 5:00	Council of Business Officers	System Office Conference Room
1:00 – 5:00	Council of Academic Officers	System Office, Room 202
1:00 – 5:00	Council of Student Affairs Officers	System Office, Room 203

TUESDAY, JUNE 19 –

9:30 – 10:30	Fundamentals of Finance Follow-Up (Board Members, Chancellor, Vice Chancellor for Finance and Admin and General Counsel)	Ballroom Section A
10:30 – 12:00	BOARD EXECUTIVE SESSION to discuss Personnel, Litigation and Liability issues	Ballroom Section A
12:00 – 12:45	Lunch	Ballroom Section C-D
12:45 – 2:15	BOARD COMMITTEE MEETINGS Academic & Personnel Committee Ballroom Section A Fiscal, Facilities & Audit Committee Ballroom Section B Student Affairs, Marketing & Enrollment Committee President's Room	
2:15	BOARD OF TRUSTEES BUSINESS MEETING	Ballroom Section A

Call to Order

Approval of Meeting Agenda

Public Comments

Minutes Approval

- 1 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Apr 20, 2018 8:00 AM
- 2 Minutes of May 15, 2018 Meeting

1. Items for Consent Agenda

- 1.1 Approve Acceptance of Employee Salary Recommendations
- 1.2 Board Meeting Schedule for 2018-2019
- 1.3 Approve Distinguished Service Awards for Chadron State College
- 1.4 Emeritus Status for Marlene Mueller at Wayne State College
- 1.5 Approve Depositories and Signatories Submitted by the Colleges
- 1.6 Approve LB 309 Allocations and Retrievals
- 1.7 Approve Appointment of Substantial Completion Committee for Sports Complex/Stadium Phase I Project for Chadron State College
- 1.8 Approve Authorization for Chancellor to Sign Construction Contracts for Chadron State College
- 1.9 Approve Appointment of Substantial Completion Committee for Theatre Renovation and Addition Project at Peru State College
- 1.10 Approve Authorization for Chancellor to Sign Construction Contract for Centennial Complex Parking Lot for Peru State College
- 1.11 Approve Appointment of Substantial Completion Committee for Center for Applied Technology Project at Wayne State College
- 1.12 Approve Appointment of Substantial Completion Committee for Memorial Stadium Press Box Replacement Project for Wayne State College
- 1.13 Approve Authorization for Chancellor to Sign Information Technology (IT) Equipment Contract for Wayne State College
- 1.14 Approve Authorization for Chancellor to Sign Rice Scoreboard Contract for Wayne State College

Items for Discussion and Action

2. Academic and Personnel

- 2.1 Approve Chancellor and Presidents' Contract Extensions and Salaries
- 2.2 Approve Addition of Environmental Geoscience Minor in the Physical Sciences Comprehensive Major for Chadron State College
- 2.3 Approve Addition of Two Options for Chadron State College
- 2.4 Approve Addition of A Minor in the Business Administration Program for Peru State College
- 2.5 Approve City of Wayne Law Enforcement Interlocal Agreement for Wayne State College
- 2.6 Approve Memorandum of Understanding for UNO Athletic Training Graduate Program at Wayne State College
- 2.7 Approve Memorandum of Understanding with Curacao for Wayne State College
- 2.8 Approve Memorandum of Understanding with Indian Hills Community College for Wayne State College
- 2.9 Approve Lease Agreement with Northeast Community College Area for Wayne State College
- 2.10 Approve Memorandum of Understanding for UNL Engineering 2+2 Degree Program at Wayne State College
- 2.11 Approve Addition of Three Concentrations for Wayne State College
- 2.12 Approve Addition of Construction Minor in Industrial Technology Major for Wayne State College
- 2.13 First and Final Round Approval of Revisions to Board Policy 5006; Drug Free Workplace; Standards of Conduct
- 2.14 First and Final Round Approval of Revisions to Board Policy 5030; Salary Payment, 5103; Professional Staff Employees Excluded from NSCPA Bargaining Unit and 5104; Support Staff Employees Excluded from NAPE/AFSCME Bargaining Unit
- 2.15 First and Final Round Approval of Revisions to Board Policy 5608: Military Leave
- 2.16 First and Final Round Approval of Revisions to Board Policy 8035; Facilities; Alcohol Use
- 2.17 Approve Authorization for Chadron State College to Contract for Nursing Services

3. Student Affairs, Marketing, and Enrollment

- 3.1 First and Final Round Approval of Revisions to Board By-Laws
- 3.2 First and Final Round Approval of Revisions to Board Policy 3020; Sexual Violence or Sex Harassment Reporting, Policies and Procedures
- 3.3 First and Final Round Approval of Revisions to Board Policy 3100; Conduct & Discipline; Students
- 3.4 First and Final Round Approval of Revisions to Board Policy 3200; Due Process - - Students

- 3.5 First and Final Round Approval of Revisions to Board Policies 3401; Non-Resident Scholars Program, 4830; Academic Reports and 6021; Income; Tuition, Online Rate and Dual Enrollment Rate
- 3.6 Approve Contract with Clark Creative Group for Wayne State College

4. Fiscal, Facilities and Audit

- 4.1 Approve Revised Operating Budgets for 2017-2018
- 4.2 Approve Revised Revenue Bond Operating Budgets for 2017-2018
- 4.3 Approve Distribution of Funds for FY 2018-2019
- 4.4 Approve Preliminary Operating Budgets for 2018-2019
- 4.5 Approve Preliminary Revenue Bond Operating Budgets for 2018-2019
- 4.6 Approve Biennium Budget Requests for 2019-2021
- 4.7 Approve Use of \$156,000 of Unappropriated Cash Funds on a One-Time Basis for Stadium Project Phase II Track for Chadron State College
- 4.8 Approve Change Order to Design Contract for Chadron State College Stadium Complex Project
- 4.9 Approve Revised Chadron State College Student Fee Schedule
- 4.10 Approve Designation of \$235,625 of FY18 Appropriated Cash Funds to the Centennial Complex Parking Lot Project for Peru State College
- 4.11 Approve Grant Application for Peru State College
- 4.12 Approve Acceptance of Donated Utility Vehicle from Peru State College Foundation for Peru State College
- 4.13 Approve Artist and Art Design for 1% Art Project for Center for Applied Technology at Wayne State College
- 4.14 First and Final Round Approval of Revisions to Board Policies 7020; Travel; Motor Pool and 7021; Travel; Personnel; Claims, Authorization

Items for Information and Discussion

5. Academic and Personnel

- 5.1 Promotion and Tenure Report
- 5.2 Foundation Employee Compensation Report
- 5.3 Employee Demographic Report
- 5.4 Reports of Personnel Actions
- 5.5 Selection of Collective Bargaining Teams

6. Student Affairs, Marketing, and Enrollment

- 6.1 Student Demographic Report
- 6.2 Marketing Activities and Events Update

7. Fiscal, Facilities, and Audit

- 7.1 Annual Report on Internal Leases of Revenue Bond Buildings
- 7.2 Physical Plant Status Reports (January-March 2018)
- 7.3 Capital Construction Quarterly Reports (as of March 31, 2018)
- 7.4 Spring Occupancy and Income Report
- 7.5 Contracts and Change Orders for Information
- 7.6 Grant Applications and Awards

8. Miscellaneous Action and Information Items

i. Chancellor's Report

- 8.1.1 Chancellor's Report
- 8.1.2 Board Nominating Committee Report and Election of Officers

ii. Presidents' Report

- 8.2.1 Presidents' Reports

iii. Student Trustees' Report

Adjournment



Nebraska State College System

CHADRON | PERU | WAYNE

Executive Session - April 19, 2018

Call to Order - Executive Session

The meeting was called to order at 10:35 AM by Chair Bieganski.

Motion was made by Trustee Peterson and seconded by Trustee Engles to go into executive session as authorized by Neb. Rev. Stat. §84-1410 for receiving and/or discussing:

- Legal Advice
- Pending Litigation
- Negotiations

Chair Bieganski declared that the executive session would be strictly limited to receiving and/or discussing:

- Legal Advice
- Pending Litigation
- Negotiations

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

The Board went into executive session at 10:36 AM. The Board reconvened the open meeting at 12:58 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Bieganski at 1:00 PM.

April 20, 2018

Call to Order

The meeting was called to order at 8:00 AM by Chairman Gary Bieganski

Attendee Name	Title	Status	Arrived
Michelle Suarez	Trustee	Present	

Gary Bieganski	Chairman	Present	
John Chaney	Trustee	Present	
Bob Engles	Trustee	Present	
Carter Peterson	Trustee	Present	
Matt Blomstedt	Trustee	Present	
Jess Zeiss	Vice Chairman	Present	

Approval of Meeting Agenda

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

Public Comments

Ryan Christiansen, a senior English major at Peru State College, shared his thoughts on the NSCS's audit issues identified by the Auditor of Public Accounts. He also thanked the Board for their work in sustaining the three State Colleges even through difficult financial times.

Minutes Approval

Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jan 16, 2018 1:30 PM

A motion was made by Trustee Suarez and seconded by Trustee Chaney to approve the minutes of the January 16, 2018 meeting. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

1. Items for Consent Agenda

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

- 1.1 Approve the Recommendation of the Academic and Personnel Committee for the 2018 Teaching Excellence Award Recipient
- 1.2 Approve Revisions to Academic Organizational Chart for Chadron State College
- 1.3 Approved Revised Organizational Chart for Peru State College
- 1.4 Approved Revised Organizational Chart for Wayne State College
- 1.5 Approve Emeritus Status for Dr. G. W. Sandy Schaefer
- 1.6 Approve Emeritus Status for Dr. Daryl Long

- 1.7 Approve Emeritus Status for Dr. Bill Clemente

- 1.8 Approve Distinguished Service Award Recommendation
 Board Policy 4500 allows College Presidents to make recommendations to the Board for Distinguished Service Awards. A recommendation for a Distinguished Service Award has been received from Peru State. Information will be shared with the Board.

- 1.9 Approve Authorization for Chancellor to Bind Insurance Coverages

- 1.10 Approve Continuation of Food Service Contracts for 2018-2019

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

- 1.11 Approve LB 309 Allocations and Retrievals
 - Peru State**
 - 1. Acceptance of \$25,000 for design of HVAC fluid cooler replacement for Administration Building

Allocation Date/Amount	1/18/18	\$25,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$25,000.00

 - Wayne State**
 - 1. Acceptance of an additional \$140,000 for roof replacement on Gardner Business Building

Allocation Date/Amount	2/5/18	\$140,000.00
Previous Allocation(s)		30,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$170,000.00

 - 2. Acceptance of an additional \$495,000 for exterior molding replacement and windows for Connell Hall

Allocation Date/Amount	2/21/18	\$495,000.00
Previous Allocation(s)		190,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$685,000.00

- 1.12 Approve Authorization for Chancellor to Sign Contracts and Change Order for Chadron State College

Minutes Acceptance: Minutes of Apr 20, 2018 8:00 AM (Minutes Approval)

- 1.13 Approve Authorization for Chancellor to Sign Contracts for Peru State College
Peru State requests authorization for the Chancellor to sign the following contracts after negotiations are complete.
- Field House Phase II Renovation Project
Administration Building Geothermal HVAC Project
- 1.14 Approve Authorization for Chancellor to Sign Contracts for Anderson Hall Projects at Wayne State College
Wayne State respectfully requests authorization for the Chancellor to sign construction contracts for the following upcoming projects:
- Anderson Hall Electrical Upgrades (estimated cost of \$175,000)
Anderson Hall Restroom Updates (estimated cost of \$130,000)
- 1.15 Approve Authorization for Chancellor to Sign NSCS Information Security Policies Development Consulting Contract
- 1.16 Approve Contracts for Audits for Fiscal Year Ending June 30, 2018

Items for Discussion and Action

2. Academic and Personnel

2.1 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 2017-2018 academic year and the subsequent recommendations for continued offering of each.

Chadron State

- Art - **continue the program**
 - Art Studio
 - Gallery/Museum
 - Graphic Design
 - Art Field Endorsement (PK-12)
- English Language Arts - **continue the program**
 - Literature
 - English Language Arts Middle Level (5-9)

- English Language Arts Field Endorsement (7-12)
- Music - **continue the program**
 - Music Industry
 - Applied Music
 - Music Studies
 - Music Education Field Endorsement (PK-12)
 - Vocal Music Education Subject Endorsement (PK-12)
- Theatre - **continue the program**
 - Performance
 - Technology/Design
 - Theatre Supplemental Endorsement (7-12)

Peru State

- Art - **continue the program**
 - Fine Arts
 - Graphic Design
 - Art Subject Endorsement (K-12)
- English - **continue the program**
 - English
 - Language Arts
 - English Subject Endorsement (7-12)
 - Language Arts Subject Endorsement (7-12)
- Music - **continue the program**
 - Community Music and Private Studio
 - Music Marketing
 - Music Performance
 - Music Field Endorsement (K-12)

Wayne State

- Art - **continue the program**
 - Graphic Design
 - Studio Art
 - Art Education Field Endorsement (K-12)
- English - **continue the program**
 - Literature
 - Writing
 - Writing and Literature
 - Secondary English Subject Endorsement (7-12)
 - English Language Arts Field Endorsement (7-12)
- Music - **continue the program**
 - Performance
 - General Music
 - Music Industry
 - Vocal & Instrumental Music Field Endorsement (K-12)
 - Vocal Music Education (K-12)
- Spanish - **continue the program**
 - Spanish
 - World Languages-Spanish Subject Endorsement (6-12)

A motion to approve the Program Review Recommendations was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.2 Approve Salary Policy for 2018-2019

Non-Unionized Professional Staff. On July 1, 2018, 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, 2018, 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, 2018 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, 2018.

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, 2018.

A motion to approve the Salary Policy for 2018-2019 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.3 Approve Agreement for Agricultural Education Teaching Option Program for Chadron State College

A motion to approve the Agreement for Agricultural Education Teaching Option Program for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.4 Approve Internship Agreement for Peru State College

A motion to approve the Internship Agreement for Peru State College was recommended by the committee to the full Board, which approved the motion.

Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.5 Approve Student Teaching Agreement Between Peru State College and Omaha Public Schools

A motion to approve the Student Teaching Agreement Between Peru State College and Omaha Public Schools was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.6 Approval of Two Graduate Focus Areas at Wayne State College

Wayne State sought approval to add the following graduate focus areas in the Master of Science in Organizational Management program and the Master of Science in Education in Curriculum & Instruction-Instructional Leadership program beginning Fall 2018:

- Public Administration Management Focus Area (Organizational Management)
- Cross-Curricular Education Focus Area (Curriculum & Instruction-Instructional Leadership)

A motion to approve Two Graduate Focus Areas at Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.7 Approval of Addition of Agricultural Communication and Leadership Concentration at Wayne State College

Wayne State sought approval to add the following undergraduate concentration in the Mass Communication Major beginning Fall 2018:

- Agricultural Communication and Leadership (Mass Communication)

A motion to approve the Addition of Agricultural Communication and Leadership Concentration at Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.8 Approval of Addition of Six Minors at Wayne State College

Wayne State sought approval to add the following academic minors beginning Fall 2018:

- Art History (Art)
- Digital Film Production (Mass Communication)
- Graphic Design (Art)
- Injury Science (Applied Human & Sport Physiology)

Promotion and Media (Mass Communication)
 Web and Mobile App Design and Development (Art/Technology)

A motion to approve the Addition of Six Minors at Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

3. Student Affairs, Marketing, and Enrollment

3.1 First and Final Round Approval of Revisions to Board Policy 3601; Posthumous Degrees

A motion to approve the First and Final Round Approval of Revisions to Board Policy 3601; Posthumous Degrees was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4. Fiscal, Facilities and Audit

4.1 Approve Revised Distribution of Funds for 2017-2018

A motion to approve the Revised Distribution of Funds for 2017-2018 was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.2 Approve Tuition Rates for 2018-2019

The proposed tuition rates for 2018-19 are as follows:

TUITION

Undergraduate, resident	\$177.00
Graduate, resident	\$221.25
Undergraduate, non-resident	\$354.00
Graduate, non-resident	\$442.50

CHADRON STATE COLLEGE "Eagle Rate"

Undergraduate, non-resident (on-site)	\$178.00
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PERU STATE COLLEGE "One Rate Any State"

Undergraduate, non-resident (on-site)	\$178.00
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COLLEGE CENTER AT SOUTH SIOUX CITY (WSC) "Bridge Rate"

Undergraduate, non-resident (College Center)	\$178.00
Graduate, non-resident (College Center)	\$222.25

ONLINE RATE (all inclusive)

Undergraduate Online	\$289.00
Graduate Online	\$361.25

DUAL ENROLLMENT PROGRAM RATE (all inclusive) \$ 60.00

TUITION RATES

Board Policy 6021 states that undergraduate resident tuition rates will be established, and the graduate rate will be approximately one hundred twenty-five percent (125%) of the undergraduate rate. Non-resident undergraduate rates will be established at no more than two hundred percent (200%) of resident undergraduate rates, and non-resident graduate rates will be established at approximately one hundred twenty-five percent (125%) of the non-resident undergraduate rate.

ONLINE RATE

Board Policy 6021 also provides that the online rate is inclusive of tuition and fees.

DUAL ENROLLMENT PROGRAM RATE

Board Policy 6021 also provides that the dual enrollment rate is inclusive of tuition and fees.

A motion to approve the Tuition Rates for 2018-2019 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.3 Approve 2018-2019 Fee Recommendations

A motion to approve the 2018-2019 Fee Recommendations was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.4 Approve 2018-2019 Room and Board Rates

A motion to approve the 2018-2019 Room and Board Rates was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.5 Approve Contingency Maintenance Requests

A motion to approve the Contingency Maintenance Requests was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.6 Approve Naming of Areas in New Sports Complex/Stadium and Track for Chadron State College

Board Policy 8020 provides for the naming of NSCS buildings and other facilities. According to paragraph 4 of the policy, "The proposed name

shall come to the Board as a recommendation of the College President." Pursuant to this policy, Chadron State proposed to name areas of the new Sports Complex/Stadium and Track in recognition of substantial contributions designated for the project. Chadron State proposed to name the following areas in honor of the donors who have provided substantial financial gifts and service to the College.

21st Century Equipment LLC Ticket Office
 Dr. Frank Ferguson Meet Management Facility
 Dr. Samuel Rankin President's Suite
 Security First Bank Concourse

These naming requests bring honor to the donors and their family members, to Chadron State and to the Nebraska State College System.

The Chancellor supported these requests and recommends approval.

A motion to approve the Naming of Areas in the New Sports Complex/Stadium and Track for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.7 Approve Change Order and Revised Project Funding for Chadron State College Stadium Complex Field Lights

Chadron State requested approval from the Board for Change Order #2 from A-P Mountain States, LLC to include Stadium field lighting for \$275,306. Funds are available within the existing Stadium Complex project budget, along with an additional minimum commitment of \$69,043 from the Foundation.

A motion to approve the Change Order and Revised Project Funding for Chadron State College Stadium Complex Field Lights was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.8 Approve Use of \$850,000 of Capital Improvement Fee Funds for Chadron State College

A motion to approve the Use of \$850,000 of Capital Improvement Fee Funds for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.9 Approve Use of Unappropriated Cash Funds for Stadium Project at Chadron State College

A motion to approve the Use of Unappropriated Cash Funds for Stadium Project at Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

- 4.10 Approve Use of \$418,000 of Capital Improvement Fee Funds for Peru State College

A motion to approve the Use of \$418,000 of Capital Improvement Fee Funds for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

- 4.11 Approve Easement with City of South Sioux City for Wayne State College

A motion to approve the Easement with City of South Sioux City for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

- 4.12 First and Final Round Approval of Revisions to Board Policy 8061; Capital Construction; Needs Statements, Board Policy 8062; Capital Construction; Program Statements, Board Policy 8065; Capital Construction; Contracts; Approvals, and Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services

A motion to approve the First and Final Round Approval of Revisions to Board Policy 8061; Capital Construction; Needs Statements, Board Policy 8062; Capital Construction; Program Statements, Board Policy 8065; Capital Construction; Contracts; Approvals, and Board Policy 8066; Capital Construction; Contracts; Professional Consulting Services was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

Items for Information and Discussion

5. Academic and Personnel

- 5.1 Fall 2017 Graduation Summaries

The fall 2017 graduation summaries from each of the Colleges were provided to the Board for information.

- 5.2 Fall 2017 Instructional Load Reports

The fall 2017 instructional load reports from each of the Colleges were provided to the Board for information.

5.3 Five-Year Academic Calendar

The five-year academic calendar was provided to the Board for information.

5.4 NSCS Funding Request for CSC Foundation

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 2018-2019.

- 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 cost of the NSCS Senator's Reception (not limited)
- Provide \$3,000 for the NSCS Teaching Excellence Award when the recipient is a Chadron State College faculty member

5.5 Reports of Personnel Actions

The Personnel action reports were provided to the Board for information

6. Student Affairs, Marketing, and Enrollment

6.1 Marketing Activities and Events Update

6.2 Intercollegiate Athletics Report of Institutional Commitment to NCAA Principles for Conduct to Enhance Integrity in Intercollegiate Athletes

The intercollegiate athletics report of institutional commitment to NCAA principles for conduct to enhance integrity in intercollegiate athletes was provided to the Board for information.

6.3 Student Trustee Update

Jon Hansen, CSC; Jesse Dorman, PSC; and Jeff Carstens, WSC, coordinated the 2018-19 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 selected the following students for 2018-2019:

Dawson Brunswick, CSC
 Camarie Stratman, PSC
 Ria Pedersen, WSC

7. Fiscal, Facilities, and Audit

7.1 Capital Construction Quarterly Reports (as of December 31, 2017)

Capital Construction Quarterly Reports from each of the Colleges were provided to the Board for information.

Chadron

1. Stadium Renovation - Interim report

Peru

1. Delzell Renovation - Interim report
2. Field House - Interim report
3. Park Avenue Campus Entrance - Interim report
4. Theater Renovation - Interim report

Wayne

1. Bowen Hall Renovation and Addition - Interim report
2. Carhart Renovation, Phase III - Interim report
3. Center for Applied Technology - Interim report
4. Press Box Replacement - Interim report
5. U.S. Conn Library Renovation - Interim report

7.2 Contingency Maintenance Progress Reports (as of December 31, 2017)

Contingency Maintenance Progress Reports from each of the Colleges were provided to the Board for information.

7.3 LB 309 Project Status Reports (July-December 2017)

LB 309 Project Status Reports from each of the Colleges were provided to the Board for information.

7.4 Physical Plant Status Reports (October-December 2017)

Physical Plant Status Reports from each of the Colleges were provided to the Board for information.

7.5 Financial Reports (July-December 2017)

The Financial Reports from each of the Colleges were provided to the Board for information.

7.6 Operating Expenditure Reports (July-December 2017)

The Operating Expenditure Reports from each of the Colleges and the System Office were provided to the Board for information.

- 7.7 Revenue Bond Expenditure Reports (July-December 2017)
The Revenue Bond Expenditure Reports from each of the Colleges were provided to the Board for information.
- 7.8 Fall Occupancy and Income Reports
The Fall Occupancy and Income Reports from each of the Colleges were provided to the Board for information.
- 7.9 Potential Occupancy and Income Reports
The Fall 2018 and Spring 2019 Potential Occupancy and Income Reports from each of the Colleges were provided to the Board for information.
- 7.10 Optimal Enrollment Report
The Optimal Enrollment Report was provided to the Board for information.
- 7.11 Grant Applications and Awards for Information
- Chadron State Grant Applications
- Chadron State Hoop Shoot (Dawes County Travel Board) -- \$1,200
 - Steelcase Active Learning Center (Steelcase Education) -- \$67,000 in furniture and installation
- Wayne State Grant Award
- Nebraska Business Development Center (U.S. Small Business Administration) -- \$65,000
- 7.12 Contracts and Change Orders for Information
- Chadron State Contracts
- Athletic Department (study of impact of additional sports and investment/financial impact analysis) -- \$16,000 plus business and travel expenses
 - Rangeland Facility (design, bid and oversight of construction of facility expansion) -- \$30,914
 - Football Stadium (concrete piers drilling and construction oversight) - not to exceed \$10,000
 - President's Office (research and contact corporations who provide education assistance to employees) -- \$17,500 plus authorized travel expenses up to \$5,000
 - Maintenance Department (tractor lease) -- \$3,000
 - Football Stadium (construction inspection of scoreboard concrete piers/soil compaction study) -- \$9,000
 - Andrews Residence Hall (fire alarm system) -- \$208,621.33

- Rangeland Facility (concrete work) -- \$29,810
- Marketing Department (advertising) -- \$21,000
- Football Stadium (masonry, weld and steel inspection) -- \$14,161.80

Chadron State Change Order

- Football Stadium (#1-price options list) -- \$0.00

Peru State Contracts

- Campuswide (advertising three-year contract) -- \$240,000
- Administration (consulting services) - not to exceed \$20,400 fees, not to exceed \$14,100 travel expenses
- AWAC (replace condensate lines) -- \$82,125
- Campuswide (provide engineering services - campus fire alarm upgrade) -- \$32,900
- Theatre (brick sculptures) -- \$57,600
- Hoyt Science Center (roof repair) -- \$4,650

Peru State Change Orders

- Theatre (#2-added footings at stage, replace clay tile sanitary, demo additional slab at stage front, additional rebar at entry footing, additional demo and removal of tunnel debris, demo additional concrete and limestone, demo for helical piers, and relocate helical due to obstruction) -- \$37,897
- Delzell Hall (#11-floors in showers 120, 220, and 320 exceed the maximum variation of surface flatness for concrete floors of 1/8" in 10'. In lieu of removing the tile and correcting the current installation the contractor credit is offered to accept installation as is) - (\$3,500)

Wayne State Contracts

- Admissions, NATS (license, host & support an information management system) -- \$225,000
- Energy Plant (conduct hydrostatic test on boiler) -- \$1,995
- Recreation Center (repair storm drain) - not to exceed \$1,600
- Recreation Center Room 104 (complete interior finishes and install equipment) -- \$6,905
- Campuswide (semi-annual fire alarm systems inspections) -- \$890
- Center for Applied Technology (design services for furniture) -- \$2,500
- Neihardt Hall (fire alarm upgrade) -- \$272,150
- Connell Hall (remove old and install new projection screen) -- \$1,100
- Registration/Records (search for Registrar position) - not to exceed \$24,408.50
- Neihardt Hall (install cripghna board in elevator) -- \$6,055
- Criminal Justice Training Facility (construct facility) -- \$308,000
- Student Affairs (search for Vice President for Student Affairs position) -- \$35,750

Wayne State Change Orders

- Criminal Justice Training Facility (#1-changes to timeline, footing design, concrete testing, vapor barrier, flooring, fire alarm, smoke detectors) - (\$38,118)
- Center for Applied Technology (#1-cul-de-sac, concrete and basement wall adjustments) -- \$14,676.97
- Center for Applied Technology (#2-changes to elevator security, overhead door and smoke seal) -- \$6,842.25

Nebraska State College System Contracts

- Nebraska State College System Office and Colleges (IntegraReport Services) -- \$3,250
- Nebraska State College System (federal consulting services) -- \$12,000 annually

8. Miscellaneous Action and Information Items**i. Chancellor's Report**

8.1.1 Chancellor's Report

Chancellor Carpenter discussed the budget reduction planning that the NSCS had conducted. He said it was a difficult process planning for a proposed 4% cut in funding along with a decline in revenue from reduced enrollment figures. With the 1% cut in funding approved by the Legislature and signed by the Governor, rather than the original 4% proposal, the cuts will not be as deep as planned.

Chancellor Carpenter noted that the System Office would welcome Judi Yorges on April 30 as the new Director of External Relations and Communications.

Chancellor Carpenter thanked Ashley Goad, CSC Student Trustee, Treyten Nelson, PSC Student Trustee and Jayme Krejci, WSC Student Trustee for their service on the Board.

Chair Gary Bieganski presented Ashley Goad, Treyten Nelson and Jayme Krejci with certificates for their service on the Board of Trustees for 2017-2018.

Chair Bieganski noted that the proposed Board meeting schedules were included in the Board packet. He asked that the Board members review the proposed dates.

8.1.2 Proposed Board of Trustees Meeting Schedule for 2018-2019

2018-2019 Proposed Board Meeting Schedule

(Five Meetings Per Year)

NOVEMBER	BOARD OF TRUSTEES MEETING-WAYNE	November 15-16, 2018 Thursday-Friday
JANUARY	BOARD OF TRUSTEES MEETING-LINCOLN	January 15, 2019 Tuesday
MARCH	BOARD OF TRUSTEES MEETING-PERU	March 21-22, 2019 Thursday - Friday
JUNE	BOARD OF TRUSTEES MEETING-LINCOLN	June 20, 2019 Thursday

2018-2019 Proposed Board Meeting Schedule
(Six Meetings Per Year)

SEPTEMBER	BOARD OF TRUSTEES MEETING-CHADRON	September 14-15, 2018 Friday - Saturday
NOVEMBER	BOARD OF TRUSTEES MEETING-WAYNE	November 15-16, 2018 Thursday-Friday
JANUARY	BOARD OF TRUSTEES MEETING-LINCOLN	January 15, 2019 Tuesday
MARCH	BOARD OF TRUSTEES MEETING-LINCOLN	March 7, 2019 Thursday
APRIL	BOARD OF TRUSTEES MEETING-PERU	April 25-26, 2019 Thursday - Friday
JUNE	BOARD OF TRUSTEES MEETING-LINCOLN	June 20, 2019 Thursday

Chair Bieganski appointed Trustees Suarez, Peterson and Chaney as the Board officers nominating committee. The committee will report their nominations for Chair and Vice Chair at the June 19, 2018 meeting.

The following trustees will provide greetings from the Board at the May 5 commencement exercises: Gary Bieganski at Chadron State, John Chaney and Bob Engles at Peru State and Michelle Suarez at Wayne State.

ii. Presidents' Report

8.2.1 Presidents' Reports

WSC President Rames noted that 204 student athletes received the Presidential Scholar Athlete Award this year. Eleven senior athletes had received the ninth annual Northern Sun Intercollegiate Conference Myles Brand All-Academic with Distinction Award, as well.

She also noted the new Criminal Justice Crime Scene Investigation Facility project is scheduled to open this fall. This facility will provide a variety of academic experiences for criminal justice majors. The new facility is expected to expand the number of criminal justice majors as applications for fall 2018 have grown over 40% from fall 2017.

President Rames also noted that the Electronic Media program hosted its inaugural Wildcat Short Film Festival April 5th. Prior to the film festival, more than 120 high schools and colleges from across the nation submitted short films for review.

CSC President Rhine reported the 6th Annual Big Event would be taking place Saturday, April 21. Several volunteers and job sites are already scheduled.

He noted that the Business program had received accreditation from the Accreditation Council for Business Schools and Programs. On the national outbound exams taken by undergraduate and graduate students, CSC undergraduate students scored 12.5% above the national average and graduate students scored 15.58% above the national average.

President Rhine indicated that 33 students from 26 communities in Nebraska had recently been accepted into the Rural Health Opportunities Program (RHOP).

PSC President Hanson reported that PSC had recently developed a new strategic plan with a focus on engaging the future. The plan would look toward improving campus involvement with the community and alums.

President Hanson noted that Senator Mike Johanns would be the keynote speaker at the May 5 commencement ceremony. He also thanked the Board for approving the recommendation to present Floyd Vrtiska with the Distinguished Service Award. He also noted that Amy Mincer's daughter had items in an art show on campus.

iii. **Student Trustees' Report**

PSC Student Trustee Treyten Nelson reported the Student Senate had an active year—all seats were filled with more students interested and over ten initiatives passed throughout the year which included reorganizing the Student Organizations office to include all student organizations; updating technology in the office; providing automated external defibrillators (AEDs) for every building on campus; passing funding for an increase of student jobs on campus; collaborating with the administration in updating projectors on campus; revamping the student organization funding process; and laying the groundwork for a transportation service for students.

He further noted that 24 students that competed at the Phi Beta Lambda State Leadership Conference qualified for nationals. The Campus Activities Board and Resident Assistants also had a very busy year.

Student Trustee Nelson thanked the Board for his 2 years spent representing Peru State students.

CSC Student Trustee Ashley Goad reported the feminine hygiene products program is going very well in the Student Center and it is hoped that the products will be placed in all bathrooms across campus.

She noted the 3rd annual Spring Daze event was held the previous week and was a great success despite having to cancel the Friday event due to weather. She further noted the Big Event would be held April 21 and at the time of the meeting 41 job sites were registered with 466 students signed up to volunteer.

At CSC this year there has been a big push across campus to fight mental health stigmas by talking about mental health issues that are common to many college students. She pointed out that at this time of year, with finals week looming, it is a hard time for many students. Organizations on campus are collaborating to host special screenings of the film "Angst: Raising Awareness Around Anxiety". This film deals with anxiety, shows how common it is, debunks a few myths and talks about how to deal with it.

Student Trustee Goad also noted that Dawson Brunswick, the 2018-2019 CSC Student Trustee had been named the President of the State Phi Beta Lambda organization.

WSC Student Trustee Jayme Krejci reported the Annual International Dinner was held in February and approximately 200 people from the College and community attended. She also reported that the annual Casino Night was held in late February and approximately 300 students participated.

She also noted that WSC hosted the 27th Annual Legislative Forum at the end of March. This is an opportunity for WSC and the Wayne community to interact with the state senators. The Active Minds Club partnered with UNMC and the Rural Futures Institute to present a mental health forum focused on how environmental factors, such as, nutrition, physical activity and sleep impact students.

Executive Session

Motion was made by Trustee Peterson and seconded by Trustee Engles to go into executive session as authorized by Neb. Rev. Stat. §84-1410 for receiving and/or discussing:

- Legal Advice
- Pending Litigation
- Negotiations

Chair Bieganski declared that the executive session would be strictly limited to receiving and/or discussing:

- Legal Advice
- Pending Litigation
- Negotiations

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

The Board went into executive session at 10:27 AM. The Board reconvened the open meeting at 11:41 AM.

Adjournment

There being no further business, the meeting was adjourned by Chair Bieganski at 11:42 AM.

Stan Carpenter, Chancellor



Nebraska State College System

CHADRON | PERU | WAYNE

May 15, 2018

Call to Order

The meeting was called to order at 10:00 AM by Chair Bieganski.

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

Approval of Meeting Agenda

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

Public Comments

No public comment

David Kramer, attorney with Baird Holm LLP gave a presentation on the Public Records and Open Meetings Acts for Executive Searches.

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SINCE 1903

Public Records and Open Meetings Acts in Executive Searches

Presented to the Nebraska State College System Board of Trustees

By David J. Kramer
Baird Holm, LLP

Executive Vacancy

Chancellor has announced his intent to retire upon completion of search for his successor

Arguably most important decision that the Trustees will make

BH

BAIRD BAIRD
ATTORNEYS AT LAW
SINCE 1903

Legal Pitfalls

- Two main laws which you need to be aware of and comply with:
 - Open Meetings Act
 - Public Records Act

BH

BAIRD BAIRD
ATTORNEYS AT LAW
SINCE 1903

Neb. Rev. Stat. § 84-1408

It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

Broadly Interpreted

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1912

BH

Open Meetings

- Nebraska State College Board of Trustees is a public body
- Whenever a quorum is present
- Regular, special or called meetings, formal or informal
- For the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action
- Subcommittees are excluded unless authorized to

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1912

BH

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Board in open session.

The vote to elect leadership within a board may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

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ATTORNEYS AT LAW
1912

BH

Closed Session

- Closed session permitted if it is necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.

BAIRD ATTORNEYS AT LAW

BH

Closed Session

CONTINUED ...

Non-exclusive list of reasons:

- Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.

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BH

Closed Session

CONTINUED ...

Not permitted for discussion of the appointment or election of a new member of a public body or when a quorum is interviewing prospective employees.

- Where candid discussion by the Board or the candidate could elicit responses which might be injurious to the reputation of an individual...those circumstances *might* warrant a dosed session of the Board to deal briefly with those issues.

BAIRD ATTORNEYS AT LAW

§J:i

Electronic Communications

Emails may not be used to circumvent the Act.

Factual determination resolved on a case by case basis.

You can communicate by email but you have to be careful.

Emails are public records.



Electronic Communications

CONTINUED

General Rule: No quorum

AG's opinion, permissible for there to be a quorum in the communication as long as communication does not circumvent the Open Meetings Act.

- Does it elicit a response
- Does **it** further communications between board members

Instantaneous Messages

- Text messages, chat rooms, Skype, etc.



Neb. Rev. Stat. § 84-712

Except as otherwise expressly provided by statute, all citizens of this state and all other persons interested in the examination of the public records ... are hereby fully empowered and authorized to...examine such records, and make memoranda, copies...



Public Records

All records and documents, regardless of physical form, of or belonging to the state and its various political subdivisions, departments, boards, and commissions

Public records are broadly defined



Exceptions

Job application materials submitted by applicants, other than finalists, who have applied for employment by any public body

Job application materials in this context means employment applications, resumes, reference letters, and school transcripts.



Finalist

any job applicant:

- (i) who reaches the final pool of applicants, numbering four or more, from which the successful applicant is to be selected,
- (ii) who is an original applicant when the final pool of applicants numbers less than four, or
- (iii) who is an original applicant and there are four or fewer original applicants.



Internal Searches

Saves time
Saves money

- Search cost
- Pay is usually lower than going national rate

Candidates are known
Fil and culture already established


BAIRD & ASSOCIATES
ATTORNEYS AT LAW **BH**

External Searches

New talent and new ideas
No limit to number of candidates
Can look for specific skills/experiences
Chance to increase diversity
Wider pool of applicants

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ATTORNEYS AT LAW **BH**

QUESTIONS?



BAIRD & ASSOCIATES
ATTORNEYS AT LAW **BHI**

Items for Discussion and Action

1.1 Creation of Chancellor Search Committee and Appointment of Members

The following motion was made by Trustee Peterson and seconded by Trustee Suarez; that in keeping with Provisions of Board Policy 2001, he moved to Create a Special Committee of the Board, named the Chancellor Search Committee, and to Appoint Trustees Jess Zeiss and John Chaney and Chair Bieganski as Members of the Committee. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, and Blomstedt.

1.2 Approve Search Process for Chancellor and Hiring of Search Consultant

The following motion was made by Trustee Chaney and seconded by Trustee Blomstedt; that in keeping with the Provisions of Board Policy 7016, he moved to Direct the Chancellor to Hire and Retain a Search Consultant to Assist the Board with a National Search for the Position of Chancellor. Voting **AYES:** Suarez, Bieganski, Chaney, Engles, Peterson, and Blomstedt.

Adjournment

There being no further business, the meeting was adjourned by Chair Bieganski at 12:05 PM.

Stan Carpenter, Chancellor

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Acceptance of Employee Salary Recommendations**

The Chancellor and each President have submitted salary recommendations for the 2018-19 fiscal year. In addition, Board Policy 5405 calls for the employer contribution to the retirement plan to remain at 8.0% for FY 2018-19.

The System Office recommends approval of the Acceptance of Employee Salary Recommendations.

ATTACHMENTS:

- Salary Report 2018-2019 (PDF)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>Faculty -- State Supported Positions</u>			
Anderson, Timothy E	Professor	1.00	100,123.00
Bentz, Laura A	Professor	1.00	71,415.00
Blundell, E Patricia	Professor	1.00	79,634.00
Bogner, Michael P	Professor	1.00	77,245.00
Bruehlman, August	Professor	1.00	83,518.00
Brust, Mathew	Professor	1.00	71,415.00
Buchmann, Ann M	Professor	1.00	71,415.00
Carnot, Mary Jo	Professor	1.00	71,415.00
Donahue, Mary	Professor	1.00	72,123.00
Ellington, H Elisabeth	Professor	1.00	71,415.00
Enos, Karen	Professor	1.00	71,415.00
Evertson, Matthew Q	Professor	1.00	74,714.00
Frink, Teresa	Professor	1.00	71,415.00
Gaudet, Laura B	Professor	1.00	75,044.00
Hardy, Joyce	Professor	1.00	121,161.00
Hoem, Bruce	Professor	1.00	71,415.00
Hunn, Lorie	Professor	1.00	71,415.00
Jamison, Wendy	Professor	1.00	71,415.00
Keith, Tim J	Professor	1.00	78,969.00
King, Donald R	Professor	1.00	76,509.00
Kirsch, Kathleen C	Professor	1.00	71,415.00
Knight, Robert	Professor	1.00	71,415.00
Koehn, James	Professor	1.00	79,506.00
Koza, Richard A	Professor	1.00	87,439.00
Leesch Bogner, Lisette D	Professor	1.00	74,042.00
Leite, Michael B	Professor	1.00	77,250.00
Limbach, Barbara	Professor	1.00	85,718.00
Madsen, Kim A	Professor	1.00	80,983.00
Mays, Roger W	Professor	1.00	75,044.00
Miller, Brandon L	Professor	1.00	71,415.00
Nobiling, Tracy L	Professor	1.00	85,808.00
Rahman, Shafiqur	Professor	1.00	71,415.00
Ritzen, Scott	Professor	1.00	81,462.00
Roweton, William	Professor	1.00	97,544.00
Schaeffer, Susan	Professor	1.00	62,647.00
Schreuder, Joel T	Professor	1.00	72,835.00
Stack, Robert V	Professor	1.00	89,242.00
Stephens, Michael	Professor	1.00	71,415.00
Tucker, Thomas Deane	Professor	1.00	75,044.00
Wada, James	Professor	1.00	71,415.00
Watt, Don E	Professor	1.00	75,044.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Waugh, Wendy	Professor	1.00	81,810.00
Wentworth, Beth	Professor	1.00	71,415.00
Sub-Total Professors		43.00	3,334,513.00
Bolze, Ronald P	Associate Professor	1.00	61,206.00
Brammer, Dawn D	Associate Professor	1.00	60,794.00
Cavin, Scott B	Associate Professor	1.00	64,718.00
Ellis, Joshua C	Associate Professor	1.00	60,794.00
French-Collins, Shaunda M	Associate Professor	1.00	60,794.00
Gallegos, Nathaniel P	Associate professor	1.00	60,993.00
Hamaker, Jamie L	Associate professor	1.00	65,431.00
Hoffman, William	Associate Professor	1.00	60,794.00
Kenney Jr, Richard H	Associate Professor	1.00	65,587.00
Kinbacher, Kurt E	Associate Professor	1.00	60,794.00
McCallum, Henry	Associate Professor	1.00	66,010.00
Nesheim, David A	Associate Professor	1.00	62,891.00
VACANT	Associate Professor	1.00	65,000.00
Ritzen, Donna R	Associate Professor	1.00	60,946.00
Smith, Thomas E	Associate Professor	1.00	60,794.00
Woods, Kathleen E	Associate Professor	1.00	61,184.00
Sub-Total Associate Professors		16.00	998,730.00
Brierly, Robin K	Assistant Professor	1.00	54,369.00
Buttiglieri, John	Assistant Professor	1.00	51,995.00
Coughlin, Steven M	Assistant Professor	1.00	49,730.00
Cox, Kimberly	Assistant Professor	1.00	48,282.00
Denham, Trudy A	Assistant Professor	1.00	47,700.00
Dusek, Gary A	Assistant Professor	1.00	61,814.00
Entzminger, Lori L	Assistant Professor	1.00	51,995.00
Field, Aaron L	Assistant Professor	1.00	52,280.00
Hafey, Brooks R	Assistant Professor	1.00	50,796.00
Hosman, Lonnie J	Assistant Professor	1.00	55,825.00
Jamison, Todd E	Assistant Professor	1.00	52,103.00
Jones, Markus	Assistant Professor	1.00	47,705.00
Jones, Mary C	Assistant Professor	1.00	49,735.00
Moriasi, Peter A	Assistant Professor	1.00	51,511.00
Morrow, Johnica	Assistant Professor	1.00	51,765.00
Moses, Gregory J	Assistant Professor	1.00	57,855.00
Norman, Erin M	Assistant Professor	1.00	52,103.00
VACANT	Assistant Professor	1.00	48,000.00
VACANT	Assistant Professor	1.00	50,000.00
VACANT	Assistant Professor	1.00	47,690.00
VACANT	Assistant Professor	1.00	47,690.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
VACANT	Assistant Professor	1.00	47,690.00
VACANT	Assistant Professor	1.00	47,690.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	50,000.00
VACANT	Assistant Professor	1.00	47,690.00
Perlinski, Anthony T	Assistant Professor	1.00	47,690.00
Puzzo, Richard D	Assistant Professor	1.00	49,228.00
Ritzen, John C	Assistant Professor	1.00	52,103.00
Tebbs, Shawn M	Assistant Professor	1.00	50,793.00
Vogl, Michael	Assistant Professor	1.00	54,703.00
Wilson, Tara A	Assistant Professor	1.00	52,541.00
Sub-Total Assistant Professors		32.00	1,633,071.00
Helmbrecht, Brittany L	Instructor	1.00	39,149.00
Kennedy, Michael	Instructor	1.00	53,765.00
Ritzen, Cassandra A	Instructor	1.00	50,750.00
Sayaloune, Detsinh	Instructor	1.00	41,615.00
Wood, Terrie L	Instructor	1.00	46,690.00
Sub-Total Instructors		5.00	231,969.00
TOTAL FACULTY		96.00	6,198,283.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NSCPA Professional Staff -- State Supported Positions</u>			
Ballard, Samuel E	IT Specialist	1.00	49,984.00
Bila, Robin M	Licensed Student Counselor	1.00	49,451.00
Binkard, Daniel	Digital Graphic Designer	1.00	41,134.00
Blonien, Sharla	Project Coordinator	1.00	36,068.00
Brennan, Blair	Construction Project Coordinator	1.00	59,527.00
Buhr, Jacqueline M	Financial Aid Counselor	0.75	24,672.00
Buhr, Jacqueline M	Financial Aid Counselor	0.25	8,224.00
Camerlinck, Angela	Project Coordinator	1.00	37,904.00
Cassiday, Jerry D	Licensed Student Counselor	1.00	54,938.00
Center, Kaleb R	Director-Sports Information	1.00	40,179.00
Conway, Craig E	Publications Specialist	0.20	9,775.00
Conway, Craig E	Publications Specialist	0.80	37,930.00
Cook, Tena	Marketing Coordinator	1.00	69,039.00
Crofutt, Heather	IT Specialist	1.00	50,999.00
Crofutt, Keith	IT Analyst	1.00	62,247.00
Cullan, Morgan	Project Coordinator	0.75	27,059.00
Cummings, Kristol	Project Coordinator	1.00	35,371.00
Dykes, Sarah N	Accountant	1.00	37,140.00
Emerson, Sherrie B	IT Support	1.00	38,748.00
Fernandez, Colette M.	Project Coordinator	1.00	36,068.00
Fullerton, Christine	Librarian-Public Services	1.00	51,458.00
Gimeson, Merle	Publications Specialist	1.00	57,643.00
Giorgi, Starr	IT Specialist	1.00	55,742.00
Green, Christopher A	Associate Athletic Director	0.84	56,250.00
Green, Christopher A	Associate Athletic Director	0.16	10,714.00
Gudeta, Simon H	IT Technician	1.00	40,600.00
Hall, Andrea M	Project Coordinator	1.00	38,570.00
Hartman, Shawn	Librarian-Outreach Services	1.00	66,092.00
Haynes, Teresa L	Academic Advisor	1.00	44,544.00
Heide, Erin E	Coordinator of Admissions Services	1.00	35,028.00
Hooks, Unique	Academic Advisor	1.00	40,691.00
Hovendick, Jessyca P	Project Coordinator	1.00	35,371.00
Jersild, Craig R	Assistant Coach	1.00	40,824.00
Johnson, Roberta J	Extended Campus Program Coordinator	1.00	51,930.00
Jons, Channing M	Admissions Representative	1.00	32,896.00
Junge, Kayla R	IT Analyst	1.00	55,492.00
Kennell, Deena	Director Internships & Career Services	1.00	64,921.00
Kreis, Earl J	Head Strength and Conditioning Coach	1.00	41,511.00
Kuhnel, Kristal S	Director-Health Professions Program	1.00	50,424.00
Larson, Jeff L	Football Coordinator Defensive	1.00	53,555.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Ledbetter, Elizabeth	Instructional Technology and Design Spec	1.00	61,872.00
Masters, Logan M	Assistant Coach	1.00	37,604.00
McAllister, Rebecca A.	Academic Advisor	1.00	44,568.00
McClintock, Heidi	Admissions Representative	0.00	41,108.00
Mowry, Marianne	Project Coordinator	1.00	37,161.00
Mullis, Scot N	Coordinator of Admissions Services	1.00	32,967.00
Newberg, Pamela J	Head of Technical Services	1.00	58,930.00
VACANT	Manager-Sports & Recreation Center	0.35	14,423.00
VACANT	Director-Museum	1.00	58,495.00
VACANT	Admissions Representative	1.00	32,896.00
VACANT	Accountant	1.00	37,140.00
VACANT	Accountant	1.00	41,979.00
VACANT	Teacher	1.00	28,986.00
O'Daniel, Tyler D	Admissions Representative	1.00	32,896.00
Omelanuk, Joy C	Assessment and Accreditation Coordinator	1.00	47,751.00
Pace, Robert A	Accompanist	0.92	40,005.00
Patterson, Jereme	IT Analyst	1.00	61,315.00
Peters, Katherine A	Academic Support Center Coordinator	1.00	48,784.00
Pope, Katelyn D	Project Coordinator	1.00	36,058.00
Roberts, Alva J	IT Specialist	1.00	49,984.00
Roberts, Eric W	IT Specialist	1.00	49,984.00
Rolfsmeier, Steven B	Director-Museum	0.92	61,847.00
Schmid, Andrew	IT Specialist	1.00	51,600.00
Scoggan, Alisha L	Financial Aid Counselor	0.76	25,358.00
Scoggan, Alisha L	Financial Aid Counselor	0.24	8,228.00
Singpiel, Christopher M	Academic Advisor	1.00	40,691.00
Sinn, Laure C	Rangeland Program Coordinator	1.00	56,776.00
Smith, Debra A	Coordinator of Admissions Services	1.00	40,575.00
Smith, Jaclyn K	Academic Advisor	1.00	43,269.00
Smith, Sara A	Admissions Representative	1.00	41,108.00
Stein, Christopher	Football Coordinator Offensive	0.91	48,736.00
Stein, Christopher	Football Coordinator Offensive	0.09	4,819.00
Taylor Cless, Elsa M	Project Coordinator	1.00	35,768.00
Tewahade, Tewahade M	Title IX Coordinator	0.60	38,976.00
Toomey, Tamara J	Director-Transitional Studies Program	1.00	46,345.00
Van Vleet, Stefani L	Project Coordinator	1.00	37,331.00
Wellnitz, Eric	IT Specialist	1.00	49,984.00
Welsch, Lisa M	Athletic Trainer	1.00	38,335.00
Zeller, Lawayne	Director-Field Experiences/ Cert Officer	1.00	53,010.00
TOTAL		71.54	3,348,375.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NSCPA -- Non-State Supported Positions (Revenue Bond)</u>			
Boardman, Kris L	Assistant Director-Residence Life	1.00	28,121.00
Nelson, Mariah S	Assistant Director-Residence Life	1.00	28,121.00
VACANT	Manager-Sports & Recreation Center	0.65	26,786.00
VACANT	Assistant Director-Residence Life	1.00	28,120.00
VACANT	Assistant Director-Residence Life	1.00	28,120.00
VACANT	Project Coordinator	1.00	35,018.00
VACANT	Student Activities Coordinator	1.00	37,140.00
Steube, Michael D	Assistant Director-Residence Life	1.00	28,120.00
Tewahade, Tewahade M	Title IX Coordinator	0.40	25,984.00
TOTAL		8.05	265,530.00
<u>Professional Staff (Non-Union) -- State Supported Positions</u>			
Beu, Pat A	Senior Director of Student Affairs	1.00	81,383.00
Burk, Ann M	Chief Information Officer	1.00	100,953.00
Collins, Joby D	Associate Chief Information Officer	1.00	72,761.00
DeMersseman, Anne K	Associate Vice President Human Resources	1.00	95,502.00
Diers, Amee S	Assistant Director - Human Resources	0.75	33,888.00
Douglas, Sherry	Associate VP Student Services	1.00	95,502.00
Downs, Lona K	Director - Child Development Center	1.00	34,113.00
Fox, Sabrina M	Assistant Director-Admissions	1.00	46,690.00
Gaswick, Kari J	Vice President Administration & Finance	1.00	124,338.00
Gaswick, Kaylee R	Human Resources Coordinator	1.00	37,068.00
Hansen, Jon P	Vice President Enroll Mgt, Mktg & St Svc	1.00	114,762.00
Heiting, Jordan M	Budget Director	1.00	55,825.00
Helmbrecht, Alex	Director of College Relations	1.00	71,348.00
Hughes, Melany K	Comptroller	1.00	79,170.00
Hunter, Brett C	Head Wrestling Coach	0.87	43,126.00
Hunter, Brett C	Head Wrestling Coach	0.13	6,451.00
Hyer, Joel R	Dean	1.00	114,407.00
Kendrick, David S	Assoc VP Teach & Learn Technologies	1.00	91,350.00
Lecher, Danielle M	Director-Market Development	1.00	53,572.00
Linegar, Malinda	Director Institutional Research	1.00	65,728.00
Long, Jay B	Head Football Coach	1.00	96,749.00
Luper, Dustin	Head Rodeo Coach	0.70	32,975.00
Luper, Dustin	Head Rodeo Coach	0.30	14,132.00
Margetts, James	Dean	1.00	106,113.00
Marshall, Conrad K	Information Services Officer	0.33	28,516.00
Medigovich, Brian C	Head Cross Country Coach	1.00	38,254.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Mitchell, Melissa A	Registrar	0.26	19,456.00
Mitchell, Melissa A	Registrar	0.74	56,669.00
Mowry, Harold H	Director of Facilities	0.50	38,063.00
Mullis, Riann	Head Women's Volleyball Coach	0.83	45,799.00
Mullis, Riann	Head Women's Volleyball Coach	0.17	9,381.00
Northrup, Riley J	Head Track and Field Coach	1.00	50,750.00
Pope, Karen K	Director of Development & Alumni	1.00	63,604.00
Pourier, Sheila	Assistant Director-Financial Aid	1.00	49,184.00
Powell, James H	Dean	1.00	111,419.00
Raymer, Janet M	Head Womens Basketball Coach	0.88	52,569.00
Raymer, Janet M	Head Womens Basketball Coach	0.12	7,169.00
Reed, Charles H	Head Mens Basketball Coach	0.90	62,076.00
Reed, Charles H	Head Mens Basketball Coach	0.10	6,897.00
Rissler, Jacob W	Development Officer	1.00	47,360.00
Scearcy, Kaley J	Head Softball Coach	1.00	45,675.00
Smith Jr, Joel R	Athletic Director	1.00	122,630.00
Snare, Charles	Vice President Academic Affairs	1.00	143,253.00
Stein, Lisa A	Director of Admissions	1.00	65,164.00
Tylee, Thomas B	Director- Office of Academic Success	1.00	64,960.00
TOTAL		37.58	2,796,754.00
<u>Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond)</u>			
Diers, Amee S	Assistant Director - Human Resources	0.25	11,295.00
Johns, Shellie	Coordinator of Conferences	1.00	48,286.00
Mowry, Harold H	Director of Facilities	0.50	38,063.00
Osmotherly, Taylor D	Associate Director Residence Life	1.00	35,525.00
Parker, Samuel B	Assoc Director- Housing & Residence Life	1.00	46,690.00
Stephens, Austen J	Director of Housing & Residence Life	1.00	60,900.00
TOTAL		4.75	240,759.00
TOTAL PROFESSIONAL		121.92	6,651,418.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NAPE/Support Staff -- State Supported Positions</u>			
Ahrens, Heather E	Custodian	1.00	24,191.00
Ahrens, Tom D	Maintenance Repair Worker III	0.50	14,981.00
Alfred, Stephanie E	Office Assistant II	1.00	23,735.00
Allen, Jarrod O	Electrician	0.60	20,793.00
Barry-Schommer, Brenda D	Office Assistant IV	0.50	25,790.00
Bell, Patrick R.	Maintenance Repair Worker III	0.50	14,134.00
Bixby, Angelica I	Office Assistant II	1.00	22,776.00
Blanford, Jason S	Maintenance Repair Worker IV	0.70	26,063.00
Bolze, Rebecca K	Academic Credentials Technician	1.00	30,036.00
Bradley, Kimberly A	Accounting Clerk III	1.00	33,759.00
Brennan, Colleen G	Medical Assistant	1.00	26,000.00
Brixius, Brek D	Custodian	1.00	21,790.00
Brott, Darrell J	Custodian	1.00	21,175.00
Bruce, Emily R	Office Assistant II	1.00	22,826.00
Carnahan, Melody M	Office Assistant II	0.50	17,815.00
Carnahan, Melody M	Office Assistant II	0.50	17,815.00
Clark, Kim D	Custodian	1.00	24,191.00
Coates, Amy L	Custodian	1.00	33,197.00
Crowell, Darin L	Security Officer II	1.00	28,563.00
Denham, Kyle	Custodian	1.00	22,287.00
DeWald, Jason P	Custodian	1.00	21,790.00
Diehl, Robert G	Maintenance Repair Worker III	0.50	14,981.00
Dinstel, Jonni K	Office Assistant II	1.00	22,776.00
Doescher, Randy	Maintenance Repair Worker III	0.50	16,307.00
Downs, Joanne	Office Assistant II	1.00	32,428.00
Draper, David E	Maintenance Repair Worker II	1.00	24,440.00
Enos, Bryan	Maintenance Repair Worker II	1.00	31,591.00
Frear, Donald J	Maintenance Repair Worker II	2.00	24,440.00
Fry, Jeremy J	Maintenance Repair Worker IV	1.00	37,232.00
Hartman, Janet L	Office Assistant II	1.00	37,796.00
Humphrey, Jessica J	Office Assistant II	1.00	24,139.00
James, Casey	Maintenance Repair Worker IV	0.50	19,167.00
Jordan, Joseph R	Custodian	1.00	24,191.00
Kern, Silas Wade	Maintenance Repair Worker IV	1.00	54,206.00
Kuhnel, Lorin	Maintenance Repair Worker IV	0.60	30,677.00
Malone, Velinda	Custodian	1.00	30,202.00
McCoy, Sarah	Mail Clerk	1.00	21,790.00
Medigovich, Tara A	Custodian	1.00	21,175.00
Mendyka, Jennifer L	Office Assistant III	1.00	26,312.00
Mitchell, Kay L	Office Assistant II	1.00	29,201.00
Mittleider, Stacie	Office Assistant II	1.00	29,204.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Mracek, Patricia	Office Assistant II	1.00	29,204.00
VACANT	Office Assistant II	1.00	22,776.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
Olivas, Johnnie J	Maintenance Repair Worker III	0.50	22,772.00
Perlinski, Paula S	Office Assistant III	1.00	31,817.00
Pickering, Joshua P	Custodian	1.00	21,175.00
Porras, Patti R	Accounting Clerk II	1.00	32,310.00
Price, Craig R	Maintenance Repair Worker II	1.00	29,290.00
Raben, Shane A	Custodian	1.00	21,790.00
Reece, SuAn	Office Assistant II	1.00	23,916.00
Roberts, Casey	Electrician Master	0.60	26,994.00
Schefcik, Karma	Custodial Leader	0.50	15,673.00
Schrader, Andrew L	Maintenance Repair Worker IV	0.50	17,288.00
Snitily, Emily R	Office Assistant II	1.00	23,450.00
Sommerville, Tracy L	Accounting Clerk II	1.00	24,240.00
Speirs, Christopher A	Custodian	1.00	24,191.00
Stroup, Stephanie	Office Assistant II	0.50	14,602.00
Toof, Angela M	Accounting Clerk III	1.00	27,677.00
Turman, Bridget S	Custodian	1.00	33,746.00
Walczyk, Anthony P	Maintenance Repair Worker III	0.50	14,544.00
Walgren, Cynthia S	Accounting Clerk III	1.00	41,184.00
Weber, Steve L	Maintenance Repair Worker II	1.00	31,591.00
Zuver, Donald	Maintenance Repair Worker III	1.00	30,805.00
TOTAL		58.00	1,649,347.00
<u>NAPE/Support Staff -- Non-State Supported Positions (Revenue Bond)</u>			
Ahrens, Tom D	Maintenance Repair Worker III	0.50	14,980.00
Ainslie, Melvin	Custodian	1.00	35,207.00
Allen, Jarrod O	Electrician	0.40	13,861.00
Barry-Schommer, Brenda D	Office Assistant IV	0.50	25,790.00
Bell, Patrick R.	Maintenance Repair Worker III	0.50	14,134.00
Blanford, Jason S	Maintenance Repair Worker IV	0.30	11,169.00
Bohnenkamp, Barbara K	Custodian	1.00	24,191.00
Diehl, Robert G	Maintenance Repair Worker III	0.50	14,981.00
Doescher, Randy	Maintenance Repair Worker III	0.50	16,307.00
Dusek, Sarah	Custodian	1.00	21,175.00
Eleson, Bonnie	Custodian	1.00	24,181.00
Fankhauser, Rose M	Custodian	1.00	21,790.00
Hunn, David D	Maintenance Repair Worker III	1.00	30,996.00
James, Casey	Maintenance Repair Worker IV	0.50	19,167.00
Kuhnel, Lorin	Maintenance Repair Worker IV	0.40	20,450.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
McKinnon, Kenneth W	Custodian	1.00	27,382.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
Olivas, Johnnie J	Maintenance Repair Worker III	0.50	22,772.00
Overshiner, Kelly L	Custodian	1.00	22,443.00
Phillips, Kelly A	Office Assistant III	1.00	30,372.00
Roberts, Casey	Electrician Master	0.40	17,997.00
Schefcik, Karma	Custodial Leader	0.50	15,673.00
Schrader, Andrew L	Maintenance Repair Worker IV	0.50	17,287.00
Toof, Justin JM	Custodian	1.00	21,175.00
Walczyk, Anthony P	Maintenance Repair Worker III	0.50	14,545.00
Walczyk, Justian R	Custodian	1.00	21,175.00
TOTAL		20.50	582,725.00
<u>Support Staff (Non-Union) -- State Supported Positions</u>			
Anderson, Pamela J	Secretary To The President	1.00	51,591.00
Baumann, M Todd	Maintenance Supervisor	0.55	27,321.00
Lopez, Tjaden T	Office Assistant III	1.00	28,785.00
Mays, Lucinda W	Grounds Supervisor	1.00	46,585.00
Miller, Valerie A	Office Assistant II	1.00	26,260.00
TOTAL		4.55	180,542.00
<u>Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)</u>			
Baumann, M Todd	Maintenance Supervisor	0.45	22,353.00
Keiper, Donald	Security Supervisor	1.00	43,262.00
TOTAL		1.45	65,615.00
TOTAL SUPPORT STAFF		84.50	2,478,229.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	FTE	2018-2019 Base Salary
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Faculty -- Non-State Supported Positions (Federal/Restricted)

NSCPA -- Non-State Supported Positions (Federal/Restricted)

Lewin, Amanda	Retention Specialist	0.92	34,623.00
Dressel, Sonja	Licensed Student Counselor	0.83	42,249.00
		<u>1.75</u>	<u>76,872.00</u>

Professional Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)

Smith-Bruehlman, Martha	Project Director, Upward Bound	1.00	56,600.00
Schaer, Jennifer	Project Director	1.00	52,308.00
Mashburn, Tearza	Test Coordinator/Academic Advisor	0.50	20,346.00
Barry Heather	Test Coordinator/Academic Advisor	0.50	20,346.00
Gaston, Bradley	Test Coordinator/Academic Advisor	0.50	20,346.00
Tewahade, Dana	Academic Advisor	0.50	24,360.00
		<u>4.00</u>	<u>194,306.00</u>

NAPE/Support Staff -- Non-State Supported Positions (Federal/Restricted)

Stroup, Stephanie	Office Assistant II	0.50	14,603.00
		<u>0.50</u>	<u>14,603.00</u>

Support Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)

Vacant	Office Assistant II	0.42	16,637.00
Wittrock, Jennifer	Office Assistant I	0.50	12,738.00
		<u>0.92</u>	<u>29,375.00</u>

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Professional Staff (Non-Union) -- State Supported Positions			
Dunkle, Michael E	System Data Analyst & Reports Developer	1.00	62,508.00
Eash, Matthew S	Director of Financial Operations	1.00	71,050.00
Hotovy, Steven P	Vice Chancellor Facil/Info Tech	1.00	129,808.00
Kupper, Jodi	Vice Chancellor Acad. Planning & Partner	1.00	131,156.00
Melton, Angela D	Vice Chancellor Stdt Affairs/Risk Mgmt	1.00	116,725.00
Murphy, Carolyn S	Vice Chancellor Administration/Finance	1.00	139,047.00
Petersen, Kristin J	General Counsel/Vice Chan Employee Rel	1.00	139,047.00
Sinclair, Taylor A	System Director for Title IX	1.00	69,975.00
Vogt, Kara L	Human Resources Specialist	1.00	76,508.00
Wunderlich, Christina L	Director of Systemwide Accounting	1.00	81,200.00
Yorges, Judith L	Dir External Relations & Communications	1.00	54,303.00
TOTAL		11.00	1,071,327.00
TOTAL PROFESSIONAL		11.00	1,071,327.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
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Support Staff (Non-Union) -- State Supported Positions

Glass, Lori M	Staff Assistant II	1.00	42,860.00
Olson, Lynne M	Administrative Assistant/Office Manager	1.00	52,732.00
TOTAL		2.00	95,592.00
TOTAL SUPPORT STAFF		2.00	95,592.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Faculty -- State Supported Positions			
Barger, Michael	Professor	1.00	72,836.00
Citrin, Anthony K	Professor	1.00	97,327.00
Clopton, Richard E	Professor	1.00	82,622.00
Crook, Sara B	Professor	1.00	80,506.00
Goebel-Lundholm, Mary C	Professor	1.00	79,201.00
Grotrian-Ryan, Sheri	Professor	1.00	71,415.00
Grotrian, Judy A	Professor	1.00	75,106.00
Hutchison, Christy L	Professor	1.00	75,107.00
Nevitt, James R	Professor	1.00	72,836.00
Ruskamp, Judith J	Professor	1.00	71,415.00
Ryan, Kyle C	Professor	1.00	71,415.00
Welsh, Dennis W	Professor	1.00	76,589.00
Sub-Total Professors		12.00	926,375.00
Ahmad, Gul	Associate Professor	1.00	68,999.00
Bartlett, Jacob K	Associate Professor	1.00	61,039.00
Bittner, Gina L	Associate Professor	1.00	60,795.00
Gardner, Kelli A	Associate Professor	1.00	60,795.00
McCauley, Laura J	Associate Professor	1.00	60,794.00
Meints, Kenneth L	Associate Professor	1.00	64,522.00
Seay, Darolyn D	Associate Professor	1.00	60,794.00
Sub-Total Associate Professors		7.00	437,738.00
Balluch, Felicity M	Assistant Professor	1.00	56,662.00
Bartels, Jared M	Assistant Professor	1.00	58,723.00
Coe, Darrin F	Assistant Professor	1.00	57,972.00
Hill, Matthew P	Assistant Professor	1.00	52,462.00
Ingram, Robert L	Assistant Professor	1.00	61,547.00
Kingsley, Kelly A	Assistant Professor	1.00	63,392.00
Lippman, Laura J	Assistant Professor	1.00	56,662.00
Lynott III, Francis J	Assistant Professor	1.00	59,021.00
Mahan, Amber N	Assistant Professor	1.00	58,723.00
Nehls, Kathleen A	Assistant Professor	1.00	53,795.00
Netzer, Nathan L	Assistant Professor	1.00	54,810.00
Nies, Kristi	Assistant Professor	1.00	58,417.00
VACANT	Assistant Professor	1.00	53,288.00
VACANT	Assistant Professor	1.00	60,000.00
VACANT	Assistant Professor	1.00	51,622.00
VACANT	Assistant Professor	1.00	56,100.00
VACANT	Assistant Professor	1.00	57,346.00
Petersen, Michele	Assistant Professor	1.00	65,032.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Pfeifer, Justin T	Assistant Professor	1.00	53,727.00
Schottel, Ronicka Sue	Assistant Professor	1.00	57,627.00
Tiner, John W	Assistant Professor	1.00	62,131.00
Trout, Kate E	Assistant Professor	1.00	54,087.00
Vogt, Spencer R	Assistant Professor	1.00	57,302.00
Walsh, Shana M	Assistant Professor	1.00	56,662.00
Sub-Total Assistant Professors		24.00	1,377,110.00
Bartlett, Heidi J	Instructor	1.00	53,795.00
Cox, Cassandra K	Instructor	1.00	48,720.00
Gleason, Matthew B	Instructor	1.00	62,607.00
Griffin, Kenneth B	Instructor	1.00	67,470.00
Hayes, Daniel F	Instructor	1.00	56,288.00
Myers, Kenneth L	Instructor	1.00	57,381.00
VACANT	Instructor	1.00	53,000.00
VACANT	Instructor	1.00	54,300.00
Parriott, Lisa L	Instructor	1.00	54,582.00
Weitzenkamp, Cassandra J	Instructor	1.00	59,021.00
Sub-Total Instructors		10.00	567,164.00
	TOTAL FACULTY	53.00	3,308,387.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NSCPA Professional Staff -- State Supported Positions</u>			
Barrett, Amy S	Distance Learning Coordinator	1.00	33,001.00
Barton, Bobbie M	Retention Specialist	1.00	43,507.00
Blevins, Matthew J	IT Lead	1.00	72,527.00
Blobaum, Kevin M	Instructional Technology and Design Spec	1.00	59,885.00
Buscher, Kristin J	Director-Assessment	1.00	76,901.00
Clopton, Debra T	Laboratory Coordinator	0.75	30,450.00
Dierking, Phyllis L	Project Coordinator	1.00	35,018.00
Earnest, Brooke E	Academic Advisor	1.00	40,691.00
Eberly, Jamie D	Licensed Student Counselor	0.84	44,594.00
Eickhoff, Ashleigh N	Coordinator of Admissions Services	1.00	37,162.00
Hart, Tammie R	Executive Director-Budget and Planning	1.00	64,668.00
Haveman, Debra	IT Analyst	1.00	56,406.00
Holmes, Stephanie D	Director-Field Experiences/Cert Officer	1.00	53,288.00
Hull, Brandi J	Digital Graphic Designer	1.00	37,950.00
Hutson, Crystal M	Student Activities Coordinator	0.84	31,198.00
Jensen, Samantha A	Distance Learning Coordinator	1.00	33,001.00
Jones, Sherry M	Assessment and Accreditation Coordinator	1.00	41,615.00
Kamenar, Tereza A	Project Coordinator	1.00	37,088.00
Karel, Curtis M	IT Specialist	1.00	50,734.00
Kincaid, James R	Financial Aid Counselor	1.00	32,896.00
Kreifels, Kaylee A	Director-Accounting	1.00	53,057.00
Lutz, Brenda G	Project Coordinator	1.00	35,018.00
Melvin, Brent	Athletic Trainer	0.92	50,233.00
Moore, Janell A	Licensed Student Counselor	0.84	41,209.00
VACANT	Project Coordinator	1.00	47,803.00
VACANT	IT Analyst	1.00	55,492.00
VACANT	IT Specialist	1.00	55,742.00
VACANT	Assistant Coach	0.92	31,739.00
Pannell, DeOn'tae	Assistant Coach	1.00	34,453.00
Pfeifer, Stephanie A	Educ Supp & Dis Scvs Coord	1.00	43,499.00
Pugh, Debra J	Assistant Director-Financial Aid	1.00	39,991.00
Rinne, Heather R	Assistant Registrar	1.00	38,232.00
Seidl, Angela Dene	Project Coordinator	1.00	35,018.00
Sheley, Vickie Lee	Athletic Trainer	0.92	43,356.00
Shirley, Amy E	IT Analyst	1.00	55,492.00
Sievers, Jacob T	Coordinator of Admissions Services	1.00	32,896.00
Stinman, Elizabeth R	Accompanist	0.84	31,834.00
Van Der Kamp, Brandy J	Project Coordinator	1.00	36,018.00
Victor, Jaymi M	IT Specialist	1.00	49,984.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Volker, Emily J	Project Coordinator	1.00	35,018.00
Wegener, Austin C	Coordinator of Admissions Services	1.00	32,967.00
Wilhelm, Keri A	Coordinator of Admissions Services	1.00	35,018.00
Williams, Ashley A	Project Coordinator	1.00	35,779.00
TOTAL		41.87	1,862,428.00
<u>NSCPA -- Non-State Supported Positions (Revenue Bond)</u>			
Hutson, Crystal M	Student Activities Coordinator	0.16	5,944.00
VACANT	Assistant Director-Residence Life	1.00	28,121.00
Oestmann, Amy	Project Coordinator	1.00	35,018.00
Portesan, Sergio E	Assistant Director-Residence Life	1.00	28,121.00
TOTAL		3.16	97,204.00
<u>Professional Staff (Non-Union) -- State Supported Positions</u>			
Albury, Renetta J	Head Women's Basketball Coach	1.00	52,780.00
Albury, Wayne K	Head Baseball Coach	1.00	55,179.00
Bayne, Deann L	Registrar	1.00	71,097.00
Beardslee, Eugene A	Chief Information Officer	1.00	100,308.00
Borchers, Timothy A	Vice President Academic Affairs	1.00	139,008.00
Bridgmon, Angela R	Human Resources Coordinator	1.00	44,568.00
Cade, Eulanda	Director Of Human Resources	1.00	84,669.00
Cammack, Cindy J	Director - Admission	1.00	73,219.00
Clifton, Delyn B	Associate Chief Information Officer	1.00	76,323.00
Dorman, Jesse A	Vice President Enrollment Mgt & Stdt Aff	1.00	113,680.00
Dunekacke, Jari A	Assistant Director-Admissions	1.00	44,284.00
Galardi, Gregory M	Dean	1.00	119,401.00
Harshbarger, Ted L	Associate Athletic Director	1.00	69,951.00
Hinrichs, Paul E	Dean	1.00	108,000.00
Hogue, Jason R	Director of Marketing & Communications	1.00	71,097.00
Kunkel, Margaret E	Dean	1.00	110,991.00
Ludwig, Robert C	Head Men's Basketball Coach	1.00	49,735.00
McCormick, Jill R	Director Of Campus Services	1.00	84,727.00
Meier, Veronica J	Director of the Library	1.00	80,267.00
VACANT	Distance Learning Coordinator	1.00	33,001.00
VACANT	Athletic Director	1.00	75,000.00
Schneider, Steve K	Head Football Coach	1.00	65,975.00
Schroeder, Laurie A	Head Volleyball Coach	1.00	49,451.00
Seay, Gregory Wayne	Dean	1.00	109,459.00
Thielen, Matthew C	Dean of Student Life	0.33	27,362.00
Thomason, James L	Head Softball Coach	1.00	47,198.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Tynon, Katherine A	Director of Business Services	1.00	59,625.00
White, Debbie A	Vice President Administration & Finance	1.00	124,338.00
White, Mason M	Director Of Financial Aid	1.00	78,155.00
Willey, Randall J	Comptroller	1.00	89,828.00
TOTAL		29.33	2,308,676.00
<u>Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond)</u>			
Neveau, Adam S	Director of Residence Life	1.00	49,185.00
Thielen, Matthew C	Dean of Student Life	0.67	55,553.00
TOTAL		1.67	104,738.00
TOTAL PROFESSIONAL		76.03	4,373,046.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NAPE/Support Staff -- State Supported Positions</u>			
Abrahams, Susan K	Library Technician	1.00	31,346.00
Allen, Jack G	Maintenance Repair Worker III	1.00	41,426.00
Baier, Robert L	Custodian	1.00	21,259.00
Baumeister, Quintin R	Custodian	1.00	21,175.00
Bents, Jacob A	Maintenance Repair Worker II	1.00	24,440.00
Boden, Daniel M	Maintenance Repair Worker III	1.00	36,255.00
Chandler, Yvonne C	Computer Operator	1.00	41,938.00
Cole, Amanda C	Office Assistant II	1.00	25,848.00
Cummins, Dana	Custodial Leader	0.75	24,120.00
DeBuhr, Jennifer L	Accounting Clerk III	1.00	27,078.00
Edris, Malinda L	Office Assistant III	1.00	44,453.00
Goering, Kenneth L	Maintenance Repair Worker II	1.00	25,146.00
Hagen, Sheena K	Office Assistant II	1.00	22,776.00
Haith, Jeanne M	Accounting Clerk III	1.00	31,831.00
Kieler, Hope K	Accounting Clerk III	1.00	27,078.00
Knight, Cathy J	Custodian	1.00	27,165.00
Last, Wendy L	Office Assistant II	1.00	23,230.00
Mangnall, Richard W	Maintenance Repair Worker III	1.00	33,175.00
Mather, Laura M	Library Technician	1.00	25,155.00
McMann, Larry J	Custodian	1.00	21,175.00
Miller, Julie K	Academic Credentials Technician	1.00	30,036.00
Murphy, Charles J	Maintenance Repair Worker III	1.00	31,872.00
VACANT	Maintenance Repair Worker II	1.00	28,802.00
VACANT	Maintenance Repair Worker II	1.00	34,228.00
VACANT	Maintenance Repair Worker IV	1.00	39,437.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,790.00
Sayer, Kelsee K	Office Assistant IV	1.00	30,368.00
Sommerhalder, Tammy J	Accounting Clerk III	1.00	30,888.00
Trail, Brenda K	Office Assistant IV	1.00	40,465.00
VonBergen, Annette R	Academic Credentials Technician	1.00	30,878.00
Whisler, Jackie R	Custodian	1.00	27,165.00
Winkelhake, Tracey	Accounting Clerk III	1.00	31,831.00
Wren, Todda M	Maintenance Repair Worker II	1.00	25,910.00
TOTAL		33.75	1,000,914.00

NAPE/Support Staff -- Non-State Supported Positions (Revenue Bond)

Ascheman, April D	Security Officer II	1.00	30,471.00
Burns, Clyde W	Maintenance Repair Worker II	1.00	24,440.00
Cummins, Dana	Custodial Leader	0.25	8,041.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Dowdy, David E	Maintenance Repair Worker III	1.00	28,975.00
Eickhoff, Sarah C	Custodian	1.00	21,175.00
Furnas, Kelly L	Custodian	1.00	34,520.00
Heywood, Mark R	Security Officer II	0.75	23,541.00
Martin, Michael P	Security Officer II	0.75	23,116.00
Shandy, Nicolee G	Custodian	1.00	22,444.00
Villeneuve, Jeremiah J	Maintenance Repair Worker II	1.00	25,913.00
TOTAL		8.75	242,636.00
<u>Support Staff (Non-Union) -- State Supported Positions</u>			
Gerdes, Crystal S	Custodian	0.50	10,588.00
Mincer, Amy L	Secretary To The President	1.00	46,635.00
VACANT	Custodian	0.50	10,588.00
Reeves, Darrin E	Assistant Director-Campus Services	1.00	54,065.00
TOTAL		3.00	121,876.00
<u>Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)</u>			
VACANT	Custodian	0.50	10,588.00
Robertson, Timothy D	Security Supervisor	1.00	42,028.00
TOTAL		1.50	52,616.00
TOTAL SUPPORT STAFF		47.00	1,418,042.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	FTE	2018-2019 Base Salary
<u>NSCPA -- Non-State Supported Positions (Federal/Restricted)</u>			
Biggs, Robert Jr.	Academic Skills Specialist	0.84	32,967.00
Groff, Peggy	Student Intervention Coordinator	0.84	42,531.00
Zarybnicky, Angela	Student Intervention Coordinator	0.84	33,480.00
		1.68	108,978.00
<u>Professional Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)</u>			
Jones, Vicki	TRIO Program Director	1.00	56,278.00
		1.00	56,278.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Faculty -- State Supported Positions			
Agoumba, Darius	Professor	1.00	71,415.00
Alexander, William A	Professor	1.00	80,508.00
Arneson, Patricia M	Professor	1.00	97,602.00
Bertolas, Randy J	Professor	1.00	78,969.00
Blankenau, Martin Joseph	Professor	1.00	75,772.00
Bohnert, David A	Professor	1.00	73,197.00
Bondhus, Joann E	Professor	1.00	102,930.00
Brufflat, Alan	Professor	1.00	90,848.00
Butler, Katherine M	Professor	1.00	119,569.00
Cacheiro, Adolfo J	Professor	1.00	73,197.00
Christensen, Douglas P	Professor	1.00	75,044.00
Conley, Donovan S	Professor	1.00	94,475.00
Cupp, Rodney	Professor	1.00	71,415.00
Davis, Adam N	Professor	1.00	71,415.00
Dendinger, Laura L	Professor	1.00	78,038.00
Dinsmore, Steven C	Professor	1.00	102,352.00
Ellis, Susan	Professor	1.00	75,044.00
Engebretsen, Barbara J	Professor	1.00	75,793.00
Ettel, Mary L	Professor	1.00	82,782.00
Fox, Kristi R	Professor	1.00	71,415.00
Garden, Randa S	Professor	1.00	71,415.00
Garvin, Sharon K	Professor	1.00	75,883.00
Garvin, Timothy P	Professor	1.00	86,608.00
Hammer, Mark F	Professor	1.00	77,250.00
Harms, Sally R	Professor	1.00	73,563.00
Hickey, Donald R	Professor	1.00	102,930.00
Hill, Kevin	Professor	1.00	104,422.00
Karr, Paul A	Professor	1.00	79,729.00
Karsky, Jason L	Professor	1.00	74,277.00
Kietzmann, Glenn E	Professor	1.00	85,408.00
Langdon, Jennifer	Professor	1.00	71,415.00
Langlie-Willers, Pamela	Professor	1.00	71,415.00
Lawrence, Gloria J	Professor	1.00	88,447.00
Loggins, Ronald E	Professor	1.00	71,415.00
Lutt, Patricia L	Professor	1.00	77,601.00
Maas, Chad	Professor	1.00	71,415.00
Marek, Michael	Professor	1.00	72,123.00
McCue, Robert O	Professor	1.00	108,079.00
Miller, Daniel J	Professor	1.00	77,579.00
Nelson, Jeryl L	Professor	1.00	84,437.00
Nicholson, Lori	Professor	1.00	71,415.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Ossian, James E	Professor	1.00	73,197.00
Parker, Charles J	Professor	1.00	80,778.00
Pearcy, Shawn D	Professor	1.00	76,509.00
Peitz, David J	Professor	1.00	76,509.00
Ras, Gerard Jm	Professor	1.00	76,394.00
Snowden, Monica A	Professor	1.00	75,044.00
Weixelman, Joseph	Professor	1.00	71,415.00
Whitt, Deborah L	Professor	1.00	84,197.00
Young, Todd S	Professor	1.00	75,044.00
Zardeneta, Gustavo	Professor	1.00	71,415.00
Sub-Total Professors		51.00	4,119,108.00
Allen, Jeffrey C	Associate Professor	1.00	72,157.00
Barnes, Johanna S	Associate Professor	1.00	60,794.00
Calkin, Joshua	Associate Professor	1.00	60,794.00
Christensen, Chad M	Associate Professor	1.00	60,794.00
Colvard, Robert E	Associate Professor	1.00	60,794.00
Curnyn, Molly	Associate Professor	1.00	60,794.00
Franklin, Laura O	Associate Professor	1.00	60,794.00
Geisert, Cameron M	Associate Professor	1.00	63,412.00
Greene, Todd W	Associate Professor	1.00	60,794.00
Haslit, Andrew J	Associate Professor	1.00	60,794.00
Irlmeier, Joni L	Associate Professor	1.00	60,794.00
Knezevic, Branislava	Associate Professor	1.00	60,794.00
Kolbeck, Karl F	Associate Professor	1.00	60,794.00
Kufner, Brian E	Associate Professor	1.00	63,201.00
Lueders, Allyn M	Associate Professor	1.00	60,794.00
Marcellus, Stephanie A	Associate Professor	1.00	60,794.00
Morales, Teresa F	Associate Professor	1.00	60,794.00
Newcomb, Lori A	Associate Professor	1.00	60,794.00
O'Connor, Meghan E	Associate Professor	1.00	60,794.00
Pease, Craig W	Associate Professor	1.00	65,421.00
Piersanti, Joshua R	Associate Professor	1.00	60,794.00
Rawlings, Lesli M	Associate Professor	1.00	60,794.00
Sub-Total Associate Professors		22.00	1,358,483.00
Albracht, Carolyn A	Assistant Professor	1.00	50,796.00
Aleman, Lidice	Assistant Professor	1.00	50,935.00
Armstrong, Matthew A	Assistant Professor	1.00	49,966.00
Begley, Brian P	Assistant Professor	1.00	50,935.00
Browning, Thomas D	Assistant Professor	1.00	51,765.00
Buryanek, Donald J	Assistant Professor	1.00	74,130.00
Dickson, Cody W	Assistant Professor	1.00	50,750.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Doctorman, Lindsey J	Assistant Professor	1.00	60,900.00
Elliott, Mary R	Assistant Professor	1.00	60,900.00
Erwin, Carol J	Assistant Professor	1.00	52,104.00
Farr, Sarah K	Assistant Professor	1.00	50,935.00
Fox, Phillip D	Assistant Professor	1.00	49,966.00
Haakenson, Matthew A	Assistant Professor	1.00	52,462.00
Hanson, Brian R	Assistant Professor	1.00	51,258.00
Kolterman, Trisha G	Assistant Professor	1.00	55,825.00
Krupp, Sarah E	Assistant Professor	1.00	50,750.00
Kuchta, Mary J	Assistant Professor	1.00	52,103.00
Legler, Christian E	Assistant Professor	1.00	51,765.00
McLaughlin, Lindsay A	Assistant Professor	1.00	60,000.00
Miller-Niles, Angela M	Assistant Professor	1.00	50,935.00
Mitchell, Alexander J	Assistant Professor	1.00	50,780.00
Murphy, Katherine M	Assistant Professor	1.00	54,025.00
VACANT	Assistant Professor	1.00	50,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	50,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	51,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
VACANT	Assistant Professor	1.00	52,000.00
Tiehen, Jeanne P	Assistant Professor	1.00	50,750.00
Uhing, Robert H	Assistant Professor	1.00	55,825.00
Vander Weil, Greg P	Assistant Professor	1.00	70,284.00
Vilkas, Benjamin J	Assistant Professor	1.00	52,000.00
Walsh, Sara J	Assistant Professor	1.00	50,166.00
Wanek, Lisa M	Assistant Professor	1.00	53,009.00
Weixelman, Chris Tee	Assistant Professor	1.00	50,166.00
White, Michael G	Assistant Professor	1.00	48,720.00
Wockenfuss, Kyle A	Assistant Professor	1.00	47,690.00
Zavada, Maria R	Assistant Professor	1.00	50,935.00
Sub-Total Assistant Professors		44.00	2,332,530.00
DeBoer, Buffany D	Instructor	1.00	46,881.00
Dickson, Maria E	Instructor	1.00	42,630.00
Hix, David P	Instructor	1.00	50,750.00
Johnson, Deborah L	Instructor	1.00	56,662.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
McCawley, Paul F	Instructor	1.00	43,000.00
Meyer, Jeffrey Reed	Instructor	1.00	59,049.00
Post, Cassandra L	Instructor	1.00	42,123.00
Sub-Total Instructors		7.00	341,095.00
VACANT	Lecturer	1.00	42,000.00
Sub-Total Lecturers		1.00	42,000.00
	TOTAL FACULTY	125.00	8,193,216.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NSCPA Professional Staff -- State Supported Positions</u>			
Armstrong, Shelly M	Accompanist	1.00	39,674.00
Backstrom, Leslie A	Financial Aid Counselor	1.00	32,895.00
Bargholz, Darin	IT Specialist	1.00	49,984.00
Baron, Mark A	Assistant to the Dean	1.00	54,648.00
Berg, Asia K	Admissions Representative	1.00	32,967.00
Bird, Kathleen L	Nurse	0.88	45,674.00
Bose, Julie A	Learning Skills Specialist	0.75	36,068.00
Brandow, Jennifer D	Assistant to the Dean	1.00	44,568.00
Broberg, Amanda R	Graphic Designer	1.00	38,497.00
Carstens, Mary K	Learning Skills Specialist	0.88	48,357.00
Darnell, Kenneth Grant	Head Strength & Conditioning Coach	1.00	46,360.00
Denklau, Susan K	Accountant	1.00	43,890.00
DePew, Kimberly M	Assistant Coach	1.00	41,743.00
Derechailo, Melissa	Theatre Technician	0.88	45,639.00
Eckmann, Brandon A	IT Lead	1.00	76,932.00
Elfers, Edmund B	Director-Teaching & Learning	1.00	89,497.00
Frana, Brian L	Football Coordinator Offensive	1.00	50,750.00
Goeden, Henry J	Admissions Representative	1.00	32,895.00
Granberg, Karen M	Licensed Student Counselor	0.80	58,242.00
Grosz, Michael T	Director-Sports Information	1.00	48,304.00
Gunion, Sarah E	Student Activities Coordinator	0.75	28,805.00
Guzman, Veronica V	Coordinator of Admissions Services	1.00	41,119.00
Hanson, Pamela Fay	Graphic Designer	1.00	44,568.00
Hartnett, Daniel P	Coordinator of Admissions Services	1.00	39,078.00
Hix, Karla	Assistant Registrar	1.00	44,694.00
Honnold, Denny L	Assistant Coach	1.00	43,064.00
Janke, Kathy K	Coordinator of Admissions Services	1.00	38,021.00
Johnson, Jade T	Athletic Trainer	1.00	38,335.00
Johnson, Jennifer L	IT Specialist	1.00	49,984.00
Keino, Leah C	Director-Multicultural and Intl Program	1.00	60,062.00
Kielsmeier, Kelly	Assistant Coach	1.00	45,338.00
Knight, Valerie R	Librarian-Reference	1.00	50,976.00
Kreikemeier, Kaleb	Coordinator of Admissions Services	1.00	36,058.00
Krueger, Jacob R	IT Analyst	1.00	55,492.00
Kucera, Loren L	Director-NBDC	0.09	6,502.00
Lemke, Max A	IT Technician	1.00	40,028.00
Loftis, Charissa A	Librarian-Reference	1.00	52,321.00
McLaughlin, Scott Joseph	Football Coordinator Defensive	1.00	46,450.00
Mills, Jerrett J	Admissions Representative	1.00	33,495.00
Mohlfeld, Kathy	Licensed Student Counselor	1.00	60,652.00
Muir, Trudy I	Graphic Designer	1.00	52,396.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Nelson, Jeremy	IT Lead	1.00	76,932.00
Nelson, Kristi L	Marketing Coordinator	1.00	53,572.00
Nelson, Lisa L	Director-Service Learning	1.00	44,581.00
VACANT	IT Technician	1.00	40,027.00
VACANT	Director of Continuing Ed & Outreach	1.00	60,000.00
VACANT	Assistant Coach	0.83	28,700.00
VACANT	Athletic Trainer	1.00	38,335.00
Ohlrich, Angela	Accountant	1.00	41,533.00
Oliver, Kristina K	Assistant Coach	0.83	31,693.00
Oswald, Laurie L	Assistant Director-Financial Aid	1.00	42,920.00
Otte-Pick, Karla	Project Coordinator	0.50	17,761.00
Piekarski, Alex T	Assistant Coach	1.00	37,088.00
Piper, Jeffrey A	Digital Graphic Designer	1.00	51,638.00
Piper, Jessica M	Internship Coordinator	1.00	44,769.00
Porter, Erin M	Admissions Representative	1.00	32,895.00
Putnam, Jenny D	Instructional Resources Coordinator	1.00	39,186.00
Reinhardt, Heather M	Career Services Specialist	1.00	50,366.00
Reynolds, Lisa C	Extended Campus Program Coordinator	1.00	45,704.00
Risinger, Matthew	IT Specialist	1.00	49,984.00
Rusch, Amanda S	IT Specialist	1.00	49,984.00
Schlichter, Marcus	Librarian-Acquisitions and Archivist	1.00	68,236.00
Smith, Chad C	IT Lead	1.00	72,527.00
Smith, Ruth E	Construction Project Coordinator	1.00	54,533.00
Stover, Nathan L	Assistant Coach	1.00	43,063.00
Suckstorf, Brett J	Assistant Coach	1.00	39,019.00
Sydow, Suzanne R	Director-Assessment	1.00	88,296.00
Uhrich, Kendall D	Coordinator of Admissions Services	1.00	36,058.00
Voborny, Madison J	IT Specialist	1.00	49,984.00
Zamzow, Lora M	Manager-Payroll	1.00	46,187.00

TOTAL **67.18** **3,240,593.00**

NSCPA -- Non-State Supported Positions (Revenue Bond)

Bacon, Tyler A	Assistant Director-Residence Life	1.00	29,967.00
Greene, Kyle	Assistant Director-Residence Life	1.00	41,533.00
Gunion, Sarah E	Student Activities Coordinator	0.13	5,084.00
VACANT	Assistant Director-Residence Life	1.00	28,120.00
VACANT	Manager-Student Center	1.00	50,418.00
Osnes, Thomas R	Assistant Director-Residence Life	1.00	47,838.00
Otte-Pick, Karla	Project Coordinator	0.50	17,760.00
Parker, Brett R	IT Specialist	1.00	51,099.00
Pitkin, Chad	Manager-Sport & Recreation	1.00	49,451.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Wynia, Jeremy A	IT Specialist	1.00	49,984.00
TOTAL		8.63	371,254.00
<u>Professional Staff (Non-Union) -- State Supported Positions</u>			
Altwine, Chad	Director Facility Services	1.00	97,841.00
Anderson, J Linda	Assistant AD for Internal Affairs	0.15	9,073.00
Anderson, J Linda	Assistant AD for Internal Affairs	0.85	51,412.00
Bareiman, Jason L	Director Career Services	1.00	67,898.00
Barry, Jeannette M	Institutional Research Analyst	1.00	65,074.00
Barry, Michael J	Assoc Dir Athltcs/Dir Of Sprt & Rec Ctr	0.25	19,047.00
Benson, Vaughn L	Dean	0.75	95,530.00
Benson, Vaughn L	Dean	0.25	31,844.00
Brink, Marlon D	Head Cross Country, Track & Field Coach	1.00	60,682.00
Brummels, Linda M	Director Counseling	0.94	72,702.00
Carstens, Jeffrey B	Vice President for Student Affairs	1.00	125,320.00
Cleary, Joseph W	Head Women's Soccer Coach	1.00	50,481.00
Collier, Jerry W	Director Of College Relations	1.00	83,391.00
DeBoer, Mitch	Assoc Vice Pres Administration & Finance	1.00	82,237.00
Dunning, John B	Vice President Information Technology	1.00	121,800.00
Elliott, Steven T	Vice President Academic Affairs	1.00	141,656.00
Evetovich, Tammy	Dean	0.75	87,544.00
Evetovich, Tammy	Dean	0.25	29,181.00
Fredrickson, Angela S	Vice President Administration & Finance	1.00	126,238.00
Furlich, Amanda	Human Resources Coordinator	1.00	41,514.00
Gade, Amy J	Associate Director-Admissions	1.00	49,451.00
Graber, David R	Director, Library	1.00	80,702.00
Halle, Kevin E	Director, Admissions	1.00	80,000.00
Jammer, Susan	Controller	0.83	50,724.00
Kaminsky, Jeffrey D	Head Men's Basketball Coach	0.96	83,448.00
Kaus, Annette L	Director Financial Aid	1.00	81,973.00
Kielty, John M	HVAC/Energy Manager	1.00	75,986.00
Kneifl, Scott D	Head Volleyball Coach	1.00	82,418.00
Koch, Alex	Head Baseball Coach	1.00	50,276.00
Korth, Regina	Nurse	0.88	49,825.00
Manson, Shelli A	Head Softball Coach	1.00	54,649.00
McLaughlin, Dan	Head Football Coach	1.00	91,677.00
McMahan, David M	Assistant Dean of Students	1.00	74,095.00
Meyer, Barbara J	Budget Director	1.00	82,358.00
Morris, Muffin	Head Athletic Trainer	1.00	50,425.00
Muir, Nicholas S	Associate Chief Information Officer	1.00	74,945.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Nelsen, Kyle R	Asst Director Facility Services	1.00	77,287.00
VACANT	Registrar	1.00	76,125.00
VACANT	Athletic Business Manager	1.00	45,500.00
VACANT	Head Women's Basketball Coach	0.96	72,000.00
VACANT	Director of Student Accounts	1.00	50,750.00
Powicki, Michael M	Athletic Director	1.00	111,203.00
Quance, Marilyn S	Librarian-Technical Services	1.00	64,859.00
Rasmussen, Jeremy J	Comptroller	1.00	86,275.00
Scardino, Janell	Director, Administrative Systems	1.00	78,037.00
Scherer Connealy, Judith M	Director of Continuing Ed & Outreach	1.00	77,267.00
Sebade, Rhonda S	Assistant to the President	1.00	68,311.00
Shudak, Nicholas J	Dean	0.75	82,215.00
Shudak, Nicholas J	Dean	0.25	27,405.00
Spethman, Phyllis J	Director Professional Education Services	1.00	72,745.00
Swan, Evan D	Librarian-Circulation	1.00	45,708.00
Taoka, Yasuko	Dean	0.75	82,215.00
Taoka, Yasuko	Dean	0.25	27,405.00
Timmerman, Candace K	Director Human Resources	1.00	81,973.00
Travnicek, Nancy G	Director Learning Center	1.00	58,473.00
TOTAL		48.82	3,859,170.00
<u>Professional Staff (Non-Union) -- Non-State Supported Positions (Revenue Bond)</u>			
Barry, Michael J	Assoc Dir Athltcs/Dir Of Sprt & Rec Ctr	0.75	57,142.00
Lee, Quinnea B	Director of Residence Life	1.00	53,057.00
VACANT	Director Student Act & Student Center	1.00	50,000.00
Schramm, Kim	Grounds,Arboretum/Landscape Manager	1.00	54,939.00
Young, Kaye L	Director of Accounting	1.00	61,315.00
TOTAL		4.75	276,453.00
TOTAL PROFESSIONAL		129.38	7,747,470.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
<u>NAPE/Support Staff -- State Supported Positions</u>			
Agler, Leah	Office Assistant II	1.00	29,204.00
Ahmann, Nancy A	Office Assistant II	1.00	29,700.00
Albrecht, Amy R	Office Assistant II	1.00	27,553.00
Ankeny, Valerie A	Office Assistant III	0.88	24,258.00
Bathke, Cristy J	Accounting Clerk II	1.00	24,702.00
Beckman, Cindy L	Custodian	1.00	24,191.00
Belt, Randy L	Maintenance Repair Worker II	1.00	24,440.00
Benshoof, Karlene J	Office Assistant II	1.00	26,000.00
Bijlsma, Karyn D	Office Assistant II	1.00	27,554.00
Burke, Kathy J	Office Assistant II	1.00	27,527.00
Campbell, Terrill L	Maintenance Repair Worker III	1.00	29,962.00
Carroll, Dennis D	Maintenance Repair Worker II	0.25	10,224.00
Carroll, Dennis D	Maintenance Repair Worker II	0.75	30,670.00
Chase, Debra E	Office Assistant II	1.00	38,614.00
Craig, Patrick	Maintenance Repair Worker I	0.75	18,144.00
Donner, Colette	Custodian	1.00	30,202.00
Ellis, Jill M	Accounting Clerk III	1.00	31,310.00
Fassler, James K	Maintenance Repair Worker III	1.00	32,153.00
Fischer, Christopher M	Maintenance Repair Worker III	1.00	29,726.00
Foote, Tyler C	Maintenance Repair Worker III	1.00	29,962.00
Frazey, Misty L	Facility Operations Assistant	1.00	29,261.00
Gathje, Richard A	Custodian	1.00	34,181.00
Gothier, Cynthia J	Office Assistant II	1.00	32,927.00
Gubbels, Denise R	Office Assistant III	1.00	30,002.00
Guilliams, Pamela K	Library Technician	1.00	28,870.00
Gustafson, Heather L	Academic Credentials Technician	1.00	31,289.00
Hans, Shasta M	Office Assistant II	1.00	25,971.00
Hansen, Cathleen A	Office Assistant III	1.00	37,440.00
Harm, Debra J	Office Assistant II	1.00	38,607.00
Hart, Britney	Office Assistant III	1.00	30,533.00
Heiser, Kasey M	Office Assistant II	0.88	26,313.00
Hirschman, Dawn R	Office Assistant III	1.00	36,728.00
Holloway, Racquel J	Custodian	1.00	27,191.00
Janke, Michael S	Maintenance Repair Worker III	1.00	32,240.00
Jech, Brook Anne	Office Assistant III	1.00	31,324.00
Jensen, Lesa R	Office Assistant III	1.00	44,468.00
Kastrup, Tama	Office Assistant II	1.00	38,045.00
Kenny, Kelly R	Office Assistant II	1.00	26,648.00
Kramer, Katie E	Maintenance Repair Worker III	1.00	33,496.00
Listerfelt, Nicole J	Office Assistant II	1.00	23,768.00
Lubberstedt, Theresa J	Custodian	1.00	24,893.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Marr, Daniel A	Electrician	1.00	51,249.00
Mecseji, Karen A	Office Assistant II	1.00	29,700.00
Meier, Tammy J	Office Assistant III	1.00	44,468.00
Messlerie, Shawna L	Office Assistant III	1.00	31,508.00
Milligan, Kathryn E	Custodian	1.00	21,790.00
Monahan, Pamela R	Accounting Clerk III	1.00	38,474.00
Mosley, Greg K	Maintenance Repair Worker III	1.00	46,920.00
Mostek, Denise M	Office Assistant IV	1.00	47,549.00
Nelson, Duane S	Maintenance Repair Worker IV	1.00	46,449.00
Nelson, Roxanne	Custodian	1.00	27,165.00
Neuhalfen, Kathy	Custodian	1.00	27,165.00
VACANT	Office Assistant II	1.00	22,776.00
VACANT	Office Assistant II	1.00	22,776.00
VACANT	Electrician	1.00	30,368.00
Paulson, Debra M	Custodian	1.00	33,197.00
Pedersen, Kathleen M	Office Assistant II	1.00	27,044.00
Penn, Suzanne L	Office Assistant II	1.00	37,796.00
Peterson, Ricky J	Maintenance Repair Worker III	1.00	40,248.00
Rahn, Terry L	Maintenance Repair Worker III	1.00	37,123.00
Rastede, Brian G	Electrician Master	1.00	42,413.00
Reinke, Shannon L	Office Assistant II	1.00	25,962.00
Reklaitis, Joe	Custodian	1.00	30,202.00
Ritze, David H	Maintenance Repair Worker II	1.00	35,778.00
Ritze, Randy G	Maintenance Repair Worker III	1.00	47,146.00
Roland, Charles G	Maintenance Repair Worker II	1.00	41,410.00
Ruskamp, Bernie J	Maintenance Repair Worker IV	1.00	50,050.00
Schmitz, Cynthia S	Custodial Leader	1.00	38,293.00
Schmitz, Thomas R	Broadcast Engineer	1.00	51,127.00
Schulz, Karen M	Custodian	1.00	30,202.00
Sherman, Stacie	Custodian	1.00	27,383.00
Sieler, Marisa A	Library Technician	1.00	25,441.00
Smith, Shawn M	Office Assistant II	0.88	21,604.00
Sowards, Dann M	Custodian	1.00	21,175.00
Spahr, Connie S	Accounting Clerk III	1.00	38,474.00
Stalling, Mary M	Custodian	1.00	35,207.00
Steffen, Angela M	Office Assistant III	1.00	38,927.00
Suckstorf, Erin N	Office Assistant II	1.00	27,553.00
Thompson, Patricia K	Library Technician	1.00	40,587.00
Tracy, Gunner W	Security Officer II	0.45	12,185.00
Trevett, Joyce F	Office Assistant III	1.00	43,670.00
Vahlkamp, Eric C	Maintenance Repair Worker III	0.50	15,150.00
Weber, Deborah K	Office Assistant II	1.00	38,557.00
Wert, Dorothy	Office Assistant II	0.75	20,644.00

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
Woodward, Lucas K	Maintenance Repair Worker III	1.00	29,962.00
Wurdinger, Mark R	Maintenance Repair Worker III	1.00	34,146.00
Ziska, Brandon K	Security Officer II	1.00	36,577.00
TOTAL		84.08	2,773,881.00
<u>NAPE/Support Staff -- Non-State Supported Positions (Revenue Bond)</u>			
Beckman, Nicholas D	Custodian	1.00	21,175.00
Bessmer, Jill M	Custodian	1.00	24,320.00
Gray, Bradley	Custodian	1.00	30,773.00
Gustafson, Carol A	Custodial Leader	1.00	28,718.00
Haney, Kathy R	Custodian	1.00	35,207.00
Humphrey, Norma J	Custodian	1.00	24,041.00
Jensen, Debra L	Custodian	1.00	24,191.00
Loberg, Jeffery R	Maintenance Repair Worker II	1.00	31,346.00
Moody, Loretta K	Custodian	1.00	22,661.00
Mrsny, Jeffrey J	Custodian	1.00	21,175.00
Myers, Roger M	Custodian	1.00	22,564.00
VACANT	Security Officer II	1.00	26,312.00
VACANT	Maintenance Repair Worker III	1.00	28,268.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
VACANT	Custodian	1.00	21,175.00
VACANT	Maintenance Repair Worker II	1.00	24,440.00
Schmidt, Jamie M	Custodian	1.00	21,175.00
Schmidt, Wendy A	Custodian	1.00	33,197.00
Tracy, Gunner W	Security Officer II	0.55	14,893.00
Vahlkamp, Eric C	Maintenance Repair Worker III	0.50	15,150.00
Webb, Jonathan L	Custodian	1.00	22,443.00
Weldon, Kevan V	Custodian	1.00	27,165.00
TOTAL		24.05	605,089.00
<u>Support Staff (Non-Union) -- State Supported Positions</u>			
Backer, Joni S	Secretary To The President	1.00	53,214.00
Granquist, Megan R	Office Assistant II	1.00	25,345.00
Hauptmann, JoAnn M	Office Assistant III	1.00	29,977.00
VACANT	Office Assistant IV	1.00	30,368.00
Soden, Dustin	Facility Services Manager	0.50	23,058.00
TOTAL		4.50	161,962.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	2018-2019 FTE	2018-2019 Base Salary
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Support Staff (Non-Union)-Non State Supported Positions (Revenue Bond)

Mrsny, Jason J	Campus Security Manager	1.00	51,946.00
Soden, Dustin	Facility Services Manager	0.50	23,058.00
TOTAL		1.50	75,004.00
TOTAL SUPPORT STAFF		114.13	3,615,936.00

Attachment: Salary Report 2018-2019 (2240 : Acceptance of Employee Salary Recommendations)

Employee Name	Rank or Position Title	FTE	2018-2019 Base Salary
<u>NSCPA -- Non-State Supported Positions (Federal/Restricted)</u>			
Kucera, Loren L	Director-NBDC	0.91	65,741.00
Potosnyak, Charles	Learning Skills Specialist, TRiO	0.80	36,524.00
Utecht, Lori	Learning Skills Specialist, TRiO	0.75	37,161.00
Woehler, Kara	Learning Skills Specialist, TRiO	0.80	36,621.00
		<u>3.26</u>	<u>176,047.00</u>
<u>Professional Staff (Non-Union) -- Non-State Supported Positions (Federal/Restricted)</u>			
Vacant	Director TRiO	1.00	65,000.00
		<u>1.00</u>	<u>65,000.00</u>
<u>NAPE/Support Staff -- Non-State Supported Positions (Federal/Restricted)</u>			
Jorgensen, Stephanie	Office Assistant II, TRiO	0.92	27,531.00
		<u>0.92</u>	<u>27,531.00</u>

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: Board Meeting Schedule for 2018-2019

SEPTEMBER	BOARD OF TRUSTEES MEETING-CHADRON	September 14-15, 2018 Friday - Saturday
NOVEMBER	BOARD OF TRUSTEES MEETING-WAYNE	November 15-16, 2018 Thursday-Friday
JANUARY	BOARD OF TRUSTEES MEETING-LINCOLN	January 15, 2019 Tuesday
MARCH	BOARD OF TRUSTEES MEETING-PERU	March 21-22, 2019 Thursday - Friday
JUNE	BOARD OF TRUSTEES MEETING-LINCOLN	June 18, 2019 Tuesday

The System Office recommends approval of the Board Meeting Schedule for 2018-2019.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Distinguished Service Awards for Chadron State College**

Board Policy 4500 allows Presidents to make recommendations to the Board for Distinguished Service Awards. Recommendations for Distinguished Service Awards have been submitted by Chadron State President Randy Rhine. Information regarding the recommendations will be shared with the Board at the meeting.

The Distinguished Service Award is for an outstanding person who, or organization that, has made a significant contribution to a College or to an alumnus who has achieved distinction and recognition, which reflects favorably upon the image of the Nebraska State College System.

The System Office and Chadron State College recommend approval of the Distinguished Service Awards for Chadron State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: Emeritus Status for Marlene Mueller at Wayne State College

Marlene Mueller, a longstanding Professor at Wayne State, has been nominated for emeritus faculty status based upon the four required criteria for granting emeritus status, as outlined below:

1. Minimum of 15 years of full time employment is met through 43 years of teaching.
2. Earned full professor rank in 1995.
3. Evidence of exemplary performance in areas of teaching, scholarship/creative activities, and service includes a proven track record, commitment, and high level of dedication to students through learning excellence, continuous improvement, and student success; a significant creative exhibition record through more than 130 noteworthy national and regional venues and a distinguished service record that exemplifies a willingness to volunteer and provide leadership through service on numerous college, school and department committees.
4. Demonstrated leadership and collaboration through service and contribution beyond normal expectations includes a proven track record of volunteering to serve community needs in northeast Nebraska and the surrounding region through community board membership, participation in juries, consultations, and numerous Service-Learning projects that have brought positive visibility to Wayne State.

Chancellor Carpenter and WSC President Rames support Professor Mueller's nomination and recommend that emeritus faculty status be granted.

The System Office and Wayne State College recommend approval of the Emeritus Status for Marlene Mueller at Wayne State College.

ATTACHMENTS:

- Marlene Mueller Emeritus Status (PDF)



Emeritus Faculty Award

WAYNE STATE COLLEGE NOMINATION FORM

I wish to nominate the following individual for consideration for Emeritus Faculty status at Wayne State College. I have provided a letter of support that addresses the criteria for the award and attached a copy of the individual's CV. This nomination will be shared with the person nominated.

Nominee Information

Name J. Marlene Mueller

Address Studio Arts 214

Telephone 402-375-7513

Nominee Criteria

- Served Wayne State College for at least 15 years
- Held rank of full Professor
- Demonstrated exemplary performance in the areas of teaching, scholarship/creative activities, and service throughout his/her tenure at the College
- Demonstrated leadership and collaboration

Primary Nominator Information

Name Joshua R. Piersanti

Title Associate Professor of Graphic Design; Chair, Department of Art & Design

Address Studio Arts 204

Telephone 402-375-7350

I affirm that I am not a relative, spouse, or significant other of the nominee.

March 28, 2018

Signature of Nominator

Date

CURRICULUM VITAE

J. Marlene Mueller
 814 Douglas Street, Wayne, NE 68787
 Phone (402) 375-4293, cell (402)369-0735
 Email address: JMarleneMueller@gmail.com

Art & Design Department, Wayne State College, 1111 Main Street, Wayne, NE 68787
 Phone (402) 375-7513
 Academic email address: mamuell1@wsc.edu

EDUCATION

Graduate Study	M.F.A. (painting, drawing), Miami University, Oxford, OH, 1974 M.A. (painting, ceramics), Miami University, 1972
Advanced Study	University of Nebraska, Lincoln, NE, summer 1976
Undergraduate Study	B.A. (art) Limestone College, Gaffney, SC, 1970 Post Graduate Study, University of Georgia, Athens, GA, summer 1969

EMPLOYMENT Professor of Art (1994), Wayne State College, Associate (1986), Assistant (1979)
 Interim Instructor of Art, Hastings College, Hastings, NE, (1974-1975)

PERMANENT COLLECTIONS

Duncan Aviation, Lincoln, NE
 Central State Insurance Company, Omaha, NE
 Sioux City Art Center, Sioux City, IA
 Nebraska Wesleyan University, Lincoln, NE
 Toy National Bank, Sioux City, IA
 Nebraska Firefighter's Museum, Kearney, NE
 University of Nebraska, Omaha, NE
 Springfield Art Museum, Springfield, MO
 State Office Tower, Columbus, OH
 Wayne State College, Wayne, NE
 Museum of Nebraska Art, Kearney NE

PROFESSIONAL AFFILIATIONS AND MEMBERSHIPS

Current	The Drawing Center <i>Viewing Program (international on-line gallery)</i> , New York City Foundations in Art: Theory and Education (national) Phi Kappa Phi Honorary Society, Wayne Chapter Norfolk Arts Center, Norfolk, NE Sioux City Art Center, IA
Previous	Bemis Center for Contemporary Art, Omaha, NE Museum of Nebraska Art (MONA), Kearney, NE NEA/NSEA/WSCEA College Art Association of America (national) Mid-America College Art Association (national) Nebraska Women's Caucus for Art Haydon Art Center/Gallery, Omaha, NE - gallery representation Gallery 72, Omaha, NE – gallery representation American Association of University Women, Wayne chapter & national

PROFESSIONAL EXPERIENCE

- 2007–2017 Recruitment initiative coordinator for Art & Design Department advertisement in the Nebraska Art Teachers Association quarterly newsletter and website (2018)
- 2012 – 2017 Liaison with Wirth Gallery, Hartington, NE for recommending senior students for annual exhibitions
- 2017 Donated two drawings from my private collection to the WSC Permanent Art Collection (located in Hahn)
- 2000– 2018 Visual Art Exhibition Selection Committee, Norfolk Arts Center, Norfolk, NE
- 2000- 2017 Student Showcase Gallery Coordinator, WSC Student Center
- 2013- 2016 Liaison with Norfolk Arts Center in recommending student interns for education and graphic design positions
- 1976-2018 Excepting sabbatical leaves, annual participation in the WSC Faculty Art Exhibit
- 1995-2008 Wayne Volunteer Fire Department, Treasurer 2004, 2005 (Rescue/First Responder team, 2001-2008)
- 2015 International travel to China, May 8-22 with WSC International Study Tour
- 2015 Presentation at Arts and Humanities Faculty Colloquium. Topic: ***Looking through the Lens: China Framed from a Faculty Perspective***
- 2015 Coordinator and co-chair of Foundations in Art, Theory and Education (FATE) **Tectonic Shift** conference workshop in Indianapolis, March. Title of presentation: ***“Making a Case for Play and Whimsy in Studio Art”***
- 2015 Organized workshop program and recommended keynote speaker for the Nebraska Art Teachers Association annual conference, Wayne State College
- 2015 Donated six acrylic paintings from my 2004 sabbatical to the WSC Permanent Art Collection, (Carhart Science)
- 2014 Gallery Talk, John Day Art Gallery, University of South Dakota, Vermillion
- 2013 Gallery Talk, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- 2012 Gallery Talk, Marxhausen Gallery, Concordia College, Seward, NE
- 2012 Service-Learning Grant; designed class project for a student mural in downtown Wayne
- 2012 Publication: charcoal drawing, "Frenzy" was published with text by co-authors Wayne Enstice's and Melody Peters' college textbook, **Drawing/Space, Form and Expression**, 4th edition, published by Prentice-Hall/Pearson Education
- 2011 Sabbatical (spring semester), studio research and practice
- 1987–2011 Coordinated the High School Art and Returning Student Special Abilities Art Scholarship Competitions and follow-up with Financial Aid communication
- 2010 Visiting Artist: Slide presentation, Art Department, University of Nebraska-Kearney
- 2009 Organized **The Big World** art exhibit. Communicated with curator, unpacked and packaged artwork, arranged for shipping, installed show, arranged for publicity, made guest speaker arrangements, introduced speaker at opening.
- 2004 Sabbatical (spring semester), studio research and practice
- 2001 IDS Shapers of the Modern Mind, presenter: ***Things to Consider When Looking at Art: A Practical Guide to Art Criticism***
- 2001 First Friday's presentation, ***Serving and Protecting: A Wayne Volunteer Firefighter's Perspective***, Wayne State College Student Center
- 1999 Neihardt Scholars Honors Colloquium: Shapers of the Modern Mind, presenter: ***Visual Literacy: Making Critical Judgements about Art***
- 1994-1997 Studio Arts Graduate Program faculty: taught graduate classes, served on these committees
- 1994 Neihardt Scholars Honors Colloquium, presenter: ***African American Art: Then and Now***
- 1993-1994 Faculty Instructional Improvement Grant
- 1992-1996 Board member and Member-at-Large, Nebraska Women's Caucus for Art

- 1992-1993 Faculty Instructional Improvement Grant
 1992-1993 Wayne State College Foundation Faculty Renewal Award
 1975-1980's Coordinated and supervised the annual High School Art Conference

EXHIBITIONS: Invitational, Solo, Group

- 2018 **Mona Selects: Recently Acquired Work**, Museum of Nebraska Art, Kearney, NE
 2017 **10th Norfolk Arts Center Juried Show, (Best of Show, cash award)**, Norfolk, NE
2017 Nebraska Artist Biennial, (Finalist for Drawing/Printmaking Award), Gallery 1516, Omaha, NE
Selections from the Permanent Collection, Nordstrand Art Gallery, Wayne State College
 2016 **ARTcetera'16**, Sioux City Art Center, Sioux City, IA
 2015 **From the Store Window to the Gallery: The Legacy of T.S. Martin**, Sioux City Art Center
8th Juried Show, (Best of Show, cash award), Norfolk Arts Center, Norfolk, NE
 2014 **Marlene Mueller, Drawings**, solo, University of South Dakota-Vermillion
 2013 **Drawing Fire**, solo, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
6th Annual Juried Exhibition, (2nd Place, cash award), Norfolk Arts Center, Norfolk, NE
The Values of Drawing, invitational, Sioux City Art Center, Sioux City, IA, 2012 into 2013
 2012 **Drawings, Marlene Mueller**, solo, sabbatical exhibit, Nordstrand Visual Arts Gallery, Wayne State College
Drawing Fire: Then and Now, solo, Marxhausen Gallery of Art, Concordia University, Seward, NE
 2011 **In the Eye of the Beholder**, selections from the permanent collection, Sioux City Art Center, IA
Drawings, Norfolk Arts Center, solo, Norfolk, NE
 2010 **Drawings**, Kimmel-Harding-Nelson Center for the Arts, solo, Nebraska City, NE
Paintings, Walker Art Gallery, solo, University of Nebraska-Kearney, Kearney, NE
 2009 **(re)search**, group, Jackson Artworks, Omaha, NE
Points of View: Paintings by J. Marlene Mueller, solo, G.A.R. Gallery, Yankton, SD
That'll Leave a Mark, two-person show, Tugboat Gallery, Lincoln, NE
 2008 **10th Annual Art Auction Preview Exhibition**, Bemis Center for Contemporary Art, Omaha, NE
Nebraska Now: Marlene Mueller, Drawings, solo, Museum of Nebraska Art, Kearney, NE
Alumni Art Exhibition, Limestone College, Gaffney, SC
Spirit: A Celebration of the Arts in Nebraska, Museum of Nebraska Art, Kearney, NE
Drawing: Selected Works by Norman Geske, invitational, Modern Arts Midwest, Lincoln, NE
 2007 **Objects of Desire: 4th Annual Juried Artist Member Exhibition**, Haydon Art Center, Lincoln
Paintings, solo, Fred Simon Gallery, Nebraska Arts Council office, Omaha
 2006 **Paintings and Drawings: A Local Perspective**, solo, Norfolk Art Center, Norfolk, NE
 2005 **Annual Juried Artist Members Exhibition 2005**, Haydon Art Center
Quantum Leap: Art and Science, Haydon Art Center
Fire Escape, solo, Gallery 72, Omaha, NE
Sabbatical Exhibition, Nordstrand Art Gallery, Wayne State College, Wayne, NE
 2004 Drawing exhibit, 2004 Nebraska State Fire School, Grand Island, NE
Fall Juried Artist Members Exhibition, Haydon Art Center
 2002-3 **Small Treasures, Haydon Art Gallery**, Lincoln, NE
 2001 **Local Perspectives**, Sioux City Art Center, Sioux City, IA
Haydon on the Dock, Haydon Art Gallery
Member's Invitational, 13th Street Gallery, Omaha, NE
Wayne State College Faculty Exhibit, Lifelong Learning Center, Norfolk, NE
 1997 **Member's Invitational**, Burkeholder Project, Lincoln, NE
 1996 **Summer Group Exhibition**, Haydon Gallery, Lincoln, NE

- Visual Poetry: Words and Images by Nebraska Women Artists**, Museum of Nebraska Art, Kearney, NE
- Solo Exhibit**, Morningside College, Sioux City, IA
- 1995 **Life Cycles, (One-Person Show)**, Haydon Gallery, Lincoln, NE
- Selections Two**, Gallery 72, Omaha, NE
- Small Treasures**, Haydon Gallery, Lincoln, NE
- Nebraska Women's Caucus for Art Exhibition**, Richards Hall Gallery, University of Nebraska, Lincoln
- 1994 **1995 Summer Group Exhibition**, Haydon Gallery, Lincoln, NE
- Uncensored**, Hillmer Art Gallery, College of Saint Mary, Omaha, NE
- Bringing the Outdoors In**, Haydon Gallery, Lincoln, NE
- 1993 **Painting Invitational**, Eppley Gallery, Morningside College, Sioux City, IA
- Salon d'January**, Gallery 72, Omaha, NE
- Fred Wells 17: 12-State Juried Exhibition**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- Small Treasures**, Haydon Gallery, Lincoln, NE
- 1992 **Prairie Light Arts Showcase**, Museum of Nebraska Art, Kearney, NE
- University of South Dakota Award Winners' Exhibition**, (invitational), Vermillion, SD
- One-Person Show**, (juried), Governor's Mansion, Lincoln, NE
- One-Person Show**, Norfolk Art Center, Norfolk, NE
- 1991 **Four Nebraska Artists**, (invitational), Gallery 72, Omaha, NE
- 50th Annual Juried Competition Exhibition**, Sioux City Art Center, Sioux City, IA
- One-Person Show**, New Gallery, South Dakota School of Mines and Technology, Rapid City, SD
- Summer Arts XVI, (Juror's Award)**, University Art Galleries, University of South Dakota, Vermillion, SD
- Sabbatical Exhibition**, Nordstrand Art Gallery, Wayne State College, Wayne, NE
- Images of Nebraska (traveling show)**, First Data Resources, Omaha; Museum of Nebraska Art, Kearney; Artspace, Omaha; The State Capitol, Lincoln, NE
- Fred Wells 15 - Twelve State Exhibition**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- 1990 **Area Drawing** (invitational), The Gallery of the Department of Art and Art History, University of Nebraska, Lincoln, NE
- 40th Spiva Annual**, Spiva Art Center, Joplin, MO
- Salon Soiree**, Sioux City Art Center, Sioux City, IA
- 1989 **One-Person Show**, Antiquarian Galleries, Omaha, NE
- Two-Person Show**, Gallery Six, Kansas State University, Manhattan, KS
- 48th Annual Juried Competition**, Sioux City Art Center, Sioux City, IA
- 39th Spiva Annual**, Spiva Art Center, Joplin, MO
- Summer Arts XV**, University Art Galleries, University of South Dakota, Vermillion, SD
- Fred Wells 13 - Viewpoints**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- 1988 **National Small Works Exhibition (Honorable Mention)**, Schoharie County Arts Council Gallery, Cobleskill, NY
- Kansas Thirteenth National Small Painting, Drawing, and Print Exhibition**, Fort Hayes State University Gallery, Hays, KS
- Fred Wells 12, Elder Gallery**, Nebraska Wesleyan University, Lincoln, NE
- Nebraska Coalition for Women Exhibition**, "Equality Day" Conference, North Platte, NE
- 1987 **Fred Wells-Heritage (Purchase Award and Juror's Merit Award)**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE

- 6th Biennial Paper and Clay Exhibition** (national), Memphis State University, Memphis, TN
- North Dakota Print and Drawing Annual** (national), University of North Dakota, Grand Forks, ND
- 1986 **Summers Arts XIV**, University of South Dakota, Vermillion, SD
- Paintings: Places and Spaces, (One-Person Show)**, Witter Gallery, Storm Lake, IA
- Eleventh Kansas National Small Painting, Drawing and Print Exhibition**, Visual Arts Center, Fort Hays State University, Hays, KS
- The 17th Annual Clay and Fiber Show 1986** (national), The Octagon Center for the Arts, Ames, IA
- Fred Wells 10 (Juror's Merit Award)**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- Summer Arts XIII**, University Gallery, University of South Dakota, Vermillion, SD
- 1985 **Wayne State College Faculty Show**, Haymarket Art Gallery, Lincoln, NE
- LaGrange National X**, Chattahoochee Valley Art Association, LaGrange, GA
- Summers Arts XII**, University of South Dakota, Vermillion, SD
- Nebraska at Haymarket**, Haymarket Art Gallery, Lincoln, NE
- 1984 **Reflections 1985**, Association of Nebraska Art Clubs, Hastings College, Hastings, NE
- Rutgers National '83/'84 Works on Paper**, Stedman Art Gallery, Rutgers University, Camden, NJ
- Landscapes, Drapescapes, and Temples, (One-Person Show)**, Sioux City Art Center, Sioux City, IA
- One-Person Show**, Mock Art Gallery, Westmar College, LeMars, IA
- "Women in the Visual Arts Symposium" (slide presentation)**, College of Fine Arts, Drake University, Des Moines, IA
- 1983 **Woodstock School of Art 1983 National Painting Exhibition (Honorable Mention)**, Woodstock, NY
- National On-Paper Show '83**, Terrance Art Gallery, Palenville, NY
- 1983 Fall Biennial**, Sioux City Art Center, Sioux City, IA
- Wayne State College Student and Faculty Exhibition**, State Office Building, Lincoln, NE
- 1982 **Eppley Competitive Art Exhibition (Purchase Award)**, University of Nebraska-Omaha Art Gallery, Omaha, NE
- 44th Annual Fall Show (Honorable Mention)**, Sioux City Art Center, Sioux City, IA
- Kansas Seventh National Small Painting, Drawing and Print Exhibition (Honorable Mention)**, Fort Hays State University, Hays, KS
- 7th Regional Women Painter's Biennial 1982 Exhibition (First Award)**, Civic Fine Arts Association, Sioux Falls, SD
- "Art and Artists in Nebraska" (slide presentation)**, Sheldon Memorial Art Gallery, Lincoln, NE
- One-Person Show**, Buena Vista College Art Gallery, Storm Lake, IA
- Two-Person Show**, Norfolk Art Center, Norfolk, NE
- Wayne State College Faculty Show**, Hillmer Art Gallery, College of Saint Mary, Omaha, NE
- 1981 **Southwest State University National Painting Exhibition**, William Whipple Art Gallery, Marshall, MN
- 31st Annual May Competitive**, Spiva Art Center, Joplin, MO
- "Regional Virtuosity: Women Artists of Nebraska" (slide presentation)**, Wellsprings of America, Women's Art Festival, University of Nebraska-Omaha, Omaha, NE
- The Sixth Annual Fred G. Wells Show**, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE

- Miami University Alumni Reunion Show**, Hiestand Hall Gallery, Miami University, Oxford, OH
- 1980 **6th Annual Exhibition for Corporations and the Professions** (invitational), The Friends Gallery, Minneapolis Institute of Art, Minneapolis, MN
Member's Invitational, Artemesia Gallery, Chicago, IL
42nd Annual Fall Show, Sioux City Art Center, Sioux City, IA
Central States Exposition '80, Pratt Community College, Pratt, KS
Dedication Exhibit (invitational), Hillmer Art Gallery, Omaha, NE
Bridges, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
A Closer Look, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- 1979 **Women Artists Today (traveling show)**
The Tweed Museum of Art, University of Minnesota, Duluth, MN; South Dakota Memorial Art Center, Brookings, SD; Nicolaysen Art Museum, Casper, WY; Dahl Fine Arts Center, Rapid City, SD; Augustana College, Sioux Falls, SD
- 1978 **15th Joslyn Biennial**, Joslyn Art Museum, Omaha, NE
Kansas Third National Small Painting, Drawing, and Print Exhibition, Visual Arts Center, Fort Hays University, Hays, KS
Women Artists Today, University Gallery, University of South Dakota, Vermillion, SD
Third College of Saint Mary Print, Drawing and Painting Competition, Angelo Art Gallery, Omaha, NE
Two-Person Show, Founders Hall Gallery, Kearney State College, Kearney, NE
Fantasy, Elder Gallery, Nebraska Wesleyan University, Lincoln, NE
- 1977 **Nebraska Crafts Exhibition**, Sheldon Memorial Art Gallery, Lincoln, NE
Second Biennial Print, Drawing and Painting Exhibition, Angelo Art Gallery, Omaha, NE
- 1976 **14th Midwest Biennial**, Joslyn Art Museum, Omaha, NE
- 1975 **One-Person Show**, Hastings College Art Gallery, Hastings, NE
- 1974 **44th Annual Exhibition (Purchase Award)**, Springfield Art Museum, Springfield, MO
Hastings College Faculty Exhibition, Angelo Art Gallery, Omaha, NE
Graduate Thesis Show, Hiestand Hall Gallery, Miami University, Oxford, OH

PROFESSIONAL ACTIVITIES AND PUBLICATIONS

- 2018 *Bravo Guide Entertainment*, **MONA Selects: Recently Acquired Works**, February 5 issue, Kearney, NE
- 2016 **ARTcetera '16** catalog, Sioux City Art Center, Sioux City, IA
- 2015 **Coordinator and Co-Presenter**, Foundation in Art Theory Education (FATE), national conference, Indianapolis, IN
- 2014 **Coordinator**, Group Portrait Workshop, Norfolk Arts Center, Norfolk, NE
- 2011 Drawing illustration and text, *Drawing/Space, Form and Expression* (4th edition), Enstice and Peters
- 2010 **Visiting Artist**, Department of Art & Art History, University of Nebraska-Kearney
- 2009 *Omaha World-Herald go! Entertainment Guide*, **"Group Show Focuses on Photography, Painting"**, May 21
- 2008 *Nebraska Firefighter*, **"Marlene Mueller: Firefighter and Art Professor"**, October issue, 2008
Friday Live at the Mill, NE Public Radio, Interview with Teliza Rodriguez, MONA artist series, Nebraska Now: **Marlene Mueller Drawings**
Lincoln Star, "Drawing", January 27, 2008
Omaha City Weekly, "Making Their Mark", January 9, 2008

- Juror, Ernestine Quick Memorial Exhibit & Competition**, Columbus Art Gallery, Columbus, NE, 2008
- 2007 ***Omaha World-Herald go! Entertainment Guide***, "Dotting on Dots", April 12, 2007
Nebraska Life, "Connecting the Dots", January-February issue, 2007
- 2006 **Bemis Slide Jam**, presenter, Bemis Center for Contemporary Art, Omaha, NE, 2006
- 2005 ***The City Weekly***, "Fire Sale", March 2, 2005
One Magazine, "New and Notes from the local art scene", March, 2005
- 2004 **Sabbatical**, Wayne State College, 2004
- 1997 **Chair**, panel on photography, Nebraska Women's Caucus for Art, University of NE-Lincoln
- 1996-2001 **Board of Directors**, Art Center Association of Sioux City, Exhibition/Program Committee Chair (1998-2000)
- 1995 **Panelist**, Topic - "Women and Art" and **Speaker**, "Women Artists: Navigating the Land," 12th Annual Women's Research Conference, University of South Dakota, Vermillion, SD
Speaker, Topic - "Identity in African-American Art," Faculty Forum, Wayne State College, Wayne, NE
- 1994 **Juror**, "5th Annual Older American Art Exhibition" and "5th Annual Youth Art Competition," Sioux City Art Center, Sioux City, IA
- 1993 **Speaker**, Topic - "Northern European Art and Architecture," Lions Club VFW, Wayne, NE
- 1992-94 **Program Vice President**, Wayne Chapter, American Association of University Women
- 1992 **Speaker**, Topic - "Women Artists: Social Consciousness in a Postmodern Era," University of South Dakota Women's Research Conference, Vermillion, SD
Panelist, Topic - "Georgia O'Keeffe: Perspectives on the Artist and her Work," James & Meryl Hearst Center for the Arts, Cedar Falls, IA
- 1991 **Gallery Talk**, American Association of University Women, Wayne State College, Wayne, NE
- 1990 **Sabbatical Leave of Absence**, 9/90-12/90
Visiting Artist, Department of Art and Art History, University of Nebraska, Lincoln, NE
Co-Juror, Nebraska Mothers as Artists Juried Exhibition, Northeast Technical Community College, Norfolk, NE
- 1989-90 **Art Memorial Selection Committee member, Spirit of United 232 National Competition**, Sioux City, IA
- 1989 **Guest Artist**, Art Department Colloquium, University of Nebraska-Omaha, Omaha, NE
Collaboration/Performance, Title - "Words, Tones, and Colors: An Essay on the Aesthetic Likenesses of Emily Dickinson, Aaron Copland, and Georgia O'Keeffe," Body Politics - The Sixth Annual Women's Research Conference, University of South Dakota, Vermillion, SD
Juror, U.N.O. Art Student Exhibition/Bertha Mengedoht Memorial Awards, University of Nebraska-Omaha, Omaha, NE
Presenter, "Masters in the Studio and Personalities," Spring Conference of the Nebraska Art Teachers Association, Wayne State College, Wayne, NE
- 1987 **Speaker**, Topic - "The Visual Image: It's Relationship to Form and Content," Spring Lecture Series, Witter Gallery, Storm Lake, IA
- 1986 **Speaker**, Topic - "American Women Artists: Thematic Developments, 1900-1975," Midwest Women's Studies Association Conference, Iowa State University, Ames, IA
- 1985 **Speaker**, Topic - "Women Artists: Imagery as Subject and Symbol," Nebraska Coalition for Women "Equality Day" Conference, Wayne State College, Wayne, NE
- 1984 **Gallery Talk**, Mock Art Gallery, Westmar College, LeMars, IA

- 1983 **Co-Juror, Spring U.N.O. Art Student Exhibition**, University of Nebraska-Omaha, Omaha, NE
- 1982 **Critique**, Northeast Nebraska Art Association Annual Show, Norfolk Art Center, Norfolk, NE
- 1981 **Juror and Guest Speaker**, Norfolk Artists' Northeast Nebraska State Exhibition, Norfolk Art Center, Norfolk, NE
- 1980 **Art Consultant**, "Self-Evaluation Study" for the art program, Coleridge Community Schools, Coleridge, NE
- 1979 **Juror, 4th Annual Master's Touch Competition**, Angelo Art Gallery, College of Saint Mary, Omaha, NE
- 1978 **Artists-in-the-Schools**, Neligh Public Schools, Neligh, NE
- 1977 **Co-Juror, Columbus Artists' Northeast Nebraska State Exhibition**, Columbus Art Association, Columbus, NE
- 1975 **Visiting Artist and Guest Speaker**, Topic - "Concerning the Personal in Painting," Kearney State College, Kearney, NE
Guest Speaker, Topic - "20th Century Modernism: An Overview," Hastings Art Association, Hastings, NE

OTHER COLLEGE SERVICE

- Reviewer for new freshmen and returning scholarship student applications
- Organized annual regional art field trips for students in studio classes
- Organized location sites and served as bus supervisor for annual art department field trips to Omaha and Lincoln
- Attended Nordstrand Art Gallery exhibitions and receptions
- Recommended and promoted student applications for exhibits at the Norfolk Arts Center
- Attended all art gallery exhibitions and visiting artist presentations
- Reviewer and evaluator for Sophomore Review, Senior Review, and Senior Portfolio departmental committees
- Art Club sponsor
- Student Juried Show juror
- Faculty representative for First Friday Student Visits to campus
- Faculty advisor for studio art, art education, and graphic design majors
- Contributor and Editor for Survival Guide, a publication for freshmen art majors
- Workshop presenter for annual in-service regional high school teacher programs, WSC
- Public relations art faculty representative and host for Professional Educators of Art regional keynote speaker dinner presentations and also for the NATA conference
- Designed ceramics and painting studio layout for renovated college Power Plant (now Studio Arts) and facilitated the acquisition of equipment
- Prepared reports including (MSDS sheets) and served as studio representative for National Association of Schools of Art and Design (NASAD) accreditation team visitations

COLLEGE COMMITTEES

Academic Policies 2009, 2007, 2006, 2004, 2001-2003, 1986
 Faculty Senate 2015, 2016
 General Education, 2003
 Rank and Professional Development / Rank, Tenure and Promotion, 2010- 2018
 Student Standards and Retention
 Art & Design Faculty Search Committees (3), 2016
 Art & Design Faculty Search, 2015
 Student Art Acquisition Committee, 2017
 Outstanding Alumni Award Selection Committee, 2014, 2008
 Tenure committee coordinator for Josh Piersanti Tenure Committee, 2017
 Promotion committee coordinator for Andy Haslit and Meghan O'Connor, 2018
 Lindahl Drive Project committee, 2016
 WSC Sculpture Competition Review Committee, 2010
 Arboretum Committee, 2007,2005,2004,2003, 2001
 Campus Beautification Committee, 2003
 Campus Master Plan Committee, 2001
 Thesis Committee, Humanities Department, 2000-2001
 Student Standards and Retention, 1992 and Student Advising and Retention, 1999-2000
 Thesis Committee, Art Department, 1995
 Art Education Graduate Thesis Committee, 1992
 Honors, 1986
 75th Anniversary, 1986

CONFERENCES ATTENDED

2017	Foundations in Art, Theory, and Education, Kansas City, MO
2016	College Art Association in Washington, DC
2015	Foundations in Art, Theory, and Education, Indianapolis, IN
2013	Foundations in Art, Theory, and Education, Savannah, GA
2007, 2009	The Art of Fine Craft, Lux Center for the Arts, Lincoln, NE
2008	College Art Association, Dallas, TX
2002	Mid-America College Art Association, Lincoln, NE
2001	College Art Association, Philadelphia, PA
2000	College Art Association, Chicago, IL

COURSES TAUGHT

Art 100	Introduction to the Visual Arts
Art 102	The Visual Arts Experience - Honors
Art 251	Pottery & Ceramics I
Art 351	Pottery & Ceramics II
Art 451	Adv. Prob. in Pottery and Ceramics
Art 221	Painting I
Art 321	Painting II
Art 421	Adv. Prob. in Painting
Art 110	Drawing I /Drawing Fundamentals
Art 111	Advanced Drawing
Art 101	Design I

Art 395	Independent Study –Honors	
Art 394	Art Co-op Education	
Art 421	Independent Study	Advanced Problems in Painting
Art 391	Special Projects	Painting I
Art 491	Special Projects	Pottery I, Drawing I, Mixed Media

Graduate Course: Aesthetics, Art Criticism and Contemporary Art

Graduate Courses: Painting, Ceramics

March 24, 2018

Dear President Rames, Wayne State College

This is a letter of strong recommendation for Professor J. Marlene Mueller to the status of emeritus faculty. Marlene and I were colleagues in the Department of Art and Design for over forty years. She held the highest commitment to her teaching, creative achievements, and service of the college and community.

I have always seen Marlene as a dedicated teacher. Each new academic year her curriculum would evolve based on her research and new insights from annually attending professional conferences throughout her career. Marlene teaches primarily painting and drawing and has also taught pottery and art appreciation at the undergraduate level and contemporary art and painting at the graduate level.

As colleagues we worked on many department plans for recruiting, advising, scholarships, conferences, and student trips. The department's membership in NASAD (National Association for Schools of Art and Design) demanded a major time commitment and stronger dialog of the art curriculum, instruction and assessment. Marlene has the ability to be well focused and her attention to detail and clarification was a strong asset for discussions in making important decisions on behalf of the department and college.

Marlene's passion and drive as an artist meant new art work each year. She sets an example for students and faculty, regarding the importance of studio time. She is very involved in exhibiting her work, networking with other regional artists, and providing leadership for both the Sioux City and Norfolk Art Centers. These contacts led to internships and exhibition space for many of the art students and faculty. Her range of personal acquaintances with major artists in this region enhanced the vitality of her teaching and built connections for the department. This provided a continual resource of artists to host at Wayne State for art speakers and workshops. In short, Marlene Mueller shows evidence of longstanding contributions to the field of art with the extensive recognition of her accomplishments through exhibits. One of her drawings was also included in the publication Drawing/Space, Form and Expression. Her art is also found in many private collections. (See Vita)

Throughout her tenure at Wayne State, she served on many committees of significant service to the school and college communities. She showed great initiative and leadership in fulfilling her academic responsibilities. Most recently, she served on several Art and Design Department search committees for four new art faculty hires due to retirements. The last few years she has served as mentor to the new art faculty.

Professor Mueller will be retiring in May 2018 after serving Wayne State College with distinction for over 40 years. Her dedication and professionalism are exemplified in her professional vita of her service to Wayne State College, the Department of Art and Design, and the community as a whole. She will continue as an artist in her retirement and her work will continue to enhance the reputation of Wayne State College.

In conclusion, I enthusiastically support Professor J. Marlene Mueller's recommendation to emeritus status. Her appointment will grace our institution.

Respectfully,

Dr. Pearl A. Hansen
Professor Emeritus

Wayne State College

March 23, 2018

Re: J. Marlene Mueller, Emeritus Faculty Award
From: Barbara J. Engebretsen, PhD

Dear President Rames,

It is with strongly mixed emotions, that I provide this letter of support for the Emeritus Faculty Award for my respected colleague and longtime friend, Marlene Mueller. Having been a member of the faculty of WSC since 1995, Marlene was one of the first people I remember meeting and connecting with. At the time, she was preparing for physical testing required to join the Wayne Voluntary Fire Department. This was not just a casual past time for her. It was a genuinely committed community service, which also inspired some of her most brilliant artistic expressions, capturing the intense beauty and danger of fire. We would meet to walk, and during that time, we would talk about academia, art, scholarship, health and fitness. For many years we served together on Academic Policies Committee, and I gained an even greater respect and regard for her thoughtful integrity in considering the proposals submitted. It is with deeply held respect, yet some sadness at her leaving WSC, that I offer some thoughts on her merit deserving of Emeritus Faculty Status.

As an artist and a scholar, Marlene's reach is remarkable – having permanent collections throughout the state and region. She has been highly awarded in both her craft and recognized in presentations, including a number of 'Best in Show' awards at prestigious exhibitions. The number of presentations she has made is daunting. She is well known and respected in her profession, and has woven together her scholarship, teaching and service in her exquisite artistry. Wayne State College, Wayne, and indeed Nebraska, has been fortunate to have someone of Marlene's talents and passions for the duration of her academic service since 1979.

Marlene has been a leader in so many ways. As a mentor to me as I joined the faculty of WSC, I looked to her cheerful wisdom and advice. She modeled academic and service integrity in her committee work. She encouraged me with enthusiasm from the beginning, helping me to acclimate to the culture and responsibility of the 'academy'. As a leader on campus, she has been instrumental in coordinating many of the artistic monuments and displays that grace our increasingly beautiful campus. In the region, she has been frequently invited as speaker, panelist, and juror for distinguished art venues. Coordinating workshops and exhibits in prestigious regional art museums and programs, her expertise provided leadership to coordinate and co-chair a "Foundations in Art Theory and Education" conference in Indianapolis, as just one example of her leadership reach.

In her retirement, Marlene will be missed as a valued and respected colleague. Nevertheless, her art and her influence has left its mark. Please consider my good friend, and deeply respected and admired colleague, Marlene Mueller for the granting of Emeritus Faculty status. It is an honor she has richly earned with her many years of extraordinary service to the students and vision of Wayne State College.

Sincerely,
Barbara J. Engebretsen, PhD

Professor, Exercise Physiology, Public and Global Health
2018-2019 Fulbright Global Scholar – Nepal and Ethiopia
Wayne State College

Attachment: Marlene Mueller Emeritus Status (2237 : Emeritus Status for Marlene Mueller at Wayne State College)

Wayne State College

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April 6, 2018

Dear President Rames:

It is my utmost pleasure and honor to recommend Professor Marlene Mueller for emerita faculty status. Although I have only known Professor Mueller for this year, her excellence as an artist and her impact on WSC as a teacher-citizen were immediately evident. The letters of support by her current departmental colleagues, by Professor Emerita Pearl Hansen, and Professor Barbara Engebretsen attest to her many years of devoted service to WSC. I can only add here a few comments from this academic year, which I hope will illustrate Professor Mueller's continued dedication to WSC, her colleagues, and her students.

Professor Mueller was one of the first people I met, in June 2017. While it was admittedly surprising at the time, not five sentences into our first conversation, Marlene immediately engaged me in a discussion about the student art display space in the Student Center. She was very passionate about the loss of an area in which students could share their work with fellow students. While the recovery of the space was beyond my means, what was clear to me was Marlene's dedication to having an area set aside for students.

While Marlene's reputation as an artist preceded her (my friend had curated her 2014 solo exhibition at the University of South Dakota), within mere months of being here I was personally able to witness Marlene's success as an artist. In Fall 2017 she was selected as a finalist in a juried show, and Best of Show in another. Most recently, just this semester a piece was selected for acquisition by the Museum of Nebraska Art. Marlene continues to evolve as an artist, and I will look forward to her success as a professor emerita. It will be an honor for WSC to be able to count Professor Mueller among its emeriti/ae.

Marlene is also a conscientious mentor to junior colleagues and a concerted caretaker for the department. As the now seniormost member of the department, Marlene feels an obligation to ensure the future health of the department after her retirement. This year she served as Art's representative on the Rank Promotion and Tenure Committee, and aided and evaluated two candidates through the promotion process. I am confident that Marlene will continue to demonstrate her devotion to the department, its faculty, and students.

In sum, I wholeheartedly recommend Professor Marlene Mueller for professor emerita status. She has not only deservedly earned the status, it would indeed be an honor for WSC to be able to continue our affiliation with Professor Mueller into her retirement.

Sincerely,

Yasuko Taoka, Dean
School of Arts & Humanities

Attachment: Marlene Mueller Emeritus Status (2237 : Emeritus Status for Marlene Mueller at Wayne State College)

Wayne State College

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Vice President for Academic Affairs

May 8, 2018

President Rames,

This letter is written on behalf of Marlene Mueller, in support of her nomination for Emeritus Status. I have worked closely with Marlene over the past fifteen years. For more than four decades, Marlene has taught courses in the Department of Art and Design, and assisted with facilitating initiatives that have brought positive visibility to the College. Marlene's evidence of exemplary performance can be found in all areas of her teaching, scholarship/creative activities, and service. This includes a proven track record, commitment, and high level of dedication to students through learning excellence, continuous improvement, and student success. Marlene also has a significant creative exhibition record, having accomplished exhibitions in more than 130 noteworthy national and regional venues. Additionally, Marlene has a distinguished service record that exemplifies her willingness to volunteer and provide leadership through service on numerous college, school, and department committees.

Marlene Mueller's exceptional demonstrated leadership and collaboration is evidenced by her proven track record of volunteering to serve community needs in Northeast Nebraska and the surrounding region through community board membership, participation in juries, consultations, and numerous Service-Learning projects that have brought positive visibility to Wayne State College. Students, faculty, and staff who interact with Marlene recognize her passion for teaching and exceptional knowledge of art. I can say without reservation that Marlene Mueller is one of the most thoughtful educators I have ever had the opportunity to work with. Her professional contributions are outstanding. As an advocate for the art and design profession, Marlene's commitment to teaching has set a valuable example for her peers. Marlene Mueller is undoubtedly qualified for Emeritus Status. Her continued commitment to WSC after her

retirement is a testament to the future contributions she will bring to the institution. I highly recommend Marlene Mueller for Emeritus Status without any reservations.

Sincerely,

Steve Elliott
Vice President for Academic Affairs
Wayne State College
(402) 375-7208
stellio1@wsc.edu

Wayne State College

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PRESIDENT
(402) 375-7200

May 8, 2018

Dear Chancellor Carpenter:

I am writing in support of Marlene Mueller's nomination for Emeritus Status. Her 40+ years of service to Wayne State College as an active faculty member and advocate for the arts makes Marlene Mueller an excellent candidate.

Marlene Mueller is an accomplished faculty member. She has taught numerous undergraduate courses, advised hundreds of students, served on faculty committees, supported service learning projects, and been actively involved in promoting the arts across northeast Nebraska. Marlene Mueller is a passionate educator and has touched hundreds of student's lives through her classes, out of classroom service, and involvement with community art programs. She has committed her life to support student learning and student success.

In Marlene Mueller's retirement, I am confident that she will continue to be an active and contributing member of the Wayne State Community. I highly recommend that she receive Emeritus Status.

Cordially,

Marysz P. Rames, EdD
President

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: Approve Depositories and Signatories Submitted by the Colleges

Board Policy 6006 states: "All cash receipts shall be deposited in banks to the credit of the individual Colleges or to the Board, as appropriate. The Board of Trustees shall approve such depositories, the designation of account, and the authority for withdrawal.

The approved depositories, accounts, and authorized signatories to each account shall be recorded with the System Office.

Recommendations for depositor designation and withdrawal of such funds shall be presented to the Board each year at the last meeting of the prior fiscal year for approval."

Chadron State College

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Peru State College

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Wayne State College

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The System Office recommends approval of the Depositories and Signatories.

ITEMS FOR CONSENT AGENDA

June 19, 2018

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

Peru State

1. Acceptance of an additional \$210,000 for HVAC fluid cooler replacement in Administration Building

Allocation Date/Amount	4/26/18	\$210,000.00
Previous Allocation(s)		25,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$235,000.00

2. Acceptance of an additional \$235,000 for campus fire alarm replacement

Allocation Date/Amount	3/28/18	\$235,000.00
Previous Allocation(s)		35,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$270,000.00

3. Acceptance of \$50,000 for transformer replacement in Al Wheeler Activity Center

Allocation Date/Amount	5/21/18	\$50,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$50,000.00

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

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Appointment of Substantial Completion Committee
for Sports Complex/Stadium Phase I Project for Chadron
State College**

The Sports Complex/Stadium Phase I Project is nearing completion. In accordance with Board Policy 8069, Chadron State College recommends the appointment of the following committee to perform the Substantial Completion review.

Gary Bieganski, Board of Trustees, Chair
John Chaney, Board of Trustees, Fiscal, Facilities & Audit Committee, Chair
Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS Office
Randy Rhine, President, CSC
Joel Smith, Director of Athletics, CSC
Kari Gaswick, Vice President for Administration and Finance, CSC
Blair Brennan, Construction Project Coordinator, CSC
Harold Mowry, Director of Facilities, CSC
Representative, BVH Architects

The System Office and Chadron State College recommend approval of the Appointment of Substantial Completion Committee for Sports Complex/Stadium for Chadron State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Authorization for Chancellor to Sign Construction Contracts for Chadron State College**

Chadron State respectfully requests authorization for the Chancellor to sign contracts for the following upcoming projects:

- King Library Window Replacement (Approx. \$400,000)
- King Library ADA Restrooms (Approx. \$200,000)
- Armstrong Gymnasium Re-Roof (Approx. \$700,000)

Authorization for the Chancellor to sign these contracts, in an amount not to exceed available funding for these projects, will assure that they move forward in a timely manner.

The System Office and Chadron State College recommend approval of the Authorization for Chancellor to Sign Construction Contracts for Chadron State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Appointment of Substantial Completion Committee
for Theatre Renovation and Addition Project at Peru State
College**

The Theatre/Event Center Renovation and Addition Project is nearing completion. In accordance with Board Policy 8069, Peru State College recommends the appointment of the following committee to perform the Substantial Completion review.

John Chaney, Chair, Fiscal, Facilities and Audit Committee, Board of Trustees
Robert Engles, Board of Trustees
Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS Office
Debbie White, Vice President for Administration and Finance, PSC
Jill McCormick, Director of Campus Services, PSC
Darrin Reeves, Assistant Director of Campus Services, PSC
Dr. Tim Borchers, Vice President for Academic Affairs, PSC
Dr. Paul Hinrichs, Dean of Arts & Sciences, PSC
Representative, Architectural Design & Associates, Inc., Registered Architect

The System Office and Peru State College recommend approval of the Appointment of Substantial Completion Committee for Theatre Project at Peru State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Authorization for Chancellor to Sign Construction Contract for Centennial Complex Parking Lot for Peru State College**

Peru State requests authorization for the Chancellor to sign construction the contract for the Centennial Complex Parking Lot project. The contract is expected to be in the approximate amount of \$235,625. It will be funded with appropriated cash funds transferred to capital cash for the Complex Parking Lot Replacement project. Approval of this authorization will allow the College to proceed with bidding and construction of the project in a timely manner.

The System Office and Peru State College recommend approval of the Authorization for Chancellor to Sign Contract for Centennial Complex Parking Lot for Peru State.

ITEMS FOR CONSENT AGENDA

June 19, 2018

***ACTION:* Approve Appointment of Substantial Completion Committee
for Center for Applied Technology Project at Wayne State
College**

The Center for Applied Technology Project is nearing completion. In accordance with Board Policy 8069, Wayne State College recommends the appointment of the following committee to perform the Substantial Completion review.

John Chaney, Chair, Fiscal, Facilities and Audit Committee, Board of Trustees
Carter 'Cap' Peterson, Board of Trustees
Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS Office
Marysz Rames, President, WSC
Steven Elliott, Vice President for Academic Affairs, WSC
Vaughn Benson, Dean, School of Business and Technology, WSC
Angela Fredrickson, Vice President for Administration and Finance, WSC
Chad Altwine, Director of Facility Services, WSC
Representative, BVH Architecture

The System Office and Wayne State College recommend approval of the Appointment of Substantial Completion Committee for Center for Applied Technology at Wayne State.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Appointment of Substantial Completion Committee
for Memorial Stadium Press Box Replacement Project for
Wayne State College**

The Memorial Stadium Press Box Replacement Project is nearing completion. In accordance with Board Policy 8069, Wayne State College recommends the appointment of the following committee to perform the Substantial Completion review.

John Chaney, Chair, Fiscal, Facilities and Audit Committee, Board of Trustees
Carter 'Cap' Peterson, Board of Trustees
Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS Office
Mike Powicki, Athletic Director, WSC
Yasuko Taoka, Dean, School of Arts and Humanities, WSC
Angela Fredrickson, Vice President for Administration and Finance, WSC
Chad Altwine, Director of Facility Services, WSC
Representative, Jackson Jackson & Associates, Inc., Registered Architect

The System Office and Wayne State College recommend approval of the Appointment of Substantial Completion Committee for Stadium Press Box for Wayne State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

ACTION: **Approve Authorization for Chancellor to Sign Information
Technology (IT) Equipment Contract for Wayne State College**

Wayne State requests authorization for the Chancellor to sign the purchase and financing contract after negotiations are complete. The contract is for a Network Operations IT equipment purchase from Hewlett Packard. The purchase will also include equipment needed for the System Office network in Lincoln. Wayne State is utilizing a discount pricing package developed between the University of Nebraska and Hewlett Packard to save tens of thousands of dollars on this equipment purchase. Since the eventual contract will be in excess of \$100,000, this Board authorization for the Chancellor to sign the contract is required.

The System Office and Wayne State College recommend approval of the Authorization for Chancellor to Sign IT Equipment Contract for Wayne State College.

ITEMS FOR CONSENT AGENDA

June 19, 2018

***ACTION:* Approve Authorization for Chancellor to Sign Rice
Scoreboard Contract for Wayne State College**

Wayne State respectfully requests authorization for the Chancellor to sign a contract for the following upcoming project:

- Rice Auditorium Scoreboard Replacement (estimated cost of \$182,000)

Authorization for the Chancellor to sign a contract, in an amount not to exceed available funding for this project, will assure that it moves forward in a timely manner.

The System Office and Wayne State College recommend approval of the Authorization for Chancellor to Sign Rice Scoreboard Contract for Wayne State College.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Chancellor and Presidents' Contract Extensions and Salaries**

The Chancellor and Presidents' contracts will be extended until June 30, 2020. Recommended salaries for 2018-19 are as follows:

Stan Carpenter, NSCS Chancellor	\$270,589
Randy Rhine, Chadron State College President	\$195,249
Dan Hanson, Peru State College President	\$200,554
Marysz Rames, Wayne State College President	\$212,227

The System Office recommends approval of the Chancellor and Presidents' Contract Extensions and Salaries.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Addition of Environmental Geoscience Minor in the Physical Sciences Comprehensive Major for Chadron State College**

Chadron State requests approval to add the following academic minor beginning Fall 2018:

Environmental Geoscience (Physical Sciences)

The System Office and Chadron State College recommend approval of the Addition of Minor in Physical Sciences Major for Chadron State College.

ATTACHMENTS:

- CSC Minor in Geoscience (PDF)

**Chadron State College
Proposal to Add an Environmental Geoscience Minor in
The Physical Sciences**

1. Descriptive information

A. Name of institution

Chadron State College

B. Name of program

Physical Sciences

C. Degrees/credentials to be awarded graduates of the program

Minor in Environmental Geoscience

D. Other programs offered in this field by the institution

Geoscience Option

E. CIP code

40.0101 - Physical Sciences

F. Administrative units for the program

Department of Mathematical and Natural Sciences

G. Proposed delivery site(s) and type(s) of delivery, if applicable

This minor will be delivered on campus at Chadron State College. Because many of the classes are “hands-on” the minor will largely be delivered in regular classroom or practicum settings. A few selected courses may be offered online or as hybrid courses.

H. Proposed date (term/year) the program will be initiated

Fall, 2019

I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

The proposal is to add a new minor in environmental geoscience to the Comprehensive Major in Physical Sciences. The new minor specifies 20-21 credit hours. All courses in the minor are regularly-offered existing courses. The new minor would give students two programs, the existing geoscience minor, and this minor with courses in water supply and quality, conventional and alternative energy resources, and environmental hazards. It will serve the needs of students seeking careers in private industry, government, or academia, studying and managing human interaction with the environment, managing resources, working with environmental policies, or studying environmental hazards and impacts.

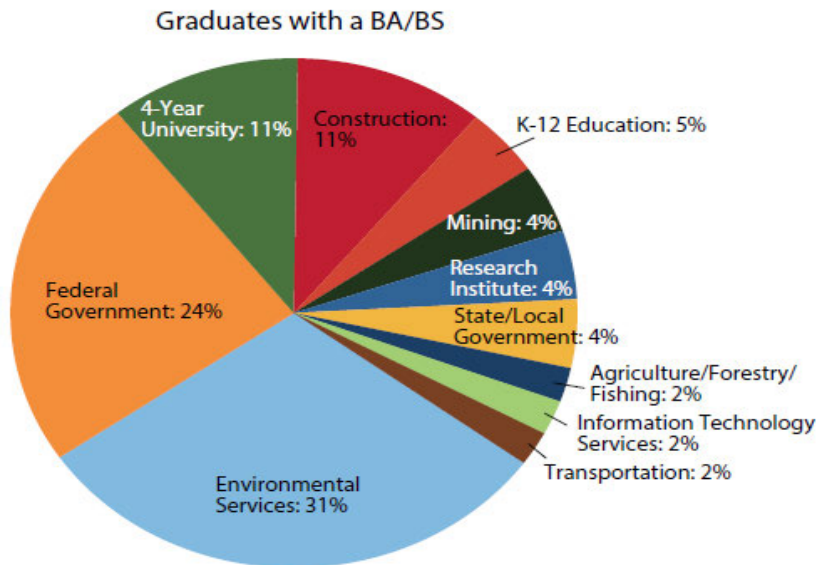
ENVIRONMENTAL GEOSCIENCE MINOR (NEW)		
GEOS 231 & 231L	PHYSICAL GEOLOGY	4
GEOS 234 & 234L	EARTH SYSTEM HISTORY	4
GEOS 431	GEOLOGY OF WATER RESOURCES	3
GEOS 437	WORLD ENVIRONMENTAL ISSUES	3
BIOL 337	ENVIRONMENTAL MANAGEMENT	3
CHOOSE 1		
AGRI 348	RANGELAND HYDROLOGY (3)	
AGRI 245 & 245L	PRINCIPLES OF SOIL SCIENCE and LAB (3)	
BIOL 336 & 336L	GENERAL ECOLOGY and LAB (3)	
CHEM 433 & 433L	ENVIRONMENTAL CHEMISTRY and LAB (4)	
		3-4
TOTAL CREDITS		20-21

2. Centrality to Role and Mission

This new minor will address the Chadron State College’s core mission of preparing graduates to serve the region. This region has need for graduates prepared and able to address issues related to water and resource sustainability.

3. Evidence of Need and Demand

The US Bureau of Labor Statistics forecasts employment needs for geoscientists to grow 14 percent from 2016 to 2026, faster than the average for all occupations. Growth for environmental scientists and specialists is expected to grow 11% over the same time interval. This growth is projected based on growing needs for energy, environmental protection, and responsible land and resource management that occur with growing population and economic growth (US Bureau of Labor Statistics, 2018).



Employment of new BA of BS geoscience graduates in 2016 from US colleges and universities (Source: American Geosciences Institute, 2016)

Surveys of US graduating seniors with geoscience degrees in 2016 showed that 31% of these graduates got jobs in environmental services fields (AGI, 2016; Figure 1). The response by higher education (Figure 2) would seem to come up short: only 6.6% of geoscience graduates received degrees from programs called environmental geoscience or environmental sciences, while more than 74% received traditional geology or Earth sciences programs (AGI, 2016). While the data suggest that most students from traditional geology programs are qualified to take positions in environmental resources management, the emphasis by most colleges and universities is still on "traditional" career tracks involving exploration and development of energy and mineral resources. We think that a program that explicitly emphasizes exposure to and training in the inherently interdisciplinary realms of environmental resources management will give students advantages when applying for these jobs.

Federal statistics from Nebraska show that 430 environmental scientists or specialists and 70 geoscientists were hired in the state in 2016 (US Bureau of Labor Statistics (NE), 2018). This shows that the employment demand for environmental scientists is considerably larger than that for geoscientists. However, applicants to environmental science positions will be competing with the larger labor pool including environmental scientists trained in biological fields. Nevertheless, a CSC graduate with the broad training of this environmental geoscience will have the background to be competitive in this market.

4. Adequacy of Resources

A. Faculty and Staff Resources

Currently two full-time and one adjunct faculty members teach geoscience courses, which include Essential-Studies courses in addition to the major courses. Geoscience courses typically enroll between 6 and 20 students, so we can increase student enrollment as much as 50% without requiring additional faculty load. It is anticipated that this new minor will provide increased student enrollment and maximize course capacities. It will also reduce the number of independent studies currently necessitated due to cancellation of required courses due to low enrollment. Thus, we anticipate that no new faculty or staff will be necessary to implement the new minor.

B. Physical Facilities

The proposed minor will be taught using the physical facilities of Chadron State College. While the existing geoscience minor is available in the online format (with the exception of Field Camp, which cannot be taught online), the presence of a significant number of non-geoscience courses in the new minor will prevent us from offering it to online-only students.

Because no new courses are necessary to offer the new minor, we do not anticipate the need to use or renovate any additional classrooms, laboratories, or offices for the foreseeable future.

C. Instructional Equipment and Informational Resources

The relatively small increase in numbers of students anticipated by the new minor makes the additional demand on instructional equipment minimal. We do not anticipate a need for additional computers, library holdings, data services, or network connectivity in excess of those already planned.

D. Budget Projections for first five years of program

The proposed minor in Environmental Geoscience will have no budget impact whatsoever; it will draw upon courses, faculty, and resources already in use.

5. Avoidance of Unnecessary Duplication

A. Identify other similar programs offered in the state by public or private institutions

No other postsecondary institution in the state of Nebraska offers a program called "environmental geoscience." The only other geoscience program in the state, offered at UNL, offers several broad Earth-and-space science options, supported by a diverse faculty in geology and atmospheric science. Competition of our proposed environmental geoscience minor with that program will be no greater than that with our existing geoscience minor.

B. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact

Within the Midwestern Higher Education Compact, the only college offering a degree in environmental geoscience is the University of North Dakota. Their program is remarkably similar to ours.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Comprehensive Statewide Plan for Postsecondary Education specifies that Chadron State College's new baccalaureate degree programs reflect the needs of its service area. Employers are demanding a workforce that can keep pace with an explosion of knowledge and rapid technological change. Businesses are seeking technical assistance in using technology to become more productive and profitable.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

***ACTION:* Approve Addition of Two Options for Chadron State College**

Chadron State requests approval to add the following two academic options beginning Fall 2018:

Athletic Training Preparation (Sport and Recreation Management)
Environmental Geoscience (Physical Sciences)

The System Office and Chadron State College recommend approval of the Addition of Two Options for Chadron State College.

ATTACHMENTS:

- CSC Option in Athletic Training (PDF)
- CSC Option in Geoscience (PDF)

Chadron State College
Proposal to Add an Athletic Training Preparation Option in
The Sport and Recreation Management Major

1. Descriptive information

A. Name of institution

Chadron State College

B. Name of program

Sport and Recreation Management

C. Degrees/credentials to be awarded graduates of the program

Bachelors of Arts in Sport and Recreation Management

D. Other programs offered in this field by the institution

No other similar program offered

E. CIP code

31.9999 - Parks, Recreation, Leisure, and Fitness Studies, Other

F. Administrative units for the program

School of Professional Studies and Applied Sciences

Department of Human Performance, Family and Consumer Science, Rangeland
Management, and Military Science Leadership

G. Proposed delivery site(s) and type(s) of delivery, if applicable

Currently planned to be offered at Chadron State College campus with face-to-face
delivery. However, delivery may change in the future depending upon student need.

H. Proposed date (term/year) the program will be initiated

Fall, 2019

I. Description, including credit hours and other requirements (program of study) and purpose of
the proposed program.

Students interested in entering into graduate programs in Athletic Training must
complete the above program. A minor in Human Biology in addition to the program
above addresses the prerequisite courses into most graduate AT programs.

Course Prefix	Course Number	Course Title	Course Credits
		Core Requirements	32
FCS	447	Nutrition for Sport and Wellness	3
HPER	134	Introduction to Athletic Training	1
HPER	232	Anatomical and Physiological Kinesiology	3
HPER	336	Fitness Evaluation & Exercise Prescription	3
HPER	429	Motor Movement	3
HPER	439/439L	Biomechanics of Sports and Lab	3
MATH	232	Applied Statistics	3
PSYC	131	Introduction to Psychology	3
		Total	54

2. Centrality to Role and Mission

The Athletic Training Preparation option in the Bachelors of Arts in Sport and Recreation Management meets the role and mission of CSC and NSCS.

- Provide a stimulating, caring, and enriching learning experience
- Provide opportunities for applied research
- Emphasize participation in public service and service learning
- Enrich the quality of life in the region by providing education opportunities, research, service, and a program that contributes significantly to the vitality and diversity of the region.
- Provide preparation for graduate programs in Athletic Training which will be the new requirement for certification.

3. Evidence of Need and Demand

The U.S. Department of Labor and Statistics predicts employment of athletic trainers will surpass the average of other occupations and grow 21% from 2012-2022.

As a preparatory program, the option in Athletic Training Preparation combined with the Human Biology minor, will provide the necessary prerequisites with the opportunity to advance into further educational programs.

Students holding the title of Certified Athletic Trainer will be able to legally practice in the field enhancing our society and its economic development.

4. Adequacy of Resources

A. Faculty and Staff Resources

Current offerings at Chadron State are included in the proposed option within the Sport and Recreation Management degree. Cross curricular courses in FCS, Math and Psychological Sciences are also currently being offered.

B. Physical Facilities

The program will utilize the current locations of the courses currently being offered. No additional physical facilities or renovations will be required.

C. Instructional Equipment and Informational Resources

No additional equipment and resources will be required.
Some increase in supplies may occur if enrollment dictates.
Current Library holdings are appropriate.

D. Budget Projections for first five years of program

Current equipment is adequate however replacement equipment will occur over time.

5. Avoidance of Unnecessary Duplication

A. Identify other similar programs offered in the state by public or private institutions

A few institutions offer BA programs (UNL, Ne. Wesleyan) which will not allow for certification in the future. Midland University offers a pre-program in Nebraska

B. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact

South Dakota State offers a pre-program in AT in region.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Athletic Training Preparation Option within the Bachelors of Arts in Sport and Recreation Management provides students the opportunity to prepare for entrance into certification programs required for Athletic Training. Certification in Athletic Training will require the completion of a Post-Bac degree and with the limited number of preparation programs available to students within the CSC geographic area, this degree reflects the Nebraska State College Systems efforts to provide students with career-oriented training in areas of growing demand.

The core curriculum of Sport and Recreation Management program are assessed regardless of the option the student chooses. Current assessment measures will continue with the addition of the new option.

**Chadron State College
Proposal to Add an Environmental Geoscience Option in
The Physical Sciences Comprehensive Major**

1. Descriptive information

A. Name of institution

Chadron State College

B. Name of program

Physical Sciences

C. Degrees/credentials to be awarded graduates of the program

Option in Environmental Geoscience

D. Other programs offered in this field by the institution

Geoscience Minor

E. CIP code

40.0101 - Physical Sciences

F. Administrative units for the program

Department of Mathematical and Natural Sciences

G. Proposed delivery site(s) and type(s) of delivery, if applicable

This option will be delivered on campus at Chadron State College. Because many of the classes are “hands-on” the option will largely be delivered in regular classroom or practicum settings. A few selected courses may be offered online or as hybrid courses. Delivery format may change in the future depending upon student need.

H. Proposed date (term/year) the program will be initiated

Fall, 2019

I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.

The proposal is to add a new option in environmental geoscience to the Comprehensive Major in Physical Sciences. The new option would add to the two existing Physical Sciences options—geoscience and chemistry. The option specifies 56-57 credit hours of courses. All courses in the option are regularly-offered existing courses. The new option would give students a wider choice of courses than the existing geoscience option, and would be more interdisciplinary. It will serve the needs of students seeking careers in private industry, government, or academia, studying and managing human interaction with the environment, managing resources, working with environmental policies, or studying environmental hazards and impacts. Students will be strongly encouraged to take an internship where they can apply their skills in a supervised work environment. As with the existing Physical Sciences options, students in the new environmental geoscience option would be required to carry out three semesters of research in the capstone series, which culminates in the senior thesis.

CSC's physical sciences graduates are employed in a wide variety of fields. Our geoscience graduates get jobs with private industry and government, solving problems of water supply and quality, conventional and alternative energy resources, environmental hazards, metallic and nonmetallic minerals exploration, and paleontology. While preparing students for many different career types, the existing geoscience option is very traditional, emphasizing the core realms of Earth composition, history, and resources. The courses we ask students to take do not emphasize interdisciplinary study in non-geoscience domains such as biology or social sciences, nor is there much opportunity for students to apply geoscience concepts and skills toward solution of large-scale, complex problems in topical problem areas such as climate change, regional environmental issues, or public policy. The new option addresses these shortcomings. While retaining the strong foundation of the Physical Sciences core, it gives students a greater choice in the courses they take, while requiring more courses in biology, agriculture, and chemistry. An internship is strongly recommended for students in the proposed new option because of significant career advantages they receive applying their knowledge and skills while still in college.

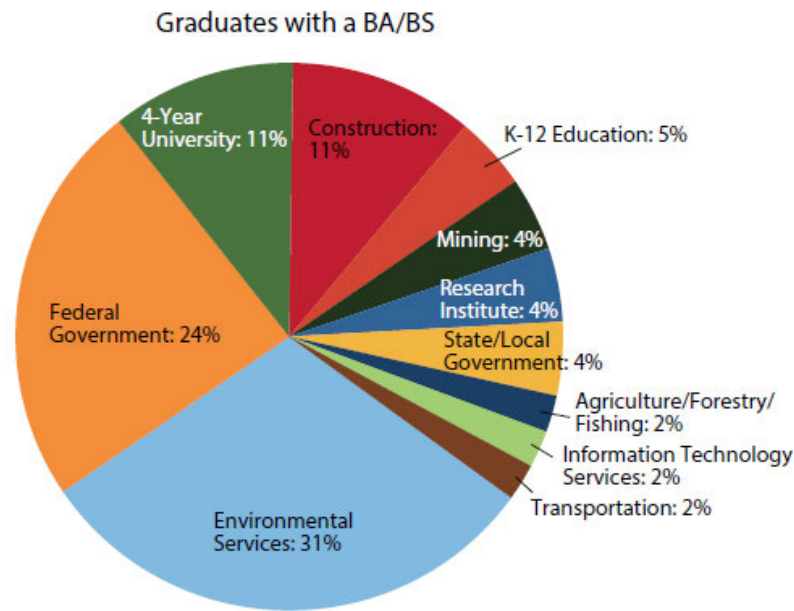
PHYSICAL SCIENCES CORE (NO CHANGES PROPOSED)		
CHEM 131 & 131L	COLLEGE CHEMISTRY I and COLLEGE CHEMISTRY I LAB	4
CHEM 132 & 132L	COLLEGE CHEMISTRY II and COLLEGE CHEMISTRY II LAB	4
CHEM/GEOS 310	CAPSTONE I: RESEARCH SEMINAR	1
CHEM/GEOS 401	CAPSTONE II: SENIOR RESEARCH	1
CHEM/GEOS 410	CAPSTONE III: SEN RES/THESIS	1
MATH 232	APPLIED STATISTICS	3
		14
ENVIRONMENTAL GEOSCIENCE OPTION (NEW)		
CORE REQUIREMENTS		14
MATH 135	PRE-CALCULUS MATHEMATICS	3
PHYS 151 & 151L	COLLEGE PHYSICS I	4
PHYS 152 & 152L	COLLEGE PHYSICS II	4
GEOS 231 & 231L	PHYSICAL GEOLOGY	4
GEOS 234 & 234L	EARTH SYSTEM HISTORY	4
GEOS 431	GEOLOGY OF WATER RESOURCES	3
GEOS 246	GEOLOGY FIELD CAMP I	2
GEOS 346	GEOLOGY FIELD CAMP II	2
GEOS 446	GEOLOGY FIELD CAMP III	2
BIOL 337	ENVIRONMENTAL MANAGEMENT	3
GEOS 390	INTERNSHIP	2
CHOOSE 1		
AGRI 348	RANGELAND HYDROLOGY (3)	
CHEM 433 & 433L	ENVIRONMENTAL CHEMISTRY and LAB (4)	
		3-4
CHOOSE 2		
BIOL 336 & 336L	GENERAL ECOLOGY and LAB (3)	
AGRI 245 & 245L	PRINCIPLES OF SOIL SCIENCE and LAB (3)	
AGRI 242	PRINCIPLES OF RANGELAND AND FORAGE MANAGEMENT (3)	
PHIL 435	ENVIRONMENTAL ETHICS (3)	
		6
TOTAL CREDITS		56-57

2. Centrality to Role and Mission

This new option in the comprehensive major will address the Chadron State College’s core mission of preparing graduates to serve the region. This region has need for graduates prepared and able to address issues related to water and resource sustainability.

3. Evidence of Need and Demand

The US Bureau of Labor Statistics forecasts employment needs for geoscientists to grow 14 percent from 2016 to 2026, faster than the average for all occupations. Growth for environmental scientists and specialists is expected to grow 11% over the same time interval. This growth is projected based on growing needs for energy, environmental protection, and responsible land and resource management that occur with growing population and economic growth (US Bureau of Labor Statistics, 2018).



Employment of new BA of BS geoscience graduates in 2016 from US colleges and universities (Source: American Geosciences Institute, 2016)

Surveys of US graduating seniors with geoscience degrees in 2016 showed that 31% of these graduates got jobs in environmental services fields (AGI, 2016; Figure 1). The response by higher education (Figure 2) would seem to come up short: only 6.6% of geoscience graduates received degrees from programs called environmental geoscience or environmental sciences, while more than 74% received traditional geology or Earth sciences programs (AGI, 2016). While the data suggest that most students from traditional geology programs are qualified to take positions in environmental resources management, the emphasis by most colleges and universities is still on "traditional" career tracks involving exploration and development of energy and mineral resources. We think that a program the explicitly emphasizes exposure to and training in the inherently interdisciplinary realms of environmental resources management will give students advantages when applying for these jobs.

Federal statistics from Nebraska show that 430 environmental scientists or specialists and 70 geoscientists were hired in the state in 2016 (US Bureau of Labor Statistics (NE), 2018). This shows that the employment demand for environmental scientists is considerably larger than that for geoscientists. However, applicants to environmental science positions will be competing with the larger labor pool including environmental scientists trained in biological fields. Nevertheless, a CSC graduate with the broad training of this environmental geoscience will have the background to be competitive in this market.

The US Bureau of Labor Statistics notes that there is considerable demand for environmental scientists with master's degrees in fields where students with only bachelor degrees are not recruited. There is a substantial salary premium associated with obtaining a master's degree in the geosciences (Figure 3). Our students have always fared well in applying to graduate school and we will continue to encourage graduates from the new option to prepare for and continue with advanced study.

4. Adequacy of Resources

A. Faculty and Staff Resources

Currently two full-time and one adjunct faculty members teach geoscience courses, which include Essential-Studies courses in addition to the major courses. Geoscience courses typically enroll between 6 and 20 students, so we can increase student enrollment as much as 50% without requiring additional faculty load. It is anticipated that this new option will provide increased student enrollment and maximize course capacities. It will also reduce the number of independent studies currently necessitated due to cancellation of required courses due to low enrollment. Thus, we anticipate that no new faculty or staff will be necessary to implement the new option.

B. Physical Facilities

The proposed option will be taught using the physical facilities of Chadron State College. While the existing geoscience option is available in the online format (with the exception of Field Camp, which cannot be taught online), the presence of a significant number of non-geoscience courses in the new option will prevent us from offering it to online-only students. Because no new courses are necessary to offer the new option, we do not anticipate the need to use or renovate any additional classrooms, laboratories, or offices for the foreseeable future.

C. Instructional Equipment and Informational Resources

The relatively small increase in numbers of students anticipated by the new option makes the additional demand on instructional equipment minimal. We do not anticipate a need for additional computers, library holdings, data services, or network connectivity in excess of those already planned.

D. Budget Projections for first five years of program

The proposed option in Environmental Geoscience will have no budget impact whatsoever; it will draw upon courses, faculty, and resources already in use.

5. Avoidance of Unnecessary Duplication

A. Identify other similar programs offered in the state by public or private institutions

No other postsecondary institution in the state of Nebraska offers a program called "environmental geoscience." The only other geoscience program in the state, offered at UNL, offers several broad Earth-and-space science options, supported by a diverse faculty in geology and atmospheric science. Competition of our proposed environmental geoscience option with that program will be no greater than that with our existing geoscience option.

B. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact

Within the Midwestern Higher Education Compact, the only college offering a degree in environmental geoscience is the University of North Dakota. Their program is remarkably similar to ours.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Comprehensive Statewide Plan for Postsecondary Education specifies that Chadron State College's new baccalaureate degree programs reflect the needs of its service area. Employers are demanding a workforce that can keep pace with an explosion of knowledge and rapid technological change. Businesses are seeking technical assistance in using technology to become more productive and profitable.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Addition of A Minor in the Business Administration Program for Peru State College**

Peru State seeks approval to add the following academic minor beginning Fall 2018:

Human Resources and Risk Management (Business Administration)

The System Office and Peru State College recommend approval of the Addition of Minor in Business Administration Program for Peru State College.

ATTACHMENTS:

- PSC Proposal - Minor in Human Resources and Risk Management (PDF)

Peru State College
Proposal to Add minor in Human Resources & Risk Management

1. Descriptive information

- A. Name of institution
Peru State College (PSC)
- B. Name of program
Business Administration (Bachelor of Science)
- C. Degrees/credentials to be awarded graduates of the program
Minor option under Business Administration degree: Minor is Human Resources and Risk Management
- D. Other minors offered in this field by the institution- Accounting, Computer Management Information Systems, Management, Marketing, Organizational Leadership and Management, and Organizational Leadership and Global Issues
- E. CIP code
52.1099
- F. Administrative units for the program
School of Professional Studies
- G. Proposed delivery site(s) and type(s) of delivery, if applicable
Offered at PSC. The courses will be offered in face-to-face, blended, and online delivery formats.
- H. Proposed date (term/year) the program will be initiated
Fall, 2018
- I. Description, including credit hours and other requirements (program of study) and purpose of the proposed program.
The minor in Human Resources and Risk Management will be housed within the School of Professional Studies and as a minor in the Business Administration degree program. The campus community realizes the need for well- trained students who understand the complexity of human resources and risk management issues, and also possess applied skills in database programming and project management, which is critical for small to medium sized organizations. These issues are present in both public and private organizations in Southeast Nebraska, regionally and nationally.

Minor in Human Resources and Risk Management (21 credits)

The PSC faculty in Professional Studies identified the need and importance of producing knowledgeable human resource leaders and risk managers for public and private organizations. All human resources coursework to be offered in the minor currently exists in the BSBA degree option of Human Resources and Risk Management and were routinely offered beginning in Fall 2017. This minor provides students with a substantial human resources background, along with an understanding and application of risk management principles, which is a growing area of concern for private and public workplace organizations. The formation of a Society for Human Resource Management (SHRM) effort is being studied to assist in preparation of students for professional credentialing.

Required Human Resources and Risk Management minor courses*;

Human Resources and Risk Management Minor			
BUS	331	Risk Management and Insurance	3
BUS	353	Organizational Ethics	3
BUS	380	Human Resources Management	3
BUS	381	Employee Training and Development	3
BUS	390	Project Management	3
BUS	460	Employment Law	3
BUS	461	Compensation and Benefits	3

*All courses must be passed with a grade of a “C” or above to count towards this minor.

2. Centrality to Role and Mission

Assurances that proposed program is consistent with its role and mission, as defined in Nebraska statutes, and that consideration of this program proposal at the College included faculty from across the institution.

This minor reflects Peru State College’s efforts to provide employers located throughout Nebraska with a wide variety of career offerings with students who possess the requisite skills to become immediate and effective leader-managers in human resources related career opportunities.

3. Evidence of Need and Demand

a. Need for the program

Recent review of demand reflects numerous job opportunities in the aforementioned areas of employment. According to the Bureau of Labor Statistics, employment of business and financial operations occupations is projected to grow at the rate of 8% from 2014-2024 (Bureau of Labor Statistics Occupational Outlook Handbook – see

<https://www.bls.gov/ooh/business-and-financial/home.htm> .) The occupational areas of Human Resources Directors or Managers is 9% and Human Resources Specialists is 5% annually. Many current and prospective students have requested a minor specifically designed to prepare students for work in the human resources and risk management field and augment their primary degree program.

Communication with human resource specialists and leaders of both public and private organizations reveals there is a need for human resource employees who possess a wide range of knowledge, skills and abilities within human resources, yet also have the understanding of technical issues (project management) and risk management issues facing organizations. This minor provides all the basic requirements of traditional human resources specialists along with an added skill set in project management and risk management and insurance functions.

Students graduating with this minor and a major in any business administration area will also be able to immediately pursue the Nebraska State College System Master of Science in Organizational Management (MSOM) degree program credential offered at Peru State College, and add the valuable knowledge and skills afforded by completion of that degree program to their professional development. Thus, a multi-purpose human resources professional with human resource skills, cognizance of risk management issues, technical skills and economic and entrepreneurial ability will be the end result of this program offering, when coupled with other opportunities provided to students within the Nebraska State College System.

- b. Demand for the program – provide studies, surveys, or other evidence about student demand, including:

The creation of this minor is based on anecdotal information from student feedback, especially in online programs. and a long history of student requests for this type of minor. Peru State College seeks to offer this minor online and on campus. As previously mentioned, there is an expected 9% projected increase in opportunities in this field. It is expected 4-5 students will enroll in the minor on campus within the first year and an equivalent or greater number enroll in the online program. The second and third years should see an increases of 4-6 students annually in this minor, with a goal of 30-50 students obtaining this minor by the fifth year.

This minor would be very attractive to on campus students who are interested in supplementing their current degree option and having a human resources background to support their primary field of study, Students with this extra credential would be especially valuable to small and medium sized organizations in the Nebraska State College System service area and nationally and internationally. This minor provides students with additional human resource leadership and management skills, an understanding of compensation and benefits background, and emphasizes on project

management, risk management and insurance, all of which are needed by multitasking human resources employees in small to mid-sized organizations. The current course offerings are among the most popular at Peru State College, and it is anticipated there will be a sustainable annual growth rate as students become aware of the option. This minor should also result in filling capacity in classes on campus and online.

4. Adequacy of Resources

a. Faculty and Staff Resources

The classes in this minor are shared among the Schools of Professional faculty and will utilize current faculty members with no need for full time additional faculty or staff. If minor growth exceeds expectations, adjunct faculty may need to be hired to support instructional needs.

b. Physical Facilities

Peru State College on campus and online hosting of degree. This minor will utilize existing facilities with no need for additional facilities.

c. Instructional Equipment and Informational Resources

This minor will utilize current technology equipment, library holdings, data services, and telecommunication connectivity with no need for additional technology equipment, library holdings, data services, or telecommunication connectivity.

d. Budget Projections for first five years of program

As this minor will utilize current faculty members, staff support, facilities and equipment, and library services, the only additional costs anticipated are those of adjunct faculty who will be hired if demand exceed expectations.

5. Avoidance of Unnecessary Duplication

a. Identify other similar programs offered in the state by public or private institutions;

There are human resource management minors at various public institutions within the State of Nebraska, however, this combination with risk management and project management is not included in those minors as a standing core course requirement. This minor allows flexibility for the student via a completely online format or as an on campus and academic offering. Due to the unique risk and project management aspects of this minor, it is foreseen there will be little to no competition for this program type from other educational institutions. Specifically, the technical aspect (project management) of this program is not required in other colleges' degree programs.

- b. Identify any similar programs offered within the states that are members of the Midwestern Higher Education Compact; and

There are other programs which offer human resources degree programs alone or in conjunction with specific academic areas. Since this minor is designed to be offered both online and on campus, and includes a risk management course within the human resources core of the program, we believe those programs will not negatively impact enrollment in this new option area.

- c. For graduate and professional programs, identify similar programs offered in contiguous states that would be reasonably accessible to Nebraska residents.

There are a few programs similar to this minor offered in the surrounding states. However, the unique nature of this minor, which includes human resources, risk management and insurance and project management, in conjunction with the program being offered on campus and online allows Nebraska residents access to a high quality online option in human resources and risk management.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

Explain how this program would enhance relevant statewide goals for education. In all cases, the Board may require objective consultants to assist the Board in analyzing the proposal and arriving at a decision. A copy of every proposal shall be forwarded to the Vice Chancellor for Academic Planning and Partnerships once it has been approved at the College level.

This new minor allows students with any bachelor's degree to have a substantial understanding of human resources, risk management and project management and addresses the demand across industries for qualified and widely skilled human resources professionals (small and mid-sized public and private organizations, administrative management, emergency management, municipal, county and state administration, healthcare, and social services) that already exists among these occupational areas. Existing students and prospective students who have actively sought business degrees, criminal justice degrees, psychology degrees, public administration or any degree for that matter will now have an option for a minor in human resources and risk management. The Nebraska State College Systems seeks to provide students with accessible online and on campus opportunities to develop their professional and personal lives.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve City of Wayne Law Enforcement Interlocal Agreement for Wayne State College**

Wayne State requests approval of the 2018-19 Interlocal Agreement with the City of Wayne to provide law enforcement services at the College. The total charge by the City of Wayne for the law enforcement services will be \$30,000 for July 1, 2018 through June 30, 2019.

The System Office and Wayne State College recommend approval of the City of Wayne Law Enforcement Interlocal Agreement for Wayne State College.

ATTACHMENTS:

- WSC Interlocal Agreement for Law Enforcement Services 2018-2019 (PDF)

**AN INTERLOCAL AGREEMENT
TO SHARE LAW ENFORCEMENT RESOURCES
BETWEEN THE CITY OF WAYNE AND
THE BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
dba WAYNE STATE COLLEGE**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the governmental entities which are The City of Wayne, hereinafter called the “City” and the Board of Trustees of the Nebraska State Colleges dba Wayne State College, hereinafter called the “College” which on its effective date are, or become signatories hereto:

WITNESSETH THAT:

WHEREAS, it is the recognized responsibility of general purpose political subdivisions to provide and maintain a certain basic level of public services for their residents, including the areas of health and public safety; and

WHEREAS, it is the recognized responsibility of the College to provide and maintain a certain basic level of public services for its student population, including the areas of health and public safety, and

WHEREAS, it is recognized that the provisions of said basic services are sometimes best accomplished jointly because of certain hardships which might be experienced if undertaken singularly, and

WHEREAS, it is recognized that certified, sworn law enforcement officers can enhance the level of protection provided to the students by civilian security officers, and

WHEREAS, it is the desire of the parties hereto signed to participate in the joint use of the city’s law enforcement personnel and resources.

NOW, THEREFORE, BE IT RESOLVED, that the City of Wayne and the College do hereby agree to the following:

1. Authority and Purpose

- a. Article XV, Section 18 of the Constitution of the State of Nebraska and the Interlocal Cooperation Act of the State of Nebraska, Neb. Rev. Stat. 13-801 et *et seq.*, (the “Act”), authorize any two or more public agencies to enter into agreements for joint or cooperative exercise of any power, privilege or authority exercised or capable of exercise individually by such public agencies. College and the City are public agencies within the meaning of the Act.

- b. The City has the authority to provide law enforcement services and the College has the authority to ensure safety services on the Wayne State College campus (the “Campus”), and to enter into any contracts to effectuate this authority and responsibility.
- c. It is the purpose of this Agreement for the College and the City to make the most efficient use of their powers by cooperating with each other on the basis of mutual advantage and timely providing services as identified in this Agreement and in any addendum to this Agreement.

2. Administration of Agreement

- a. The City and the College will jointly administer and monitor all aspects, terms, and conditions of this Agreement. The Vice President for Student Affairs of the College, or his/her identified designee, will be the College’s contact person for the purpose of this Agreement.
- b. Any personal property shall be acquired, held, and disposed as set forth in this Agreement; or any amendment hereto.
- c. No separate legal or administrative entity is created under this Agreement.

3. Law Enforcement Services To Be Provided By The City

The City will provide on the Campus the following law enforcement services:

- a. City will assign a certified police officer, hereafter called the “School Resource Officer,” to the Campus for eighteen (18) hours per week when regular classes are in session and beginning two (2) weeks prior to the start of the fall semester and ending the day before graduation of the spring semester. The City will be allowed to schedule the School Resource Officer to two (2) non-consecutive weeks per school year for Police Department specific training without backfilling the position. Training specific to or on behalf of the College will not be counted against the above described (2) two training weeks. The College will be notified as soon as possible prior to any training to allow them to adjust their normal staffing schedules. The Police Department will respond to calls for service on Campus with their regularly scheduled officers during these periods;
- b. The City will be allowed to provide the School Resource Officer with two (2) sick days per semester without backfilling the position. The Police Department will respond to calls for service on Campus with their regularly scheduled officers during these periods;

- c. The School Resource Officer will patrol the Campus, in a Police vehicle, on foot, or on a patrol bicycle; enforce traffic and criminal laws of the State of Nebraska and/or the City of Wayne; conduct criminal investigations; respond to calls for service, perform community policing duties, and be a positive presence on Campus. The School Resource Officer will respond to Police calls off-campus for emergencies, backup assistance for other City Police officers and to handle calls for service if an on-duty City Police officer has two (2) or more calls for service backed up or is unable to respond to a crime in progress report, or a traffic accident. The College recognizes that the City's ability to respond to police calls off-campus, as needed, will maximize the Police Department's ability to respond to citizen calls for service received while maintaining the spirit of this Agreement. The Wayne Police Department will make efforts to make up missed hours if the School Resource Officer is called off-campus. When the School Resource Officer responds to Police calls for service off-campus the Police dispatcher will notify Campus Security of this change in status in a timely manner;
- d. The Wayne Police Department will run requests for vehicle registration information as long as that information is requested through and in conjunction with a Wayne Police Officer's involvement on campus.

4. Criminal Investigation

- a. The City will investigate all property crimes reported on the Campus where the loss value is \$100 or greater or involves the theft of any identification or financial transaction device. All property crime reports will be communicated to the School Resource Officer. If the loss value of any reported property crime is less than \$100 the School Resource Officer may refer the case to Campus Security for follow up.
- b. The City will investigate all crimes against persons reported on the Campus, except for reports of sexual violence or sex harassment which may be investigated by the College or by the College and the City.
 - i. Individuals who report an incident of sexual violence or sex harassment to the College will be advised to report the incident to law enforcement, however, students are not required to notify law enforcement authorities regarding a report of sexual violence or sex harassment.
- c. Investigations by the City will be conducted independent of Campus Security unless their assistance is required or requested by the City. If the Police Department does not have an officer immediately available to respond to a crime reported on Campus, Campus Security will gather preliminary information, e.g. victim's name, witnesses' names, date, time and location of offense, for the School Resource Officer. For the purpose

of this Agreement preliminary information does not include obtaining written statements, conducting any type of crime scene investigation, taking photographs, etc.

- d. The Police Department will provide Campus Security with reports of all crimes investigated on Campus containing sufficient information for the completion of legally mandated reporting requirements. To prevent duplication of work the School Resource Officer will complete only the Police Department's investigative report. A copy of these investigative reports will be provided to Campus Security for data entry purposes. Except that the Police Department will use its discretion, on a case by case basis, as to when to provide full or partial investigative reports to Campus Security, depending on the case.
- e. When any criminal investigation conducted by the Police Department involves a College residence hall or includes an apparent conflict between students, the Director of Residence Life and/or the Vice President for Student Affairs will also be provided investigatory reports. The Police Department will use its discretion, on a case by case basis, as to when to provide full or partial investigative reports to Campus Security, depending on the case.
- f. The Police Department will refer all property crimes reported on the Campus, and which they investigate, to the College judicial process, however;
 - (1) Any crime victim, including the College, may request criminal charges;
 - (2) Crimes may be referred for prosecution before the College judicial process begins;
 - (3) Both the College disciplinary process and criminal prosecution may happen concurrently;
 - (4) Police Officers will appear for College disciplinary hearings as needed.
- g. The Police Department will refer all crimes against persons to the Wayne County Attorney's Office for prosecution.
- h. To facilitate investigative follow up the School Resource Officer will be provided access to any Campus surveillance camera recordings and/or allowable student information currently maintained in hard copy or electronically in the Campus Security Office.

5. Community Policing & Crime Prevention

- a. The College and the City recognize that positive interaction between the School Resource Officer, students, faculty and staff is beneficial to both

parties. It is further recognized that crime prevention efforts on Campus should reflect those of the community as well.

- b. The School Resource Officer will be given an opportunity to co-present at crime prevention and/or education programs given by Campus Security, or upon the request of other Campus entities. To ensure adequate planning for any presentation, the School Resource Officer will be provided a minimum of five (5) days written notice. Said notice shall include the topic, date, time, and location of the presentation. The decision to participate in any on-campus crime prevention and/or education presentation will be left to the discretion of the School Resource Officer and/or the Vice President for Student Affairs. If an officer participates he or she will be given a minimum of 15 minutes participation per hour of scheduled presentation.
- c. To provide a community policing presence, the School Resource Officer will attend College meetings and activities as part of his/her assigned duties, as requested by the College and as he/she is available.
- d. The City will not provide overtime pay for the School Resource Officer to attend these meetings. Any extra shift time spent at these or similar meetings will be taken off before or after the officer's regularly assigned Campus shift.
- e. The School Resource Officer will meet regularly with the Residence Life Staff in each housing unit.
- f. The School Resource Officer will respond to fire alarms on Campus and, in the absence of Campus Security personnel, will reset the fire alarm panels.
- g. The Campus Security Manager will provide training specific to the fire alarm systems to the School Resource Officer before the start of the school year. A laminated flip chart of alarm procedures for each building will be placed in each alarm box as a ready reference.

6. Security Responsibilities

- a. The following duties will be performed solely by College Campus Security personnel and not by the City:
 - (1) Fueling vehicles for the College motor pool
- b. Campus Security will be the first to respond to calls for service on the Wayne State College campus. If the Campus Security Officer is occupied with Security Department business and a call for service is received, the

School Resource Officer may be asked to help with the following types of calls:

- (1) Helping to lock and unlock Campus facilities;
- (2) Respond to calls for service and fire alarm panels.

7. Use of Equipment

- a. The Police Department will provide the School Resource Officer with all uniforms, equipment, leather, firearms, and continuing education at all times relevant to this Agreement.
- b. The Police Department will provide a multi-channel portable radio programmed with the Campus Security frequency. The priority frequency will be that of the Wayne Police Department but the Campus Security frequency will be monitored.
- c. The City will provide a vehicle for the School Resource Officer to use.

8. Training Provided by College

- a. Fire Alarm Panels – School Resource Officers will receive training specific to the fire alarm panels of each College building. Quick reference laminated charts will be provided to the School Resource Officer and/or Police Department and placed at each alarm panel.
- b. School Resource Officers will attend Residence Life staff training.
- c. Written training defining the College student disciplinary procedures.
- d. Training on procedures for notification of campus staff for after-hours assistance, including when, who, and how to request assistance.
- e. When possible all training will be done beginning two (2) weeks prior to the start of each fall semester.
- f. It is recognized that the School Resource Officer's schedule will be modified during the training period to facilitate attendance at some orientations.
- g. A current roster of Residence Life staff and contact information will be provided to the School Resource Officer each semester.
- h. Monthly Campus Security work schedules, and updates, will be provided to the School Resource Officer and Wayne Police dispatch, including a contact person(s) in the event no one answers the Campus Security number.

9. Direct Oversight of the Agreement to Provide Police Coverage on Campus

Certified Police Officers are employees of the City of Wayne Police Department and as such must be under the direct supervision of the Chief of Police or his designee. Campus Security employees shall remain under the direct supervision of the College.

The City of Wayne Police Department shall control the manner in which law enforcement services are performed; however, the Agreement shall specify the nature of the services to be performed. The School Resource Officer is not to be deemed an employee of the College and has no authority to make any binding commitments or obligations on behalf of the College except as expressly provided herein. Liability and all other insurance coverage as well as Workers Compensation coverage for the School Resource Officer is the responsibility of the City of Wayne.

The Chief of Police will meet monthly with the Vice President for Student Affairs and the Campus Security Manager to review and evaluate the provisions of this Agreement.

Three (3) Wayne State College student representatives selected by Student Senate will meet jointly with the Police Chief, the School Resource Officer and any Campus Security official at least two (2) times per year to review the student perspective of this Agreement, one (1) during the fall semester, and one (1) during the spring semester. These meetings may be scheduled by either party with not less than thirty (30) days' notice. Only those representatives designated in this paragraph, or a designee thereof, shall attend the meeting.

10. Dispatch Services

The City agrees to provide the following dispatch services to the Campus:

- a. Answer Campus Security telephone after hours and refer calls to Campus Security Staff and assign police officers to crimes reported;
- b. Respond to campus fire alarm notifications and dispatch fire trucks as needed. Police Dispatch staff will also coordinate with the Director of Facility Services and his staff to prevent unwarranted fire alarm responses.

11. Fees for Service

The total charge to the College by the City for the above defined law enforcement services shall be a total of \$30,000.00 per year to be paid in twelve (12) monthly installments.

12. Agreement Duration

The term of this Agreement will be effective beginning July 1, 2018 and shall be in effect until June 30, 2019 except that either the City or the College may execute a written sixty (60) day notice to quit or withdraw from the Agreement.

13. Agreement Amendments

This Agreement may be amended at any time by the written agreement of both parties.

14. Indemnification

To the maximum extent permitted by law, each party agrees to indemnify and defend the other party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys' fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits, or liability resulting from the negligence of such party or any of its employees or agents; provided however, the indemnification under this Section 14 shall not apply if such claims, suits, liability, expense or damage is the direct result of the willful misconduct or gross negligence of either party. In no event shall either party be liable for any punitive, consequential, or special damages or lost profits incurred or alleged to have been incurred.

15. New Employee Work Eligibility Status.

Employee Work Eligibility Status. The City is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

The City understands and agrees that lawful presence in the United States is required and the City may be disqualified or the Agreement terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

16. Liability Insurance Requirements

The City is required to carry liability insurance in the amount of one (1) million dollars per occurrence with a four (4) million dollar umbrella. The City’s insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College.

17. Designated College Representative

The designated College representative for purposes of monitoring and oversight of this Agreement is the Vice President for Student Affairs.

_____	(402) 375-7213	_____
Name	Telephone	E-mail

This Agreement is hereby executed by the City of Wayne and the Board of Trustees of the Nebraska State Colleges dba Wayne State College upon the respective dates set forth following the executory signature attached to this Agreement.

AND BE IT FURTHER RESOLVED that the Board of Trustees of the Nebraska State Colleges dba Wayne State College and the City of Wayne each declares itself to be a participant in the joint efforts to provide law enforcement services on the Wayne State College Campus.

Passed and approved this 19th day of June, 2018.

CITY OF WAYNE

**THE BOARD OF TRUSTEES OF
THE NEBRASKA STATE
COLLEGES**

By: _____

By: _____

Name: Jill Brodersen

Name: Gary Bieganski

Title: Mayor

Title: Chair, Board of Trustees

Attested By: _____
City Clerk

Date: _____

Date: _____

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Memorandum of Understanding for UNO Athletic Training Graduate Program at Wayne State College**

Wayne State requests approval of the Memorandum of Understanding with the University of Nebraska-Omaha (UNO) for a graduate program in Athletic Training. This MOU allows students at Wayne State to have access to early application and admission opportunities for UNO's Athletic Training program during their senior year at WSC.

The System Office and Wayne State College recommend approval of the Memorandum of Understanding for UNO Athletic Training Program at Wayne State College.

ATTACHMENTS:

- WSC UNO Agreement Athletic Training Program (PDF)

MEMORANDUM OF AGREEMENT

Between the
 BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
 doing business as
 WAYNE STATE COLLEGE
 and the
 BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA
 doing business as the
 UNIVERSITY OF NEBRASKA AT OMAHA

This Memorandum of Agreement, referred to as “Agreement”, is entered into by and between the Board of Regents of the University of Nebraska, a public body corporate, for and on behalf of the Athletic Training Program at the University of Nebraska at Omaha (Omaha, NE), hereafter referred to as “UNO ATP”, and the Board of Trustees of the Nebraska State Colleges d.b.a Wayne State College (Wayne, NE), referred to as “WSC”. This Memorandum of Agreement that the UNO ATP and WSC enters into permits select and qualified WSC students access to take advantage of an early review process for admission into the Master of Arts in Athletic Training offered by Graduate Studies in the School of Health and Kinesiology at the University of Nebraska at Omaha.

1.0 Terms and Renewal.

1.1 This Agreement shall be for a term of three (3) years commencing on August 1, 2018 and ending on July 31, 2021. The Agreement may be renewed per the written mutual agreement of both parties. This Agreement may be terminated for any reason by either party upon one hundred eighty (180) days’ written notice.

2.0 UNO ATP

- 2.1 The UNO ATP will annually consider applications from admitted WSC students for the UNO ATP.
- 2.2 In consultation with WSC, the UNO ATP will establish requirements for application and admission, performance standards for maintaining good standing while at WSC, criteria for progressing from provisional acceptance to matriculation at UNO ATP, and a maximum number of applicants to be accepted for the next admissions cycle. No later than June 15th of each year, these current, program-specific requirements, including the application and acceptance notification timeline, will be provided to WSC for students who are seniors and wish to apply for admission to UNO for matriculation in the summer of the following year.
- 2.3 WSC students accepted into the UNO ATP by UNO during their senior year of college at WSC will be given provisional admittance to the UNO ATP.
- 2.4 Admission to the program is at the discretion of the University of Nebraska at Omaha Athletic Training Program Graduate Selection Committee in conformity with Graduate Studies standards.
- 2.5 The UNO ATP agrees to hold a minimum of two (2) class seats per year in the program for WSC students who meet the application criteria set forth in this Agreement, and as

amended in the future. Should there be more than two WSC students each year who apply for admission and fully meet all requirements for admission to the UNO ATP, the top two students will be awarded early admission and the remaining students will automatically be added to the general application pool.

- 2.6 The UNO ATP is not required to admit any WSC student who does not meet the application criteria associated with this Agreement, or any future amended versions.

[Signature Page Follows]

Approvals

IN WITNESS THEREOF, the authorized representative(s) of both parties have duly executed this Agreement hereto, and each party acknowledges the receipt of a duly executed copy of this Program Agreement.

For the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College:

Dr. Marysz P. Rames, President Wayne State College Date

Stan Carpenter, Chancellor of the Nebraska State Colleges Date

For the Board of Regents of the University of Nebraska, a public body corporate, for and on behalf of the University of Nebraska at Omaha:

UNO Department: School of Health and Kinesiology, Athletic Training Program

Adam Rosen, Graduate Program Chair Date

UNO Graduate Studies:

Deborah Smith-Howell, Associate Vice Chancellor for Academic Affairs Date
Dean of Graduate Studies

UNO College of Education

Nancy Edick Date
Dean of College of Education

Attachment: WSC UNO Agreement Athletic Training Program (2232 : Memorandum of Understanding for UNO Athletic Training Program at

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Memorandum of Understanding with Curacao for Wayne State College**

Wayne State requests approval of the Memorandum of Understanding with the Curacao Ministry of Education, Science, Technology and Sports. This agreement establishes costs, criteria and procedures to enhance the referral, application, and enrollment of Curacaoan students through their national education loan program.

The System Office and Wayne State College recommend approval of the Memorandum of Understanding with Curacao for Wayne State College.

ATTACHMENTS:

- WSC Curacao Ministry of Education Agreement (PDF)



Wayne State College

Memorandum of Understanding between

The Board of Trustees of the Nebraska State Colleges
doing business as Wayne State College
and

The Curaçao Ministry of Education, Science, Technology and Sports

The Board of Trustees of the Nebraska State Colleges, d/b/a, Wayne State College (WSC) and the Curaçao Ministry of Education, Science, Technology and Sports (Ministry), collectively (Parties) enter into this formal relationship for mutual support and cooperation (Agreement) regarding the recruitment and enrollment of students from Curaçao.

This Agreement sets forth the entire agreement of the Parties and supersedes all previous agreements, prior negotiations, discussions and proposals.

I. PURPOSE

- A. The purpose of this Agreement is to establish enrollment costs, criteria and procedures which enhance the referral, application, and enrollment of Curaçaoan students and enhances the use of their nation's educational loan program to pay for the cost of a postsecondary education at WSC.

II. TUITION REDUCTION AND ENROLLMENT COSTS

- A. Eligible Curaçaoan students shall be charged a reduced tuition rate equal to the Nebraska resident tuition rate.
- B. WSC shall charge Curaçaoan students the same rates as the rates charged to other WSC students for non-tuition fees, on-campus housing, and food services.
- C. Students from Curaçao shall be eligible for WSC scholarships for which they meet eligibility criteria and complete scholarship application procedures as published on the College website including art, music and athletic scholarships. (www.wsc.edu/scholarships).

III. ELIGIBILITY CRITERIA

- A. All: To be eligible for the Nebraska resident tuition rate, all applicants from Curaçao must:
 1. Meet all requirements for international student admission to WSC as published on the WSC website at www.wsc.edu/international
 2. Provide proof of Health Insurance with a USA insurance carrier prior to the first day of class attendance.

3. Meet the current WSC Satisfactory Academic Progress standard for Cumulative Grade Point Average as published on the WSC website at https://www.wsc.edu/info/20044/financial_aid/386/staying_eligible/2
 4. Complete and comply with procedures for the release and reporting of their student records from WSC to the Ministry or its designee as established by WSC and the Ministry or designee.
 5. Complete and comply with procedures and deadlines for fee payment to WSC as established by the Ministry or designee and WSC.
- B. Freshmen: To be eligible for the Nebraska resident tuition rate, Curaçaoan applicants entering WSC as a freshman (not a transfer student):
1. Must score a 22 ACT or 1100 SAT or above, or
 2. Must be in the upper half of their high school graduating class, or
 3. Must have a minimum high school cumulative GPA of 3.25 on a 4.0 scale.
 4. Freshmen Curaçaoan applicants who do not meet eligibility requirements under items one (1) through three (3) above will be eligible for the Nebraska resident tuition rate once they have earned a cumulative 2.5 GPA for all coursework attempted at WSC or if they reside in on campus housing and purchase an on campus (non-commuter) meal plan.
- C. Transfers: Curaçaoan applicants entering WSC as transfer students will be immediately eligible for the Nebraska resident tuition rate.

IV. GENERAL PROVISIONS

- A. Term and Termination of Agreement. The term of the Agreement shall be effective on June 19, 2018 and be in effect until either Party wishes to terminate the Agreement by written notification signed by the appropriate official of the Party initiating the termination. Such notification must be received by the other Party at least six months prior to the effective termination date.
- B. Amendment of Agreement. This Agreement may be amended at any time by the written agreement of both Parties. Any amendments to this Agreement shall be in writing and approved in the same manner as was used to approve this Agreement.
- C. Indemnification. To the maximum extent permitted by law, each Party agrees to indemnify and defend the other party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys' fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits, or liability resulting from the negligence of such party or any of its employees or agents; provided however, the indemnification under this Section IV. C. shall not apply if such claims, suits, liability, expense or damage is the direct result of the willful misconduct or gross negligence of either party. In no event shall either party be liable for any punitive, consequential, or special damages or lost profits incurred or alleged to have been incurred.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals as of the day and year first above written.

WAYNE STATE COLLEGE

**CURACAO MINISTRY OF EDUCATION,
SCIENCE, TECHNOLOGY AND SPORTS**

By: _____
Marysz Rames, President

By: _____
Mrs. drs. Marilyn Alcalá-Wallé, Minister

Date: _____

Date: _____

NEBRASKA STATE COLLEGE SYSTEM

By: _____
Stan Carpenter, Chancellor

Date: _____

Attachment: WSC Curacao Ministry of Education Agreement (2233 : Memorandum of Understanding with Curacao for Wayne State College)

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Memorandum of Understanding with Indian Hills
Community College for Wayne State College**

Wayne State requests approval of the Memorandum of Understanding with Indian Hills Community College. This agreement is designed to foster a formal relationship for mutual support, shared resources, and cooperation to enhance the recruitment and transfer of international students to Wayne State.

The System Office and Wayne State College recommend approval of the Memorandum of Understanding with Indian Hills Community College for Wayne State College.

ATTACHMENTS:

- WSC Indian Hills CC Agreement (PDF)

Memorandum of Understanding between
The Board of Trustees of the Nebraska State Colleges
doing business as Wayne State College
and
Indian Hills Community College

This Memorandum of Understanding is designed to foster a formal relationship for mutual support, shared resources, and cooperation between THE BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES doing business as WAYNE STATE COLLEGE (WSC) and INDIAN HILLS COMMUNITY COLLEGE (IHCC), collectively (Parties), regarding the recruitment and transfer of International Students.

This Agreement sets forth the entire agreement of the Parties and supersedes all previous agreements, prior negotiations, discussions and proposals.

WAYNE STATE COLLEGE and INDIAN HILLS COMMUNITY COLLEGE have reached an agreement on the following areas of cooperation, pertaining to the application process for and transfer of international students from IHCC to WSC:

1. Students fully graduated from IHCC with an Associate of Arts degree (minimum 2.00 GPA) will have fully met WSC's General Studies requirements, which include English requirements.
2. WSC will, for denied international students and those international students dismissed for academic reasons from its Undergraduate programs, issue a letter informing students of IHCC as a viable pathway for continued study.
3. IHCC and WSC will help support campus visits and provide information to promote the partnership. WSC will host an on-campus visit day (meals inclusive) for all interested IHCC students once per year, as well as visit IHCC at least once each fall and spring semester.
4. IHCC and WSC will collaborate on recruitment efforts, such as college fairs and high school visits mutually beneficial to both institutions.
5. International students transferring from IHCC to WSC, or applying to IHCC per item two (2) above, will otherwise be subject to the terms and admissions guidelines for WSC and/or IHCC and will be given no additional preferential treatment with respect to the admissions process or scholarships.
6. WSC advisors will be available to assist international IHCC students with appropriate academic advising related to the student's intended plan of study while at IHCC.
7. Nebraska Access Program. IHCC students who transfer to WSC are eligible for the Nebraska Access Program. (See Appendix I: Nebraska State College System Policy 3401)
8. Tuition Discount. Eligible IHCC international students shall be charged a reduced tuition rate equal to the Nebraska resident tuition rate. WSC shall charge IHCC students the

same rates as the rates charged to other WSC students for non-tuition fees, on-campus housing, and food services. To be eligible for the Nebraska resident tuition rate, IHCC applicants must:

- a. Meet all requirements for international student admission to WSC as published on the WSC website at https://www.wsc.edu/info/20031/international_students
 - b. Provide proof of Health Insurance with a USA insurance carrier prior to the first day of class attendance;
 - c. Meet the current WSC Satisfactory Academic Progress standard for Cumulative Grade Point Average as published on the WSC website at https://www.wsc.edu/info/20044/financial_aid/386/staying_eligible/2
9. Term and Termination of Agreement. The term of the Agreement shall be effective on June 19, 2018 and be in effect until either Party wishes to terminate the Agreement by written notification signed by the appropriate official of the Party initiating the termination. Such notification must be received by the other Party at least six months prior to the effective termination date.
10. Amendment of Agreement. This Agreement may be amended at any time by the written agreement of both Parties. Any amendments to this Agreement shall be in writing and approved in the same manner as was used to approve this Agreement.
11. Indemnification. To the maximum extent permitted by law, each Party agrees to indemnify and defend the other Party against, and to hold it harmless from, all claims, suits, liability, expense or damage (including reasonable attorneys’ fees and court costs) for damage to property, injury to persons (including death) and any other claims, suits, or liability resulting from the negligence of such party or any of its employees or agents; provided however, the indemnification under this Section IV. C. shall not apply if such claims, suits, liability, expense or damage is the direct result of the willful misconduct or gross negligence of either Party. In no event shall either party be liable for any punitive, consequential, or special damages or lost profits incurred or alleged to have been incurred.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals as of the day and year first above written.

WAYNE STATE COLLEGE

INDIAN HILLS COMMUNITY COLLEGE

By: _____
Marysz Rames, President

By: _____
Matt Thompson, Vice President, Academic
Affairs and Institutional Effectiveness

Date: _____

Date: _____

NEBRASKA STATE COLLEGE SYSTEM

By: _____
Stan Carpenter, Chancellor

Date: _____

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Lease Agreement with Northeast Community College Area for Wayne State College**

Wayne State requests approval to enter into a Lease Agreement with Northeast Community College Area for exclusive use of office and waiting area space within the Lifelong Learning Center on the Northeast Community College campus in Norfolk, Nebraska. WSC will use this space for a College employee to maintain office hours in order to meet with prospective students and their families, as well as colleagues. The Lease Agreement also allows for the shared use of public operating spaces such as vending, lobby, restrooms, and conference room(s). WSC will utilize the conference room space as needed for various meetings.

The exclusive use space totals 245 square feet and Wayne State's share of the shared public spaces is 61 square feet for a total of 306 square feet. The initial term of the Lease Agreement is for the period of July 1, 2018 through June 30, 2019; and allows for five successive one-year renewal terms from July 1, 2019 through June 30, 2024. The cost for the initial term is \$3,323.16 (or \$10.86 per square foot).

The System Office and Wayne State College recommend approval of the Lease Agreement with Northeast Community College Area for Wayne State College.

ATTACHMENTS:

- WSC NECC LLC_Wayne State College Lease_2018 (PDF)

LEASE AGREEMENT

This LEASE AGREEMENT ("Lease Agreement") is made and entered into this 19th day of June, 2018, by and between NORTHEAST COMMUNITY COLLEGE AREA, a political subdivision of the State of Nebraska, having its principal office at 801 East Benjamin Avenue, Norfolk, Nebraska, hereinafter referred to as "LESSOR", and the BOARD OF TRUSTEES OF NEBRASKA STATE COLLEGES DOING BUSINESS AS WAYNE STATE COLLEGE having its principal office at Wayne, Nebraska, hereinafter referred to as "LESSEE".

WHEREAS, LESSOR and LESSEE have previously entered into a Lease Agreement dated December 15, 1997, ("Original Lease") pursuant to the Nebraska Interlocal Cooperation Act; and

WHEREAS, the Original Lease automatically renews for successive periods of one (1) year, subject to all of the terms and conditions contained in the Original Lease, unless otherwise agreed by the parties; and

WHEREAS, LESSOR and LESSEE desire to continue to avail themselves of the terms and provisions of the Nebraska Interlocal Cooperation Act, § § 13-801 et seq., R.R.S. 1943, as amended, (the "Act"), and the stated purposes set forth in the Act, by entering into this new Lease Agreement, which will serve to terminate the Original Lease and govern the relationship between the parties with respect to the subject matter contained in this Lease Agreement, as of its effective date; and

WHEREAS, this Lease Agreement is entered into by LESSOR and LESSEE pursuant to the Act, including without limitation § 13-807 thereof:

NOW, THEREFORE, LESSOR and LESSEE agree as follows:

SECTION ONE DESCRIPTION AND USE OF PREMISES

A. LESSOR leases to LESSEE for educational purposes, a portion of the building located on the campus of LESSOR known as the "Lifelong Learning Center" ("LLC"), and more particularly described in Exhibit "A" (2 pages), attached to and made a part of this Lease Agreement, together with the right to the use and enjoyment of the shared public operating spaces, including but not limited to the vestibules (entry ways), vending, lobby area, and conference room(s), all as more particularly set forth on Exhibit "A" attached to and made a part of this Lease Agreement.

B. As used in this Lease Agreement, the term "premises" refers to that portion of the LLC leased to LESSEE hereunder as well as any improvements to be located on the premises from time to time during the term of this Lease Agreement.

SECTION TWO TERM

A. The initial term of this Lease Agreement shall be for a period of twelve (12) months, beginning on July 1, 2018, and ending on June 30, 2019.

B. As used in this Lease Agreement, the expression "term of this Lease Agreement" refers to the initial term and to any renewal of this Lease Agreement as provided below.

C. Subject to either party's right to terminate as provided in subparagraph D below, beginning July 1, 2019, this Lease Agreement shall automatically renew itself for successive periods of one (1) year, for a maximum number of five (5) years. Unless as otherwise provided in this Lease Agreement, for each renewal term the parties shall be subject to the same terms and conditions contained in this Lease Agreement.

D. Either LESSOR or LESSEE may terminate this Lease Agreement by notifying the other party in writing at least ninety (90) days prior to the expiration of the initial term, or any renewal term.

SECTION THREE RENT AND OPERATION AND MAINTENANCE ASSESSMENT

A. LESSEE shall pay to LESSOR an Operation and Maintenance (O & M) assessment, as determined by LESSOR, which shall be calculated based on the square footage of LESSEE's occupied space, together with LESSEE's proportionate share of the square footage of the common areas of the office wing, entry and lobby area of the LLC, all as set forth on Exhibit "A" attached to this Lease Agreement. LESSEE's O & M assessment for the period beginning July 1, 2018, through and including June 30, 2019, shall be the amount of Three Thousand Three Hundred Twenty-Three and 16/100 Dollars (\$3,323.16) (\$10.86 per square foot times 306 square feet), which LESSEE shall pay in monthly installments of Two Hundred Seventy-Six and 92/100 Dollars (\$276.93) per month.

B. Beginning July 1, 2019, the O & M assessment shall be determined annually by LESSOR for each subsequent renewal term of this Lease Agreement. Prior to March 1, 2019, and annually thereafter, LESSOR shall meet collectively with representatives of LESSEE for the purpose of reviewing and setting the O & M assessment for the upcoming renewal term of this Lease Agreement. LESSEE shall choose a person as their representative and so notify LESSOR according to the notice provision set forth in Section Ten hereof. The purpose of the O & M adjustment is to pay the actual cost of the operation and maintenance of the LLC facility, to include the utilities and maintenance of the leased and shared premises together with a life cycle assessment for purposes of building a sufficient cash reserve for emergency or unforeseen costs of repair of the LLC, all without profit to LESSOR on such O & M.

The O & M assessment shall be payable in monthly installments by LESSEE throughout the entire term of this Lease Agreement.

C. LESSOR shall invoice LESSEE on a monthly basis, and LESSEE shall make payment in accordance with the Prompt Payment Act, Neb. Rev. Stat. §§ 81-2401 to 81-2408. In the event any amount due under this contract remains unpaid forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified in the Prompt Payment Act, Neb. Rev. Stat. §§ 81-2401 to 81-2408.

SECTION FOUR WARRANTIES OF TITLE AND QUIET POSSESSION

LESSOR covenants that LESSOR is seized of the premises in fee simple and has full right to make and enter into this Lease Agreement, and that LESSEE shall have quiet and peaceable possession of the premises during the term of this Lease Agreement.

SECTION FIVE USES PROHIBITED

LESSEE shall not use, or permit the premises, or any part of the premises, to be used, for any purpose or purposes other than the governmental purpose or purposes for which the premises are leased under this Lease Agreement. No use shall be made or permitted to be made of the premises, or acts done, which would cause an increase in any insurance premium or cause a cancellation of any insurance policy covering all or any part of the LLC, nor shall LESSEE permit to be kept, used, or sold, in or about the premises, any article that may be prohibited by the standard form of fire insurance policies.

SECTION SIX WASTE AND NUISANCE PROHIBITED

A. During the term of this Lease Agreement, LESSEE shall comply with all applicable laws affecting the premises, the breach of which might result in any penalty on LESSOR or forfeiture of LESSOR's possession or title to the premises.

B. LESSEE shall not generate any waste on the premises, except ordinary trash, or commit any nuisance. Notwithstanding, LESSEE shall be solely responsible for the proper management of any hazardous waste that it generates pursuant to applicable hazardous waste laws and regulations. The term "hazardous waste" means hazardous waste as defined pursuant to the federal Resource Conservation and Recovery Act, as amended, and regulations promulgated thereto.

SECTION SEVEN
ABANDONMENT OF PREMISES

LESSEE shall not vacate or abandon the premises at any time during the term of this Lease Agreement except as provided in Section Two hereof. If LESSEE abandons, vacates, or surrenders the premises, or is dispossessed by process of law, or otherwise, any personal property belonging to LESSEE and left on the premises shall be deemed to be abandoned, but only after LESSOR gives notice to LESSEE to remove the property and such is not removed within thirty (30) days after notice, except such property as may be encumbered to LESSOR.

SECTION EIGHT
LESSOR'S RIGHT OF ENTRY

LESSEE shall permit LESSOR and the agents and employees of LESSOR to enter into and upon the premises at all reasonable times for the purpose of inspecting the premises, or for any other reasonable purpose, so long as the use of the premises by the LESSEE shall not be unduly interrupted.

SECTION NINE
SUBLETTING AND ASSIGNMENT

A. LESSEE may not sublet the premises in whole or in part without LESSOR's consent, and the making of any sublease shall not release LESSEE from, or otherwise affect in any manner, any of LESSEE's obligations under this Lease Agreement, and any sublessee of LESSEE shall be a governmental entity which shall have agreed in writing to utilize the premises only in connection with its governmental activities.

B. LESSEE shall not assign or transfer this Lease Agreement, or any interest in this Lease Agreement, without the prior, express, and written consent of LESSOR, and a consent to an assignment shall not be deemed to be a consent to any subsequent assignment. Any assignment without consent shall be void, and shall, at the option of LESSOR, terminate this Lease Agreement. No such assignment or transfer shall be made to any party other than a governmental entity which shall have agreed in writing to utilize the premises only in connection with its governmental activities.

C. Neither this Lease Agreement nor the leasehold estate of LESSEE nor any interest of LESSEE under this Lease Agreement in the premises or any buildings or improvements on the premises shall be subject to involuntary assignment, transfer, or sale, or to assignment, transfer, or sale by operation of law in any manner whatsoever. Any such attempted involuntary assignment, transfer, or sale shall be void and of no effect and shall, at the option of LESSOR, terminate this Lease Agreement.

SECTION TEN
NOTICES

A. All notices, demands, or other writings in this Lease Agreement provided to be given or made or sent, or which may be given or made or sent, by either party to the other, shall be deemed to have been fully given or made or sent by United States certified mail with return receipt requested, and addressed as follows:

TO LESSOR: Vice President of Administrative Services, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469.

With a copy addressed, certified mail, return receipt requested, to LESSOR's attorney: Brogan Gray, P.C., 110 N. 16th Street, Suite 22, Norfolk, NE 68701.

TO LESSEE: Vice President for Administration and Finance, Wayne State College, 1111 Main Street, Wayne, NE 68787.

B. The address to which any notice, demand, or other writing may be given or made or sent to any party as above provided may be changed by written notice given by such party as above provided.

SECTION ELEVEN
REPAIRS AND DESTRUCTION OF IMPROVEMENTS

A. Maintenance of Improvements. LESSOR shall, throughout the term of this Lease Agreement and subject to the O & M assessment provided for in Section Three hereof, keep and maintain the premises, including all buildings and improvements of every kind that may be a part of the premises, and all appurtenances to the premises, including sidewalks adjacent to the premises, in good, sanitary, and neat order, condition and repair, and, except as specifically provided in this Lease Agreement, restore and rehabilitate any improvements of any kind that may be destroyed or damaged by fire, casualty, or any other cause whatsoever.

B. LESSEE's Compliance With Laws. LESSEE shall comply with and abide by any applicable federal, state, and local laws and regulations affecting the premises, the improvements on or any activity or condition on or in the premises.

C. Damage to and Destruction of Improvements. In the event of a partial destruction of the premises during the term of this Lease Agreement from any cause, the LESSOR shall forthwith repair the same at the earliest possible time. If LESSEE is prevented from using the premises because of casualty damage, the rent and O & M assessment shall abate proportionally according to the time it is unable to use the premises.

SECTION TWELVE UTILITIES

The utilities for all water, gas, heat, light, power, and other public utilities of every kind, except telephone service, internet data service, technical support and information security, which shall be the responsibility of the LESSEE, furnished to the premises throughout the term of this Lease Agreement, and all other costs and expenses of every kind whatsoever of or in connection with the use, operation, and maintenance of the premises and all activities conducted on the premises shall be paid by LESSOR from the collection of the O&M assessment against the LESSEE as provided in Section Three hereof.

SECTION THIRTEEN WAIVER OF LIABILITY; SUPERVISION

A. Each party waives any claims against the other for damages arising out of injuries to person or property on or about the premises, except when such injury or damages results from the negligence of the other party or its officers, agents or employees. LESSEE agrees that it will properly supervise its students and invitees while attending LESSEE's courses or otherwise using the services of LESSEE's programs in the premises.

B. Notwithstanding anything else in this Lease Agreement, LESSOR and LESSEE mutually waive against each other any claim or action for any loss, cost, damage or expenses as a result of any occurrence of any perils covered by any policy of any insurance either of the parties have insuring their interest in either the contents of that portion of the leased premises occupied by LESSEE, or the building improvements located on the premises. If this paragraph would have the effect of voiding any policy of insurance either of the parties have insuring their interest in the contents or premises itself, then this paragraph shall be null and void.

SECTION FOURTEEN REDELIVERY OF PREMISES

A. LESSEE shall pay the rent and all other sums required to be paid by LESSEE under this Lease Agreement in the amounts, at the times, and in the manner provided in this Lease Agreement, and shall keep and perform all the terms and conditions on its part to be kept and performed. At the expiration or earlier termination of this Lease Agreement, LESSEE shall peaceably and quietly quit and surrender to LESSOR the premises in good order and condition subject to the other provisions of this Lease Agreement.

B. In the event of the non-performance by LESSEE of any of the covenants of LESSEE undertaken in this Lease Agreement, this Lease Agreement may be terminated by LESSOR at its option upon thirty (30) days written notice to LESSEE.

SECTION FIFTEEN REMEDIES CUMULATIVE

All remedies conferred on LESSOR in this Lease Agreement shall be deemed cumulative and no one exclusive of the other, or of any other remedy conferred by law.

SECTION SIXTEEN INSURANCE

A. Insurance Coverage of Premises. LESSOR shall, at all times during the term of this Lease Agreement and at LESSOR's sole expense, keep the entire LLC containing the premises, including leasehold improvements, insured for fire and extended casualty loss.

B. Personal Injury Liability Insurance. LESSEE shall maintain in effect throughout the term of this Lease Agreement personal injury liability insurance covering the premises, including LESSEE's activities and operations at the LLC, in the amount of One Million Dollars (\$1,000,000) per liability occurrence and Three Million Dollars (\$3,000,000) in the aggregate of liability occurrences in any fiscal year (July 1 through June 30). LESSEE shall either purchase insurance or use a risk-loss trust as provided under § 85-1,126 and 85-1,127 R.R.S. 1943.

C. All personal property kept, stored or maintained on the leased premises by LESSEE shall be so kept, stored or maintained at the sole risk of LESSEE.

SECTION SEVENTEEN BREACH OR DEFAULT

A. Events of Default Defined. The term "event of default" or "default" shall mean any one or more of the following events:

(1) Failure by LESSEE to make timely payment of any rental or any other payment required under this Lease Agreement, in full and when due, for a period of ten (10) days after written notice of such default has been given to LESSEE by LESSOR.

(2) Failure by LESSEE to observe and perform any other covenant, condition or agreement on the part of LESSEE under this Lease Agreement and to remedy such default within thirty (30) days after written notice thereof from the LESSOR to the LESSEE unless such default is waived in writing by LESSOR; provided that, if the nature of the default is such that it cannot be corrected within said period, the LESSOR may consent in writing to an extension of time if the LESSEE institutes corrective action within the period agreed upon and diligently pursues such action to completion.

(3) For the purposes of this subparagraph (3), the premises shall not be deemed abandoned so long as LESSEE (or as permitted by this Lease Agreement, an assignee or sublessee) is occupying the premises and utilizing the same solely for a governmental purpose.

B. Remedies on Default. Whenever any event of default shall have occurred and be continuing, the LESSOR may take any one or more of the following remedial steps:

(1) By written notice to LESSEE declare all rental payments under this Lease Agreement to be immediately due and payable, which shall accrue interest at the highest annual rate allowed by law and, to the extent permitted by law without presentation, demand or protest, all of which are expressly waived.

(2) Take whatever other action at law or in equity, including causing the appointment of a receiver or receivers for LESSEE and/or its assets as may appear necessary or desirable to collect the amounts payable pursuant to this Lease Agreement then due and thereafter to become due or to enforce the performance and observance of any obligation, agreement or covenant of LESSEE under this Lease Agreement.

In the enforcement of the remedies provided in this Section, the LESSOR may treat all expenses of enforcement, including reasonable legal, accounting and advertising fees and expenses, as additional amounts then due and payable by LESSEE.

Any amount collected pursuant to action taken under this Section shall be paid and applied, first to the payment of any costs, expenses and fees incurred by LESSOR as a result of taking such action and, next, any balance shall be used to satisfy any rental payments then due, and then, to satisfy any other amounts then due or to cure any other event of default.

In the event any covenant, condition or agreement contained in this Lease Agreement shall be breached or any event of default shall have occurred and such breach or event of default shall thereafter be waived by the LESSOR, such waiver shall be limited to such particular breach or event of default.

C. No Remedy Exclusive. No remedy herein conferred or reserved is intended to be exclusive of any other remedy or remedies, but each and every such remedy shall be cumulative, and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the LESSOR to exercise any remedy reserved to it hereunder, it

shall not be necessary to give any notice, other than such notice as may be herein expressly required.

D. Performance of LESSEE's Obligations. If LESSEE fails to keep or perform any of its obligations as provided in this Lease Agreement, other than payment of rental and other amounts payable, for 30 days after notice is given to LESSEE, the LESSOR may make any such payment or perform any such obligation without waiving or releasing LESSEE from the same and all sums so paid by LESSOR including necessary incidental costs and expenses shall be deemed to be additional payments required to be made by the LESSEE and shall be paid by LESSEE to LESSOR on demand.

SECTION EIGHTEEN SURRENDER OF LEASE

The voluntary or other surrender of this Lease Agreement by LESSEE, or a mutual cancellation of this Lease Agreement, shall not work a merger, and shall, at the option of LESSOR terminate all or any existing subleases or subtenancies, or may, at the option of LESSOR operate as an assignment to it of any or all such subleases or subtenancies.

SECTION NINETEEN DISPOSITION OF IMPROVEMENTS ON TERMINATION OF LEASE

On termination of this Lease Agreement for any cause, LESSOR shall remain the owner of any building and other improvements on or in the premises, unless otherwise agreed by the parties prior to the termination of this Lease Agreement.

SECTION TWENTY EFFECT OF LESSEE'S HOLDING OVER

Any holding over after the expiration of the term of this Lease Agreement, with the consent of LESSOR, shall be construed to be a tenancy from month-to-month, at the same monthly rental, including O & M assessments, as required to be paid by the LESSEE for the period immediately prior to the expiration of the term of this Lease Agreement, and shall otherwise be on the terms and conditions specified in this Lease Agreement, so far as applicable.

SECTION TWENTY-ONE PARTIES BOUND

The covenants and conditions contained in this Lease Agreement shall, subject to the provisions as to assignment, transfer, and subletting, apply to and bind the successors and assigns of the parties to this Lease Agreement.

SECTION TWENTY-TWO
TIME OF THE ESSENCE

Time is of the essence of this Lease Agreement, and of each and every covenant, term, condition, and provision of this Lease Agreement.

SECTION TWENTY-THREE
SECTION CAPTIONS

The captions appearing under the section number designations and elsewhere in this Lease Agreement are for convenience only and are not a part of this Lease Agreement and do not in any way limit or amplify the terms and provisions of this Lease Agreement.

SECTION TWENTY-FOUR
GOVERNING LAW

It is agreed that this Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Nebraska.

SECTION TWENTY-FIVE
ENTIRE AGREEMENT

This Lease Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease Agreement shall not be binding upon either party except to the extent incorporated in this Lease Agreement.

SECTION TWENTY-SIX
MISCELLANEOUS

A. LESSEE Agrees to Indemnify. To the maximum extent permitted by law, LESSEE shall pay, and shall protect, indemnify and save LESSOR harmless from and against, all liabilities, losses, damages (including attorneys' fees), causes of action, suits, claims, costs and expenses, demands and judgments of any nature arising from (a) any injury to or death of any person or damage to property in or upon the premises pertaining to LESSEE's occupancy and use thereof; (b) any breach or default by LESSEE of any covenant or agreement hereunder; and (c) violation of any law, ordinance or regulation by LESSEE affecting the occupancy or use of the premises; provided, however, such indemnification shall not extend to any liabilities, losses, damages (including attorneys' fees) causes or action, suits, claims, costs, expenses, demands and judgments of any nature imposed upon or asserted against LESSOR or the Trustee which have arisen from the negligence or willful acts of LESSOR.

Furthermore, LESSOR Agrees to Indemnify. To the maximum extent permitted by law, LESSOR shall pay, and shall protect, indemnify and save LESSEE harmless from and against, all liabilities, losses, damages (including attorneys' fees), causes of action, suits, claims, costs and expenses, demands and judgments of any nature arising from (a) any injury to or death of any person or damage to property in or upon the premises pertaining to LESSOR's occupancy and use thereof; (b) any breach or default by LESSOR of any covenant or agreement hereunder; and (c) violation of any law, ordinance or regulation by LESSOR affecting the occupancy or use of the premises; provided, however, such indemnification shall not extend to any liabilities, losses, damages (including attorneys' fees) causes or action, suits, claims, costs, expenses, demands and judgments of any nature imposed upon or asserted against LESSEE or the Trustee which have arisen from the negligence or willful acts of LESSEE.

B. Authorized Representatives. Whenever under this Lease Agreement the approval of LESSOR is required or LESSOR is required or permitted to take some action, such approval shall be given or such action shall be taken by the President or Vice President of Administrative Services of LESSOR, and LESSEE shall be authorized to act on any such approval or action.

Whenever under this Lease Agreement the approval of LESSEE is required or LESSEE is required or permitted to take some action, such approval shall be given or such action shall be taken by the President or Vice President for Administration and Finance, of LESSEE, and LESSOR shall be authorized to act on such approval or action.

C. Notices. All notices, including those as provided in Section Ten, certificates or other communications hereunder shall be sufficiently given and shall be deemed given when delivered by hand delivery or on the third day following the day on which the same has been mailed by certified mail, return receipt requested and postage prepaid. LESSOR and LESSEE may, by notice given hereunder, designate the address or addresses to which notices, certificates or other communications shall be sent to it.

D. Performance Date Not a Business Day. If the last day for performance of any act or the exercising of any right, as provided in this Lease Agreement, shall not be a business day, such payment may be made or act performed or right exercised on the next succeeding business day.

E. Binding Effect. This Lease Agreement shall inure to the benefit of and shall be binding upon LESSOR, LESSEE and their respective successors and assigns duly constituted in accordance herewith.

F. Amendments, Changes and Modifications. Except as otherwise provided in this Lease Agreement, this Lease Agreement may not be effectively amended,

changed, modified, altered or terminated without the concurring written consent of the parties hereto.

G. Execution in Counterparts. This Lease Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

H. Severability. If any provision of this Lease Agreement, or any covenant, stipulation, obligation, agreement, act or action, or part thereof made, assumed, entered into or taken thereunder, or any application of such provision, is for any reason held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Lease Agreement or any other covenant, stipulation, obligation, agreement, act or action, or part thereof, made, assumed, entered into, or taken, each of which shall be construed and enforced as if such illegal or invalid portion were not contained herein. Such illegality or invalidity of any application hereof shall not affect any legal and valid application thereof, and each such provision, covenant, stipulation, obligation, agreement, act or action, or part thereof shall be deemed to be effective, operative, made, entered into or taken in the manner and to the full extent permitted by law.

I. Other Occupants. The LESSEE shall not disturb other occupants of the building by making any undue noise or otherwise and shall not do or permit to be done in or about the premises anything which will be dangerous to life or limb.

J. Original Lease Terminated. Upon the execution of this Lease Agreement by LESSOR and LESSEE and as of its effective date, the Original Lease between the parties shall be terminated and be of no further force or effect.

IN WITNESS WHEREOF, each party to this Lease Agreement has caused it to be executed on the date first set forth above.

NORTHEAST COMMUNITY COLLEGE AREA, a political subdivision of the State of Nebraska, LESSOR

By _____
Chairperson, Board of Governors

ATTEST:

Secretary, Board of Governors

STATE OF NEBRASKA)
) ss:
COUNTY OF MADISON)

BEFORE ME, A NOTARY PUBLIC qualified in said County, personally came _____ and _____, respectively the Chairperson and Secretary of the Board of Governors of Northeast Community College Area, a political subdivision of the State of Nebraska, known to me to be the identical persons who signed the foregoing instrument, and acknowledged the execution thereof to be their voluntary act and deed as such officer.

WITNESS my hand and Notarial Seal on the ____ day of _____, 2018.

BOARD OF TRUSTEES OF THE NEBRASKA
STATE COLLEGES DOING BUSINESS AS
WAYNE STATE COLLEGE, LESSEE

By _____
President, Wayne State College

By _____
Chancellor, Nebraska State College System

STATE OF NEBRASKA)
) ss:
COUNTY OF LANCASTER)

BEFORE ME, A NOTARY PUBLIC qualified in said County, personally came Marysz Rames and Stan Carpenter, respectively the President and Chancellor of the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College, a political subdivision of the State of Nebraska, known to me to be the identical persons who signed the foregoing instrument, and acknowledged the execution thereof to be their voluntary act and deed as such officer.

WITNESS my hand and Notarial Seal on the ____ day of _____, 2018.

Notary Public

Lifelong Learning Center
 Summary of Program Area Space
 Wayne State College
 July 1, 2018

Room Number	Description	% allocation	Total Area	Measurement
156	Waiting		95	sq. ft.
157	Office		150	sq. ft.
	Sub-total Net Square Feet		245	sq. ft.
	Efficiency Factor	8%	20	sq. ft.
	Total Leasable Gross Square Footage	2%	265	sq. ft.
Shared Public Operating Spaces	Percent of total office sq. ft.	2%		
E100	Vestibule		1	sq. ft.
E101	Lobby		31	sq. ft.
E102	Vestibule		1	sq. ft.
E103	Men's Restroom		2	sq. ft.
E104	Vending		2	sq. ft.
E105	Electrical		0	sq. ft.
E106	Custodial		1	sq. ft.
E107	Women's Restroom		3	sq. ft.
	Subtotal shared public operating spaces		41	sq. ft.
	Total O & M Gross Square Footage *		306	sq. ft.
	Conference room			
		Northeast to accommodate as requested		

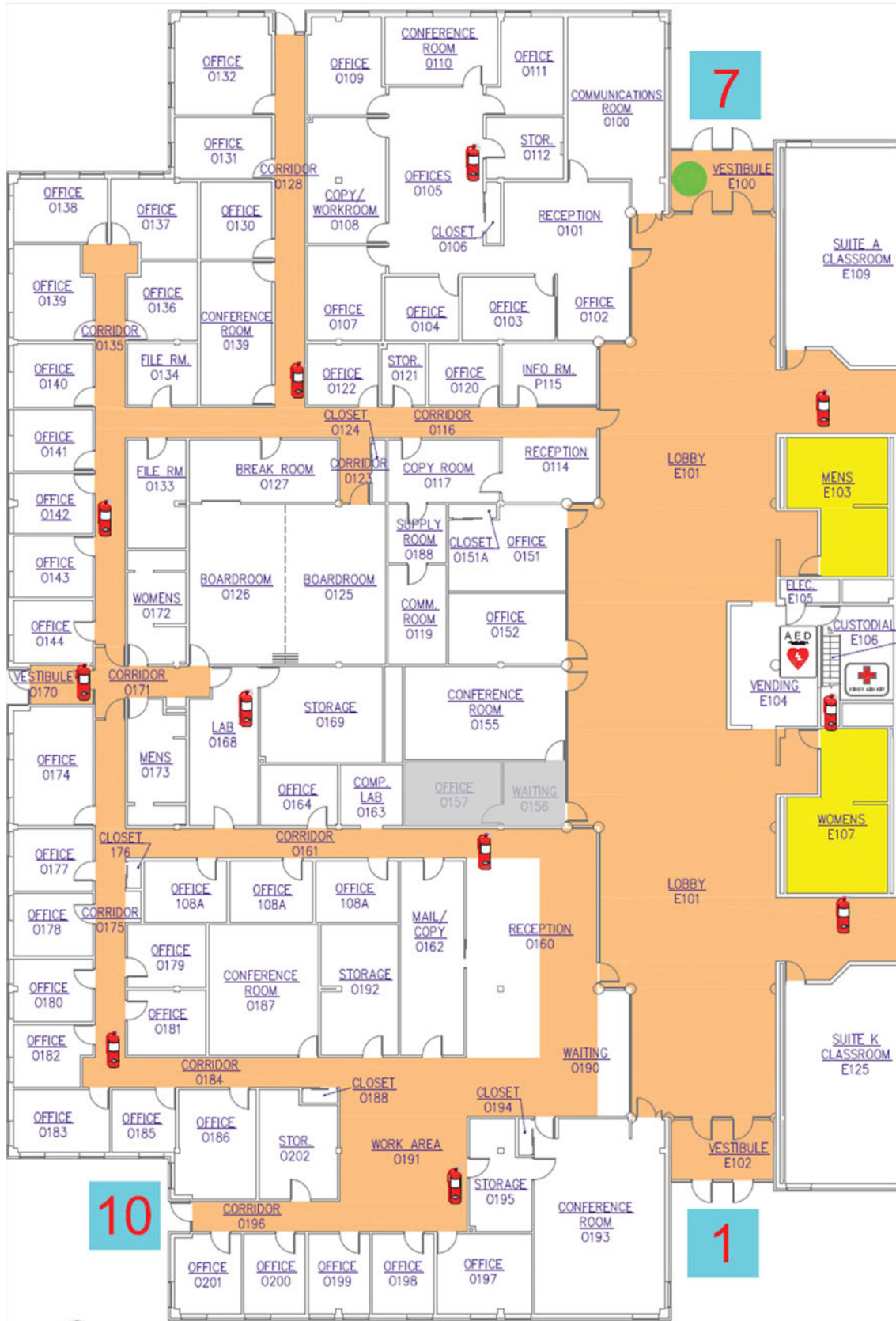
Attachment: WSC NECC LLC_Wayne State College Lease Lease_2018 (2227 : Lease Agreement with Northeast Community College Area for Wayne

LIFELONG LEARNING CENTER

EXHIBIT A

PAGE 2

WAYNE STATE COLLEGE



Attachment: WSC NECC LLC_Wayne State College Lease_2018 (2227 : Lease Agreement with Northeast Community College Area for Wayne

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Memorandum of Understanding for UNL Engineering 2+2 Degree Program at Wayne State College**

Wayne State requests approval of the Memorandum of Understanding with the University of Nebraska-Lincoln (UNL) for a 2+2 transfer program in Engineering. This MOU allows students at Wayne State to seamlessly transfer and continue their education in the Engineering degree program within the College of Engineering at UNL.

The System Office and Wayne State College recommend approval of the Memorandum of Understanding for UNL Engineering 2+2 Program at Wayne State College.

ATTACHMENTS:

- WSC UNL Agreement - Engineering 2+2 (PDF)

MEMORANDUM OF AGREEMENT

Between the
BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
 doing business as
WAYNE STATE COLLEGE
 and

BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA
 for the
COLLEGE OF ENGINEERING

UNIVERSITY OF NEBRASKA-LINCOLN

The Bachelor of Science in Engineering Program is a joint program between the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College (WSC) and The University of Nebraska – Lincoln (UNL). The program allows students to continue their education in Engineering leading toward a Bachelor of Science in Mechanical or Agricultural Engineering from UNL. A student enrolled in this program will complete their first years of coursework at WSC, as established by the respective *Suggested Programs of Study* (APPENDIX I), and by transferring all satisfactorily completed academic credits, enter UNL to study either Mechanical or Agricultural Engineering leading to a Bachelor of Science Degree.

Under the provisions of this Memorandum of Agreement made this _____ day of _____, 2018, WSC and UNL agree to the following conditions:

- 1) This Memorandum of Agreement describing the transfer Program between WSC and UNL will be effective beginning fall, 2018.
- 2) Transfer courses will include content courses in Engineering as negotiated as equivalent to courses in the College of Engineering and will be periodically evaluated through the exchange of course syllabi and examination by **UNL and WSC**. It is the responsibility of **WSC** to submit changes in course offerings for review to **UNL**. Likewise, it is the responsibility of **UNL** to submit changes in course offerings and/or changes to the curriculum to **WSC**.
- 3) Courses will include UNL’s Achievement-Centered Education (ACE) courses identified as transferable by UNL’s Undergraduate Studies as stated in the Course Transfer Equivalency List on the UNL website, <http://admissions.unl.edu/nebraska/equivalency.aspx>. Suggested Programs of Study are outlined in Appendix I.
- 4) To assist prospective transfer students enrolled in the Transfer Program in Engineering with their academic planning, students from WSC are strongly encouraged to work with an academic advisor at WSC and an academic advisor at UNL.

- 5) WSC will meet annually with UNL officials to evaluate this Memorandum of Agreement.
- 6) UNL will allow students entering the Transfer Program in Engineering to complete the program under the Memorandum of Agreement in effect at the time of their program initiation or select the current Memorandum of Agreement, but only one can be declared.
- 7) Students entering the Transfer Program in Engineering will be allowed to complete the program under the degree requirements listed in the Online UNL Undergraduate Catalog in effect at the time of their program initiation. Students must declare a Catalog that includes UNL's Achievement Centered Education (ACE) requirements.
- 8) Students enrolled in this program will, by transferring all satisfactorily completed academic credits identified in the attached Suggested Programs of Study (Appendix I) within the Transfer Program, enter UNL with junior standing.
- 9) UNL will allow no more than 90 semester hours of degree applicable transfer credit from a four-year institution to apply to the Bachelor of Science Program.
- 10) Students transferring to UNL from WSC must have a minimum cumulative and last term grade point average of a 2.5 on a 4.0 scale. UNL's admission requirements can be found at: admissions.unl.edu/apply
- 11) Students who transfer from WSC will present credits for transfer evaluation in fulfillment with UNL requirements and the Achievement-Centered Education (ACE) requirements. The use of courses taken at other institutions toward fulfillment of UNL requirements will be assessed by UNL for equivalency.
- 12) Students transferring into UNL must meet UNL's admission standards.
- 13) Total hours required for a Bachelor of Science in Engineering will total at least 120 hours.
- 14) Transfer students from WSC will have the opportunity to compete for UNL transfer student scholarships.
- 15) A description of the Transfer Program in Engineering will be printed in the WSC Catalog and on the UNL Engineering website. It will also be referenced in the UNL Online Undergraduate Catalog.
- 16) Amendments to this Memorandum of Agreement will be, if deemed necessary by either UNL or WSC, negotiated annually.
- 17) This Memorandum of Agreement shall commence when properly signed by both parties and shall expire July 31, 2022 and automatically renew for successive annual terms unless terminated by either party upon 90 days written notice to the other party.

For the Board of Trustees of the Nebraska State Colleges doing business as Wayne State College:

Dr. Marysz P. Rames, President Wayne State College

Date

Stan Carpenter, Chancellor of the Nebraska State Colleges

Date

For the Board of Regents of the University of Nebraska - Lincoln:

Dr. Lance Perez, Dean, College of Engineering

Date

Dr. Donde Plowman
Executive Vice Chancellor and Chief Academic Officer

Date

APPENDIX I - Agricultural Engineering
 College of Engineering
 Agricultural Engineering
 Transfer Program with Wayne State College

UNL			Wayne State College			
Course No.	Course Title	Required Credits	Course No.	Course Title	Required Credits	
ACE Student Learning Outcomes - Except where noted, choose one course from each ACE Outcome.						
ACE Outcome 1 (take both)						3(6)
JGEN 200	Technical Communication	3	ENG 102	Composition Skills	3	
			ENG 200	Expository Writing	3	
ACE Outcome 2 (pick one)						3
ENGR 100	Interpersonal Skills for Engineers	3	CNA 201	Small Group Communication	3	
			CNA 210	Interpersonal Communication	3	
ACE Outcome 3 (all courses are required)						16(18)
MATH 107	Calculus II	4	MAT 240	Calculus II	4(5)	
MATH 208	Analytic Geometry and Calculus III	4	MAT 340	Calculus III	4(5)	
MATH 221	Differential Equations	3	MATH 250	Differential Equations	3	
MATH 106	Calculus I	5	MAT 140	Calculus I	5	
ACE Outcome 4 (all courses are required)						20
PHYS 211	General Physics I	4	PHY 301	University Physics I	4	
PHYS 212	General Physics II	4	PHY 302	University Physics II	4	
CHEM 109	General Chemistry I	4	CHE 106	General Chemistry I	4	
CHEM 110	General Chemistry II	4	CHE 107	General Chemistry II	4	
LIFE 120	Fundamentals of Biology	4	BIO 110	Biology Concepts	4	
Outcomes 5, 6, 7, and 9 can be taken at WSC						12
ACE Outcome 5 (pick one)						3
HIST 201	America to 1877	3	HIS 180	American Experience I	3	
HIST 202	America after 1877	3	HIS 181	American Experience II	3	
ACE Outcome 6 (pick one)						3
ECON 211	Principles of Macroeconomics	3	ECO 202	Principles of Macroeconomics	3	

Attachment: WSC UNL Agreement - Engineering 2+2 (2231 : Memorandum of Understanding for UNL Engineering 2+2 Program at Wayne State

ECON 212	Principles of Microeconomics	3	ECO 203	Principles of Microeconomics	3	3
ACE Outcome 7 (pick one)						
DRAW 101	Beginning Drawing	3	ART 110	Drawing I	3	
AHIS 101	Cave Paintings To Cathedrals	3	ART 344	Art History I	3	
AHIS 102	Renaissance To Modern Art	3	ART 345	Art History II	3	
ENGL 252	Introduction to Writing of Fiction	3	ENG 203	Fiction Workshop	3	
ENGL 253	Introduction to Writing of Poetry	3	ENG 202	Poetry Workshop	3	
THEA 112G	Introduction to Theatre	3	CNA 101	Introduction to Theatre	3	
ACE Outcome 8 (taken at UNL)						3
ACE Outcome 9 (pick one)						
GEOG 272	Geographical World Regions	3	GEO 120	World Regional Geography	3	
GEOG 140	Introduction to Human Geography	3	GEO 300	Human Geography	3	
HIST 120	World History To 1500	3	HIS 120 or HIS 170	World History or World Civilization I	3	
HIST 121	World History Since 1500	3	HIS 171	World Civilization II	3	
PHIL 106	Philosophy & Current Issues	3	PHI 105	Ethics & Values	3	
POLS 160	International Relations	3	POS 110	Introduction to World Politics	3	
ANTH 110	Introduction To Anthropology	3	SOC 110	Introduction to Anthropology	3	
SOCI 201	Social Problems	3	SOC 220	Social Problems	3	
SOCI 226	Families And Society	3	SOC 415	The Family	3	
ACE Outcome 10 - (taken at UNL)						13(14)
Other Courses to be Taken at WSC						
AGEN 100	Intro to Engineering	1	PHY 115	Professionalism in Sci and Eng	1(2)	
MECH 130	Intro to CAD	3	ITE 109	Drafting and Design	3	
MECH 200	Engineering Thermodynamics	3	PHY 345	Thermodynamics	3	
MECH 223	Engineering Statics	3	PHY 214	Engineering Statics	3	
MECH 373	Engineering Dynamics	3	PHY 215	Applied Dynamics	3	
Total Credits from Wayne State College						
67(73)						

Attachment: WSC UNL Agreement - Engineering 2+2 (2231 : Memorandum of Understanding for UNL Engineering 2+2 Program at Wayne State

Educational Coursework to be taken at UNL		
AGEN 112	Computer-Aided Problem Solving	2
AGEN 212	Computational Tools & Modeling for Ag & Bio Systems	3
AGEN 225	Engineering Properties of Biological Materials	3
AGEN 303	Principles of Process Engineering	3
AGEN 324	Mechanics of Materials for Ag & Bio Systems Engineering	3
AGEN 325	Power Systems Design	3
AGEN 344	Biological & Environmental Transport Processes	3
AGEN 424	Machine Design in Agricultural Engineering	3
AGEN 453	Irrigation & Drainage Systems Engineering	3
AGEN 460	Instrumentation & Controls	3
AGEN 470	Design I in Ag & Bio Systems Engineering	1
AGEN 480	Design II in Ag & Bio Systems Engineering - ACE 10	3
BSEN 206	Engineering Economics - ACE 8	3
ECEN 211	Elements of Electrical Engineering I	3
MECH 310	Fluid Mechanics	3
MECH 321	Engineering Statistics & Data Analysis	3
MYSM 232	Power & Machinery Principles	3
Emphasis Electives		18
	Total from UNL	66
	Total from WSC*	67(73)
	Total for the Degree	133

*Note: 6 additional hours are required to complete degree requirements

APPENDIX I - Mechanical Engineering

College of Engineering

Mechanical Engineering

2+2 Transfer Program with Wayne State College

UNL			Wayne State College			
Course No.	Course Title	Required Credits	Course No.	Course Title	Required Credits	
ACE Student Learning Outcomes - Except where noted, choose one course from each ACE Outcome.						
ACE Outcome 1 (take both)						3(6)
JGEN 200	Technical Communication	3	ENG 102	Composition Skills	3	
			ENG 200	Expository Writing	3	
ACE Outcome 2 (pick one + PHY 115)						5
ENGR 100	Interpersonal Skills	3	CNA 201	Small Group Communication	3	
			PHY 115	Professionalism in SCI and ENG	2	
			CNA 210	Interpersonal Communication	3	
ACE Outcome 3 (all courses are required)						19(21)
MATH 107	Calculus II	4	MAT 240	Calculus II	4(5)	
MATH 208	Analytic Geometry and Calculus III	4	MAT 340	Calculus III	4(5)	
MATH 314	Applied Linear Algebra	3	MAT 350	Linear Algebra	3	
MATH 221	Differential Equations	3	MATH 250	Differential Equations	3	
MATH 106	Calculus I	5	MAT 140	Calculus I	5	
ACE Outcome 4 (all courses are required)						24
PHYS 211	General Physics I	4	PHY 301	University Physics I	4	
PHYS 221	General Physics I Lab	1	PHY 321	University Physics I Lab	1	
PHYS 212	General Physics II	4	PHY 302	University Physics II	4	
CSCE 155N/155E	Intro to Computer Engineering	3	CSC 150	Programming Fundamentals	3	
CHEM 109	General Chemistry I	4	CHE 106	General Chemistry I	4	
CHEM 110	General Chemistry II	4	CHE 107	General Chemistry II	4	
LIFE 120	Fundamentals of Biology	4	BIO 110	Biology Concepts	4	
Outcomes 5, 6, 7, and 9 can be taken at WSC						12
ACE Outcome 5 (pick one)						3
HIST 201	America to 1877	3	HIS 180	American Experience I	3	

HIST 202	America after 1877	3	HIS 181	American Experience II	3	3
ACE Outcome 6 (pick one)						
ECON 211	Principles of Macroeconomics	3	ECO 202	Principles of Macroeconomics	3	
ECON 212	Principles of Microeconomics	3	ECO 203	Principles of Microeconomics	3	3
ACE Outcome 7 (pick one)						
DRAW 101	Beginning Drawing	3	ART 110	Drawing I	3	
AHIS 101	Cave Paintings To Cathedrals	3	ART 344	Art History I	3	3
AHIS 102	Renaissance To Modern Art	3	ART 345	Art History II	3	
ENGL 252	Introduction to Writing of Fiction	3	ENG 203	Fiction Workshop	3	
ENGL 253	Introduction to Writing of Poetry	3	ENG 202	Poetry Workshop	3	3
THEA 112G	Introduction to Theatre	3	CNA 101	Introduction to Theatre	3	
ACE Outcome 8 (taken at UNL)						
ACE Outcome 9 (pick one)						
GEOG 272	Geographical World Regions	3	GEO 120	World Regional Geography	3	3
GEOG 140	Introduction to Human Geography	3	GEO 300	Human Geography	3	
HIST 120	World History To 1500	3	HIS 120 or HIS 170	World History or World Civilization I	3	
HIST 121	World History Since 1500	3	HIS 171	World Civilization II	3	3
PHIL 106	Philosophy & Current Issues	3	PHI 105	Ethics & Values	3	
POLS 160	International Relations	3	POS 110	Introduction to World Politics	3	
ANTH 110	Introduction To Anthropology	3	SOC 110	Introduction to Anthropology	3	3
SOCI 201	Social Problems	3	SOC 220	Social Problems	3	
SOCI 226	Families And Society	3	SOC 415	The Family	3	
ACE Outcome 10 - (taken at UNL)						
Other Coursework to be Taken at WSC						12
MECH 130	Intro to CAD	3	ITE 109	Drafting and Design	3	75(80)
MECH 200	Engineering Thermodynamics	3	PHY 345	Thermodynamics	3	
MECH 223	Engineering Statics	3	PHY 214	Engineering Statics	3	
MECH 373	Engineering Dynamics	3	PHY 215	Applied Dynamics	3	
Total Credits from Wayne State College						

Educational Coursework to be taken at UNL		
BSEN 206	Engineering Economics - ACE 8	3
ECEN 211	Elements of Electrical Engineering I	3
ECEN 231	Electrical Engineering Laboratory	1
ENGR 400	Professional Ethics & Social Responsibilities	1
MATL 360	Elements of Materials Science	4
MECH 300	Thermal Systems & Design	3
MECH 310	Fluid Mechanics	3
MECH 321	Engineering Statistics & Data Analysis	3
MECH 325	Mechanics of Elastic Bodies	3
MECH 342	Kinematics & Dynamics of Machinery	3
MECH 343	Elements of Machine Design	3
MECH 350	Introduction to Dynamics & Control of Engineering Systems	3
MECH 370	Manufacturing Methods & Processes	3
MECH 380	Mechanical Engineering Measurements	3
MECH 420	Heat Transfer	3
MECH 446	Mechanical Engineering Design I - ACE 10	3
MECH 447	Mechanical Engineering Design II	2
MECH 487	Thermal Fluids Laboratory	2
MECH 488	Kinematics & Machine Design Laboratory	2
MECH Elective		3
MECH elective		3
Senior Elective		3
	Total from UNL	60
	Total from WSC*	75(80)
	Total for Degree	135

*Note: 5 hours are required to complete degree requirements

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

***ACTION:* Approve Addition of Three Concentrations for Wayne State College**

Wayne State requests approval to add the following three undergraduate concentrations beginning Fall 2018:

Manufacturing Management (Industrial Technology)
Manufacturing Occupations (Technology)
Safety Occupations (Technology)

The System Office and Wayne State College recommend approval of the Addition of Three Concentrationsr for Wayne State College.

ATTACHMENTS:

- WSC Concentration-Manufacturing Management (PDF)
- WSC Concentrations-Manufacturing Occupations and Safety Occupations (PDF)

Wayne State College
Proposal to Add a New Concentration to the Major in Industrial Technology
Manufacturing Management

1. Descriptive Information

- a. Name of Institution: Wayne State College
- b. Name of program: Industrial Technology-Manufacturing Management Concentration
- c. Degrees/credentials to be awarded graduates of the program: Bachelor of Science; Industrial Technology-Manufacturing Management
- d. Other programs offered in this field by the institution: Industrial Management-Construction Management; Drafting, Planning and Design; and Safety Management.
- e. CIP code: 15.0699
- f. Administrative units for the program: School of Business and Technology-Technology and Applied Science Department
- g. Proposed delivery site(s) and type(s) of delivery, if applicable: On Campus; Face-to-Face
- h. Proposed date (term/year) the program will be initiated: Fall, 2018
- i. Description of Program: The offerings in the Industrial Technology major prepare students for careers in business, industry, or education. Students who are planning on a career in business or industry can consider one of the current concentrations available: Construction Management, Drafting Planning and Design, Safety Management or, if approved, Manufacturing Management. These concentrations combine technical content with business courses and prepare one for introductory supervisory roles in business and industry.

The content of the 57-hour Industrial Technology major consists of a core of eight courses, 24 semester credit hours, that all majors must take and then allowed the student to choose one of the 33 semester credit hour concentrations. The Industrial Technology Major with the requested Manufacturing Concentration is as follows:

Industrial Technology Core: 24 hours

ITE	202 Construction Systems.....	3
	204 Introduction to Applied Engineering	3
	205 Introduction to Manufacturing Technology.....	3
	109 Mechanical Engineering Drafting & Design or	
	214 Residential Drawing	3
CIS	130 Intro to Computer Information Tech	3
	477 Project Management	3
BUS	208 Business Communications	3
	471 Principles of Supervision	3

Manufacturing Management Concentration: 33 hours

ITE	220 Intro to Manufacturing Operations	3
	306 Industrial Safety	3
	309 Parametric Modeling and Industrial Design	3
	322 Fundamentals of CNC Machining	3

Attachment: WSC Concentration-Manufacturing Management (2235 : Addition of Three Concentrations for Wayne State College)

330 Welding and Fabrication	3
403/503 Electronics and Control Systems	3
419/519 Production and Operations Techniques	3
421/521 Computer Integrated Manufacturing 1	3
422/522 Computer Integrated Manufacturing 2	3
497 Internship	3
CSC 478/578 Robotics	3
Total	57

The following new courses will be added and their descriptions are:

ITE 204 Introduction to Applied Engineering (3) Survey course of engineering. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

ITE 205 Introduction to Manufacturing Technology (3) A broad exploratory course that introduces students to the manufacturing industry. Through hands-on activities, students will learn how manufacturers use technology to change raw materials into finished products. The course will include the properties and behavior of materials and the advantages and disadvantages of types of materials used in an industrial setting, basic measurement and calibration skills, and familiarity with the tools and equipment used in the manufacturing industry. The processes of casting, forming, cutting, joining, machining and finishing for metals, wood, plastic, polymers, and composites is presented.

ITE 220 Intro to Manufacturing Operations (3) An introduction to manufacturing via exploring regional examples for the production of goods. Lab activities include field trips to facilities where raw materials are converted. Topics include understanding demand, forecasting, inventory strategies, quality control, production planning, engineering, actual conversion processes, packaging, warehousing, and order fulfillment. (Lecture and lab combined)

ITE 322 Fundamentals of CNC Machining (3) The goal of this course is to teach the student to produce a product on Computer Numerical Control (CNC) mills and lathes. Topics include reading a detailed blue print, tooling selection, work holding strategies (including jigs and fixtures), CNC programming, machine setup, and CNC operations. Students will use various specialized measurement tools to meet established quality standards. Multi-axis programming will be used to program parts. (Lecture and lab combined)

ITE 403/503 Electronics and Control Systems (3) This course will cover electricity, electronics, hydraulics, and pneumatics as each relate to controlling machines in manufacturing environments. Students will further explore the areas of Alternating Current, Direct Current, analog and digital circuitry, and solid-state devices, AC and DC

motors, sensors, programmable logic controllers, and selected information input systems. (Lecture and lab combined)

ITE 419/519 Operations and Production Techniques (3) Prerequisite: ITE 220. This course explores the manufacturing concepts and principles covered in ITE 220 with hands-on lab based examples of Lean and TPM including their implementation, operation, and evaluation. Students will work in teams to understand the complexity and implications of each production technique. (Lecture and lab combined)

ITE 421/521 Computer Integrated Manufacturing I (3) Prerequisite: ITE 403/503. The introduction of basic concepts and procedures of CIM production as well as the main components and devices in a CIM cell. Using a fully simulated industrial CIM, students learn about all aspects of a CIM production cycle, from customer order and inventory control, through automated manufacturing of materials into finished parts, to quality inspection and final delivery. Additional topics include planning for, specifying, and integrating sensors, actuators, part feeding devices, fixtures, and material handling equipment, robots and programmable logic controllers in an automated environment. (Lecture and lab combined)

ITE 422/522 Computer Integrated Manufacturing II (3) Prerequisites: ITE 421/521. CIM II builds on concepts covered in CIM I. Students design, setup and operate CIM cells, and learn about robotic systems, location planning, QC devices, part feeding, assembly, and MRPII and CIM databases. A study of the tools, techniques, and guidelines used to design parts, products, and flows while minimizing costs, facilitating manufacturing operations, maximizing quality and functionality, and supporting modern production management techniques. (Lecture and lab combined)

The target group for this degree is incoming freshman who want to pursue a degree in manufacturing management leading to employment as either a production worker, a production supervisor or an applied engineer. This is a skills and supervisory focused 4-year degree. The Industrial Technology degree is a well-established degree and with the implementation of the new courses, it will make a significant contribution to the manufacturing sector of industry.

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." 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 manufacturing professionals, we have gained an understanding of their needs and we are hoping our students can develop the necessary skill sets and apply their knowledge to help the manufacturing sector thrive.

The Manufacturing Management Concentration has been developed with the awareness and assistance of a business, industry and education advisory council, the faculty and staff in the Technology and Applied Sciences Department and the Business and Economics Department. It and has been vetted and approved by the Wayne State College Academic Policies Committee, a group of fifteen faculty members representing each of the academic departments on the campus.

3. Evidence of Need and Demand

a. Need for the program:

1. Manufacturing is the second largest industry in Nebraska, providing almost 9.6% of the state's jobs, 10% of individual earnings and 12.07 percent of the total output in the state. In 2015, Nebraska had 97,300 manufacturing jobs paying on average \$58,572 annually. Jobs are expected to grow at a 6% rate. The manufacturing industry was a driver for Nebraska's economy in 2014 with \$5.38 billion in manufactured goods exports.
2. Wayne State College's Industrial Technology graduates have a diversified background in the areas of applied engineering, construction, manufacturing, safety, and business management. Based upon the 2015-2016 WSC Career Services Graduate Employment Report, 96% of the Industrial Technology graduates reported employment in their areas of study, with 76% employed in Nebraska. Job titles include buildings material manager, CAD drafter, construction manager, environmental health and safety specialist, field engineer, inventory manager, documents control coordinator, production supervisor, and computer numerical control (CNC) programmer/estimator.
3. According to Forbes magazine, Nebraska is one of the top three states with the fastest growth in technology jobs. This is due to large companies opening branches in the state as well as the addition of many highly successful homegrown businesses. For these companies to grow and prosper, additional employees who have the ability to design, deploy, integrate, and manage both emerging (advanced manufacturing, robotics, and 3-D printing) and traditional (construction, manufacturing, and planning/design) technologies are needed.
4. Deputy Assistant Secretary of Commerce for Manufacturing, Chandra Brown, says the workforce issue in American manufacturing companies is "one of the most critical issues facing our future." Growing the manufacturing industry will require well-trained managers who understand the equipment, employee relations, safety issues, and training needs. Additionally, there is a need to develop strong industry and educational partnerships that support employee training and applied research.
5. WSC has outstanding industry support for our efforts to enhance the current programs. Our initial Stakeholders group was very supportive and College personnel have toured numerous advanced manufacturing firms in Columbus, Nebraska and have been encouraged by these industry leaders to continue with our plans.
6. WSC is pursuing the opportunity to start an academy for the development of small business entrepreneurs who seek assistance in advanced manufacturing. Several stakeholders have encouraged WSC to pursue this idea. Discussions with local Chambers of Commerce and regional economic development specialists such as those connected with the Nebraska Business Development Center-Wayne have reinforced the positive role that manufacturing is playing in growing Nebraska's

economy. Specifically, small business leaders have been instrumental in introducing manufacturing into rural Nebraska communities.

7. Existing manufactures have also expressed a need for additional employee training. For example, a local manufacturer is interested in using the ATC as a training site for its employees. WSC faculty would have an opportunity to work collaboratively with industry to develop training programs that would provide WSC students with hands-on learning experiences.
 8. The Nebraska Department of Education (NDE) has reported that thirteen career academies currently exist in the state of Nebraska. Career academies facilitated by Nebraska's community colleges incorporate many of the small secondary schools. School districts in Lincoln, Omaha, Papillion-La Vista, Hastings, Scottsbluff, and Grand Island have established career academies that include paths in manufacturing, welding, and construction. The NDE indicated that career academies could be catalysts for the state's economic development by providing just-in-time employees for the workforce. The career academies are in need of quality industrial technology teachers with background in manufacturing to provide students with the education they need to support Nebraska's industries.
- b. Demand for the Program: We will seek to recruit students from a variety of backgrounds, offering opportunities for skill development in manufacturing and the three other concentration areas of the Industrial Management major. Currently, there is a skill based manufacturing program at the community colleges but they do not lead to a bachelor's degree or to careers in applied engineering or management. Other four-year institutions in Nebraska offer courses in manufacturing as a part of engineering programs but none with the skills/management focus of our program.

4. Adequacy of Resources

- a. Faculty and Staff Resources: Currently the Technology and Applied Sciences Department has four faculty who teach the courses in the Skilled and Technical Science Education Endorsement and the three concentrations and minors connected with the Industrial Technology major. Several of the courses that will be taught in the manufacturing management concentration are part of the existing instructional loads of these faculty members. A commitment of two additional FTE is a part of the program statement for the Center for Applied Technology. These additional FTE will be phased in as the academic offerings expand. One new FTE is proposed for the 2018-2019 academic year. We also anticipate the need to develop an expanded adjunct pool to support the new concentration.
- b. Physical Facilities: The Center for Applied Technology is scheduled for completion in November 2018. The Center will contain state of the art equipment in the areas of manufacturing, welding, electronics, robotics and other disciplines. It will be located east of Gardner Hall. It will contain 53,000 square feet of lab and classroom space.
- c. Instructional Equipment and Informational Resources: Approximately \$1.5 million in new equipment and instructional technology will be provide in the Center for Applied Technology.

- d. **Budget Projections for the first five years of program:** Based upon Improved facilities available through the new WSC Center for Applied Technology, the revised and expanded curriculum, along with a strong strategic recruitment plan, we believe we will see a significantly increase in enrollments and graduates in the manufacturing management concentration and the other concentrations in the Industrial Technology major. It is projected that the Industrial Technology program will grow from the 124 students to 260 students over the first 7 years, an average growth of 19 additional students per year.

5. Avoidance of Unnecessary Duplication

Wayne State College is the only four-year institution in Nebraska that offers an Industrial Technology Education program. Currently, 24% of the Industrial Technology Education teachers in Nebraska have a Wayne State College degree. With the growth in the manufacturing sector of the Nebraska economy, more manufacturing related courses are being taught in the public schools and are becoming a required element of the teacher preparation curriculum.

Wayne State College is the only four-year institution in Nebraska that offers an Industrial Technology non-teaching program. Our skills/management focus allows students who desire to work in a specific skill area such as construction, safety, drafting, planning and design or manufacturing, to acquire the basic skill set as well as the business/management background to be employed in an entry-level supervisory role.

6. Consistency with the *Comprehensive Statewide Plan for Postsecondary Education*

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that the concentration in Manufacturing Management 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 manufacturing 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 manufacturers and the Nebraska Advanced Manufacturing Coalition and Nebraska Manufacturing Advisory Council.

Wayne State College
Proposal to Add Two New Concentrations in the Technology Major
Manufacturing Occupations and Safety Occupations

1. Descriptive Information

- a. Name of Institution: Wayne State College
- b. Name of program: Major in Technology
- c. Degrees/credentials to be awarded graduates of the program: Bachelor of Science; Technology-Manufacturing Occupations Concentration; Safety Occupations Concentration
- d. Other programs offered in this field by the institution: Technology-Agricultural Occupations Concentration, Computer Occupations Concentration, Construction Occupations Concentration, Drafting Occupations Concentration, Industrial Management Concentration, Industrial Trades Occupations, and Management Services Occupations
- e. CIP code: 15.0699
- f. Administrative units for the program: School of Business and Technology-Technology and Applied Science Department
- g. Proposed delivery site(s) and type(s) of delivery, if applicable: On/Off Campus; Face-to-Face and Online
- h. Proposed date (term/year) the program will be initiated: Fall, 2018
- i. Description of Program: The bachelor’s degree with a major in Technology provides an opportunity for the student transferring to WSC from a technical or community college with an associate of applied arts or science degree or approved coursework to continue his/her education for employment potential, advancement in business and industry or to teach at the post-secondary level.

Students majoring in technology are able to transfer up to 40 credit hours from a variety of technical and service areas including agriculture, computer, construction, drafting, industrial management, industrial trades, and management services. In addition to the 40 transfer hours, students will complete an additional 17 hours of upper level credit approved by the student’s advisor(s), the Technology and Applied Science Department Chair and the Technology Curriculum Committee. (To meet graduation requirements, students must complete 40 hours of upper division credit.)

The Technology Major with the requested Manufacturing Occupations Concentration and Safety Occupations Concentrations is as follows:

Technology Core: 40 hours

40 hours of technology related coursework in Agriculture, Computers, Construction, Drafting, Industrial Management, Industrial Trades, Management Services, Manufacturing, and Safety.

- Agricultural Occupations Concentration: 17 hours**
Supporting upper level coursework by advisement 17
- Computer Occupations Concentration: 17 hours**
Supporting upper level coursework by advisement 17
- Construction Occupations Concentration: 17 hours**
Supporting upper level coursework by advisement 17

Drafting Occupations Concentration: 17 hours
 Supporting upper level coursework by advisement 17

Industrial Management Concentration: 17 hours
 Supporting upper level coursework by advisement 17

Industrial Trades Occupations Concentration: 17 hours
 Supporting upper level coursework by advisement 17

Management Services Occupations Concentration: 17 hours
 Supporting upper level coursework by advisement 17

Manufacturing Occupations Concentration: 17 hrs.
 Supporting upper level coursework by advisement 17

Safety Occupations Concentration: 17 hours
 Supporting upper level coursework by advisement 17

No new courses are being added. The Major in Technology uses existing courses from a variety of disciplines. Students will still be required to complete the 30 credit hour general education requirement, to take 17 additional credit hours in the occupation of their choice and to take 33 credit hours of general electives. Wayne State College Departments supporting students are Business and Economics, Computer Technology and Information Systems, and Technology and Applied Sciences.

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.” 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 industrial technology 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 industry thrive.

The additional concentrations in the Major in Technology has been developed with the awareness and assistance of a business, industry and education advisory council, the faculty and staff in the Technology and Applied Sciences Department and the Business and Economics Department. It has been vetted and approved by the Wayne State College Academic Policies Committee, a group of fifteen faculty members representing each of the academic departments on the campus.

3. Evidence of Need and Demand

a. Need for the program:

Based upon the fall 2017 Major/Minor Report there was only one student enrolled in the Major in Technology. The concentration was Drafting Occupations. However, the Major in Technology has been selected to serve as the host program for the degree completion initiative approved by the Board of Trustees to begin at Metropolitan Community College during the fall of 2018. This initiative will assist students with AAS/AAA degrees to earn a Bachelor of Science Degree with a Major in Technology and a concentration in their AAS/AAA specialty. Once the program is established at Metropolitan Community College, plans are to replicate the initiative at Central Community College and Western Iowa Technical Community College. Based upon our

discussions with administrators at MECC, CCC, and WITCC there is every reason to believe this initiative will be successful.

- b. Demand for the Program: We will seek to recruit students from a variety of backgrounds, offering opportunities for skill development in numerous areas. Currently, there are degree completion programs at private colleges throughout the state of Nebraska. However, none will be able to match our price point or to delivery course work in the discipline of their original AAS/AAA degree. Other four-year institutions in Nebraska offer courses but none with the skills/management focus of our programs.

4. Adequacy of Resources

- a. Faculty and Staff Resources: No additional full-time faculty will be required. Adjunct faculty will be hired at each host site or online instruction will be utilized.
- b. Physical Facilities: Courses will be offered online, at the host site or in the College Center. Facilities at each of the host locations are excellent.
- c. Instructional Equipment and Informational Resources: Equipment and informational resources will be leased from the host site or made available through Wayne State College.
- d. Budget Projections for the first five years of program: There are no additional costs or revenues associated with the inclusion of the two additional concentrations in the Major in Technology. Any cost or revenues are associated with the degree completion initiative. We do believe that the presence of concentrations in manufacturing and safety will increase the demand for the program.

5. Avoidance of Unnecessary Duplication

Wayne State College is the only four-year institution in Nebraska that offers an Industrial Technology non-teaching program. We also offer majors, concentrations or minors in agriculture, computer science, and business administration. Our skills/management focus allows students who desire to work in a specific skill area such as construction, safety, drafting, planning and design, manufacturing, agriculture, computer technology, management services and industrial trades to acquire the basic skill set required and the business/management background to be employed in an entry-level supervisory role. This is not a duplication of a general studies degree completion program but utilizes the content area of the original AAS/AAA degree to earn the Bachelor of Science degree.

6. Consistency with the *Comprehensive Statewide Plan for Postsecondary Education*

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that these new concentrations in Manufacturing and Safety will address especially the goal of “Meeting the Needs of the Students“ in that the career preparation for these concentrations are responsive to students’ needs and will provide knowledge needed to succeed as capable employees. In addition, the programs of study will help in “Meeting the Needs of the State” given that industry leaders 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 numerous employers in Nebraska.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Addition of Construction Minor in Industrial Technology Major for Wayne State College**

Wayne State requests approval to add the following undergraduate minor in the Industrial Technology major beginning Fall 2018:

Construction

The System Office and Wayne State College recommend approval of the Addition of Minor in Industrial Technology Major for Wayne State College.

ATTACHMENTS:

- WSC Industrial Technology Minor-Construction (PDF)

Wayne State College
Proposal to Add a New Minor in Industrial Technology
Construction

1. Descriptive Information

- a. Name of Institution: Wayne State College
- b. Name of program: Industrial Technology-Minor in Construction
- c. Degrees/credentials to be awarded graduates of the program: Not applicable
- d. Other programs offered in this field by the institution: Major; Industrial Management-Construction Management Concentration
- e. CIP code: 15.0699
- f. Administrative units for the program: School of Business and Technology-Technology and Applied Science Department
- g. Proposed delivery site(s) and type(s) of delivery, if applicable: On Campus; Face-to-Face
- h. Proposed date (term/year) the program will be initiated: Fall, 2018
- i. Description of Program: The offerings in the Industrial Technology major prepare students for careers in business, industry, or education. Students who are planning on a career in business or industry can consider one of the following concentrations available: Construction Management, Drafting Planning and Design, and Safety Management. These concentrations combine technical content with business courses and prepare one for introductory supervisory roles in business and industry. In addition to the above major, minor programs of study are offered in Drafting, Manufacturing Management, and Safety. We are proposal an additional Minor in Construction. We would then have a minor program of study for each of our major concentrations.

The Minor in Construction would be as follows:

Minor in Construction: 21 hours

A minor must include a minimum of 12 hours unduplicated by the student’s major(s) and minor(s).

ITE	202 Construction Systems	3
	214 Residential Drawing	3
	304 Surveying and Print Reading.....	3
	308 Construction Technology.....	3
	390 Project Bidding and Estimating.....	3
	428 Construction Project Management	3
	Upper division ITE choose from	3
ITE	367 Building Climate, Energy Control and Sustainability (3)	
	438 Commercial Construction (3)	
BUS	471 Principles of Supervision (3)	

No new courses are being added.

The target group for this degree is incoming freshman and/or current students who want to pursue a degree in Industrial Management in two or more of the functional areas offered; Construction, Safety, or Drafting, Planning and Design. They will be able to choose one concentration as a primary concentration and complete the second concentration as a minor program of study...

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." 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 industrial technology 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 industry thrive.

The Minor in Construction has been developed with the awareness and assistance of a business, industry and education advisory council, the faculty and staff in the Technology and Applied Sciences Department and the Business and Economics Department. It has been vetted and approved by the Wayne State College Academic Policies Committee, a group of fifteen faculty members representing each of the academic departments on the campus.

3. Evidence of Need and Demand

a. Need for the program:

1. The Industrial Technology-Construction Management Concentration has the largest student enrollments in the Industrial Technology major. According to the fall 2017 Major/Minor Report, 69 students or 66% of the majors were enrolled in the Construction Management Concentration. Only five of the Construction Management students had a second concentration in another Industrial Technology area. The second largest enrollment concentration area is Drafting, Planning and Design with 26 students. These students have been the most vocal in asking for a more appropriate program in construction that they could enroll to apply their major concentration area Drafting, Planning and Design. We believe that many of the Drafting, Planning and Design students will enroll in the Minor in Construction. We have also heard from Business majors who have a strong interest in the construction segment of industry, and would like a smaller program of study that would allow them to develop more skills and a stronger vocabulary in the construction area. With the smaller general studies, program students from other discipline may also be interested in a Minor in Construction.

- b. Demand for the Program: We will seek to recruit students from a variety of backgrounds, offering opportunities for skill development in construction. Currently, there is skill based construction programs at the community colleges but they do not lead to a bachelor's degree or to careers in applied engineering or construction management. Other four-year institutions in Nebraska offer courses in construction as a part of engineering programs but none with the skills/management focus of our program.

4. Adequacy of Resources

- a. Faculty and Staff Resources: Currently the Technology and Applied Sciences Department has four faculty that teach the courses in the Skilled and Technical Science Education Endorsement and the three concentrations and minors connected with the Industrial Technology major. All of the courses that will be taught in the Minor in Construction are part of the existing instructional loads of these faculty members. A commitment of two additional FTE is a part of the programs statement for the Center for Applied Technology. These additional FTE will be phased in as the academic offerings expand. One new FTE is proposed for the 2018-2019 academic year. We also anticipate the need to develop an expanded adjunct pool to support the new concentration and minor. Should the Minor in Construction create a large growth in construction students, portions of these new FTE could be used to support the growth.
- b. Physical Facilities: The Center for Applied Technology is scheduled for completion in November 2018. The Center will contain state of the art equipment in the areas of manufacturing, welding, electronics, robotics, construction and other disciplines. It will be located east of Gardner Hall. It will contain 53,000 square feet of lab and classroom space.
- c. Instructional Equipment and Informational Resources: Approximately \$1.5 million in new equipment and instructional technology will be provide in the new Center for Applied Technology.
- d. Budget Projections for the first five years of program: Based upon Improved facilities available through the new WSC Center for Applied Technology, the revised and expanded curriculum, along with a strong strategic recruitment plan, we believe we will see a significantly increase in enrollments and graduates in all of the concentrations and minors in Industrial Technology. It is projected that the Industrial Technology program will grow from the 124 students to 260 students over the first 7 years, an average growth of 19 additional students per year. We are therefore anticipating that the Construction Management Concentration and the new Minor in Construction will see a growth from 69 students to 150 students with at least 20 Minors in Construction.

5. Avoidance of Unnecessary Duplication

Wayne State College (WSC) is the only four-year institution in Nebraska that offers an Industrial Technology non-teaching program. Our skills/management focus allows students who desire to work in a specific skill area such as construction, safety, or drafting, planning and design to acquire the basic skill set required as well as the business/management background to be employed in an entry-level supervisory role.

6. Consistency with the *Comprehensive Statewide Plan for Postsecondary Education*

In reviewing the document published by the Nebraska Coordinating Commission for Post-Secondary Education, we are convinced that the Minor in Construction 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 construction 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 contractors and employers in the Nebraska construction industry.

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board Policy 5006; Drug Free Workplace; Standards of Conduct**

Board Policy 5006 Drug-Free Workplace is being revised to reflect the annual notification requirements to employees per the US Department of Education's Drug-Free Schools and Communities Act.

The System Office recommends approval of the Revisions to Board Policy 5006; Drug Free Workplace; Standards of Conduct.

ATTACHMENTS:

- Revisions to Board Policy 5006 (PDF)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5006 Drug-Free Workplace;
Standards of Conduct**

Page 1 of 3

BOARD POLICY

The Board of Trustees recognizes and affirms its responsibility and commitment to maintain a drug-free workplace environment. In accordance with this responsibility and to ensure worker safety and workplace integrity, under the Drug-Free Workplace Act of 1988, (41 U.S.C. §701), and the Drug-Free Schools and Communities Act of 1989, (20 U.S.C. §1145g), the Board prohibits the illegal manufacture, possession, distribution or use of controlled substances or alcohol in the workplace by its employees or those who engage or seek to engage in business with the State College System.

The term "controlled substance" refers to a controlled substance as defined by the Federal Controlled Substances Act (21 U.S.C. 801) et seq, or Nebraska ~~Drug Control Laws~~ Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq.

In an effort to bring about a drug-free workplace in the System and to assure employees of a workplace free from illegal drugs and their effect, the Board through its College administrations will implement the following Drug-Free Workplace Policy and standards of conduct.

SCOPE: Applicable to all employees.

POLICY: It is unlawful to illegally manufacture, distribute, dispense, possess, or use a controlled substance, drug paraphernalia or alcohol in the workplace. The Board, therefore, establishes a drug-free workplace policy for its employees.

STANDARDS OF CONDUCT

The Board has formulated the following standards of conduct for its employees which prohibit the following acts:

1. Unauthorized use, possession, manufacture, distribution or sale of illegal drugs, drug paraphernalia or alcohol on College premises or while on College business or at College activities, or in College supplied vehicles either during or after working hours;
2. Unauthorized use, possession, manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, (21 U.S.C. 801) et seq, or Nebraska ~~Drug Control Laws~~ Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq., on College premises, or while engaged on College business or attending College activities, in College supplied vehicles, either during or after working hours;
3. Storing in a locker, desk, vehicle, or other place on College owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
4. Unauthorized possession, use, manufacture, distribution or sale of alcohol or illegal drugs off College premises that adversely affects an employee's work performance, safety or the safety of others;
5. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia;
6. Failure to report within five (5) days any criminal drug **or alcohol** statute **citation**, arrest or conviction occurring in the workplace to his or her immediate supervisor. The supervisor will immediately report such citation, arrest or conviction to the President or designee.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5006 Drug-Free Workplace; Standards of Conduct

Page 2 of 3

7. Notwithstanding the standards stated above, possession and consumption of alcohol may be allowed pursuant to an academic course exception in conjunction with Policy 8035. Under an academic course exception, faculty and students are still required to abide by Board, College, state and federal laws/regulations regarding access to, use, distribution, and consumption of alcohol. No students under the age of twenty-one (21) shall be allowed to register or attend such a course. All alcoholic beverages shall be removed from the classroom or lab at the end of each course session and shall be locked in a secured cupboard with restricted access.

PROCEDURE

1. All employees, including part-time student employees, and each new hire will receive a copy of this policy.
2. Each employee will receive a drug abuse awareness form which will state it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance or alcohol in the workplace unless alcohol is allowed at an event authorized and hosted by the President as outlined in Board Policy 8035 or in conjunction with an academic course. Each employee will sign and date this statement certifying that he or she:
 - A. Understands and will abide by the drug-free workplace policy; and
 - B. Has knowledge of disciplinary actions which may be imposed for violations of the drug-free workplace policy.

The signed and dated statement will be provided to the ~~Director of Human Resources Office and~~ Office and. ~~The signed and dated statement~~ will be permanently maintained in the employee's personnel file.

All employees will receive a copy of this policy at the beginning of each academic year which will serve as the annual notification.

3. All current employees will receive drug and alcohol abuse awareness training. New hires will receive the training within the first six (6) months of date of hire. This training shall include:
 - A. A definition of drug and alcohol abuse;
 - B. Information on specific drugs and alcohol and the effects of drug and alcohol abuse;
 - C. Dangers of drug and alcohol abuse in the workplace;
 - D. Availability of counseling and treatment services; and
 - E. Disciplinary actions which may be imposed on employees for violations of this policy.
4. If an employee violates the drug free workplace policy, disciplinary action may be imposed according to established Board policy and procedures. Disciplinary action shall include one or more of the following actions:
 - A. Referral to an assistance program for evaluation and assessment to determine the appropriate treatment for rehabilitation; and/or
 - B. Participation in a drug rehabilitation program; and/or
 - C. Termination of employment.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5006 Drug-Free Workplace; Standards of Conduct

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5. If an employee is convicted of violating any criminal drug statute while in or at the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the College may require the employee to successfully complete a drug abuse program sponsored by an approved private or governmental institution at the employee's expense.
6. Information regarding possible legal sanctions and penalties under federal law can be accessed from the US Department of Justice, Drug Enforcement Agency (https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf#page=30). Information about Nebraska State laws can be accessed from the Uniform Controlled Substances Act, Neb. Rev. Stat. 28-401 et seq.
7. If the employee is hired on federal contracts or grants, as a condition of employment, the College shall notify the Federal granting agency within ten (10) days after receiving notice of an employee's drug or alcohol statute conviction.
8. Health risks associated with drug abuse can be accessed from the National Institute on Drug Abuse (<https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse> or <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>).
9. Alcohol and drug counseling programs available to employees include the Employee Assistance Program. For more information on this service, employees may contact their College Human Resources Office or access the Human Resources website.
10. Each College will be responsible for conducting a biennial review and preparing a written report of their alcohol and drug programs to determine program effectiveness and policy enforcement consistency. This review will be conducted and completed by December 31 in even-numbered years and will focus on the two preceding academic years.

Policy Adopted: 4/14/89
 Policy Revised: 3/11/94
 Policy Revised: 6/2/11
 Policy Revised: 6/10/14
 Policy Revised: 1/16/18
Policy Revised:

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board Policy 5030; Salary Payment, 5103; Professional Staff Employees Excluded from NSCPA Bargaining Unit and 5104; Support Staff Employees Excluded from NAPE/AFSCME Bargaining Unit**

The proposed revisions explain in detail how to process and pay earned wages, accumulated sick leave, and vacation pay to the estate of a deceased employee.

The System Office recommends approval of the Revisions to Board Policies 5030, 5103 and 5104 Regarding Salary Payments for Deceased Employees.

ATTACHMENTS:

- Revisions to Board Policy 5030 (PDF)
- Revisions to Board Policy 5103 (PDF)
- Revisions to Board Policy 5104 (PDF)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5030 Salary Payment

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BOARD POLICY

Salaries and wages paid to employees shall be determined by applicable employment terms and reported to the Board as follows:

1. **Faculty.** Salary payments to full-time employees shall be made in twelve (12) equal monthly payments. At the end of employment, any salary proration shall be based upon the fractional part of the academic term completed preceding the date of termination and will take into account any salary earned but not yet paid due to prorating academic year salaries over a twelve (12) month period.
2. **Professional Staff.** Salary payments for full-time (1.0 FTE) employees shall be made in twelve (12) equal monthly payments. Salary payments for part-time employees (less than 1.0 FTE) will be determined by the employment contract terms. At the end of employment, any salary proration shall be based upon the number of days worked in the month preceding the date of termination and will take into account any salary earned but not yet paid if prorating salaries over a twelve (12) month period for less than 1.0 FTE employees.
3. **Support Staff.** Salary payments for full-time (1.0 FTE) employees shall be made in twelve (12) equal monthly payments. Salary payments for part-time employees (less than 1.0 FTE) will be determined by the employment terms. At the end of employment, any salary proration shall be based upon the number of days worked in the month preceding the date of termination and will take into account any salary earned but not yet paid if prorating salaries over a twelve (12) month period for less than 1.0 FTE employees.
4. **Student/Temporary Employees.** Wages for student and temporary employees shall be determined by the College based on an hourly rate and shall be paid biweekly.

METHOD OF PAYMENT

At the Chancellor's discretion, all salaries and wages will be paid by electronic fund transfer or a similar means of deposit. No compensation can be paid in advance of services performed in accordance with state law. The Chancellor, Presidents, or designees, as appropriate, shall properly voucher and certify according to the law all salary and wage claims, and shall present them to proper officials for issuance of payments.

UPON DEATH

Earnings

Salary earnings shall terminate on the date of death, however, this provision in no way abrogates the employee's right to receive salary earned but not yet paid because of the method of prorating salaries.

Payments

The rate of payment is based on the employee's regular pay rate at the time of the employee's death.

Unpaid wages, less any amount owed, and vacation pay paid to the estate of a deceased employee are not considered wages subject to federal and state income tax withholding. Therefore, these payments do not represent an increase to federal income tax (FIT) Gross, and no income taxes are to be withheld on them. If paid before the close of the calendar year in which the employee died, they are considered wages subject to social security withholding and Medicare withholding, and therefore represent an increase to social security Gross and are reported in box 3 and box 5 on Form W-2 (but not in box 1). If paid after the close of the calendar year, they are not considered as such and therefore, no social security or Medicare withholding is required and such amounts are not reported on Form W-2.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5030 Salary Payment

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If eligible for accumulated sick leave payout, it will be paid to the estate of a deceased employee and is not considered wages for federal or state income tax, social security or Medicare withholdings.

If the employee is enrolled in the TIAA primary retirement plan at the time of death, then the payment made for unpaid wages, vacation, and accumulated unused sick leave pay is also subject to retirement withholding.

Insurance coverage for the deceased employee’s spouse and/or dependent children will continue to the end of the month in which the employee died and premiums will be processed accordingly in the final pay. If the employee elected voluntary deductions such as flexible spending or supplemental retirement, those will also be withheld from the final pay.

Payees

Employee Estate. Unpaid wages, vacation pay and accumulated sick leave pay of a deceased employee, are to be paid to the Personal Representative of the employee’s estate unless a Small Estate Affidavit is received (see discussion below). The final pay warrant is to be issued in the name of the Personal Representative of the estate of the deceased employee when the College is presented with a certified copy of Letters of Personal Representative issued by a County Court indicating the name of the legal Personal Representative of the employee’s estate. When a warrant is issued to the Personal Representative of an employee’s estate, the 1099-MISC Form is issued to the estate name and utilizes the estate’s tax ID number.

Small Estate Affidavit/Successor (usually the spouse). In the cases of small estates, at least thirty (30) days after the death of the employee, the College may release the warrant to the person who is the successor of the employee upon being presented with an affidavit (affidavit can be obtained from the Human Resources Office) stating that:

- a) The value of the entire estate subject to probate, wherever located, less liens and encumbrances, does not exceed fifty thousand dollars (\$50,000);
- b) Thirty (30) days have elapsed since the death of the decedent as shown in a certified or authenticated copy of the decedent’s death certificate attached to the affidavit;
- c) No application or petition for the appointment of a personal representative is pending or has been granted in any jurisdiction; and,
- d) The successor is entitled to payment or delivery of the property.

If the successor meets the affidavit qualifications, the last check will be made payable directly to the successor. If the successor is paid directly, the 1099-MISC Form is processed in the name of the successor using the successor’s social security number.

GRANT AND CONTRACT COMPENSATION

As authorized by the Chancellor or President and specified by the funding source, funds from an external grant or contract may be used to pay all or a portion of an employee’s salary. Funds can either supplement or substitute the funds regularly budgeted for the employee’s salary as authorized by the Chancellor or President. The Board will be notified any time an employee’s salary amount changes per Board Policy 5021.

Legal Reference: RRS 30-24,125
RRS 30-24,126

Policy Adopted: 6/5/93
Policy Revised: 6/2/06
Policy Revised: 1/13/09
Policy Revised: 6/19/09
Policy Revised: 1/17/17
Policy Revised:

Attachment: Revisions to Board Policy 5030 (2243 : Revisions to Board Policies 5030, 5103 and 5104 Regarding Salary Payments for Deceased

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.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

CORRECTIVE AND DISCIPLINARY ACTION

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

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

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

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

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

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.

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 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 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 (2243 : Revisions to Board Policies 5030, 5103 and 5104 Regarding Salary Payments for Deceased

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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 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 time of death will be paid per Board Policy 5030.

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

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

Vacation Leave

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

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

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

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

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Employees, upon retirement, dismissal or separation from employment, shall be paid for unused accumulated vacation leave. Upon the death of an employee, ~~his or her beneficiary shall be paid for his or her~~ unused accumulated vacation leave will be paid per Board Policy 5030.

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

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

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

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

PAY

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

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

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

PERFORMANCE EVALUATION

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

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

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RESIGNATION

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

TUITION PROGRAMS

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

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

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

Employee Tuition Waiver. Employees shall be eligible to enroll for credit in courses during non-work hours for one dollar (\$1.00) per course on a space available basis. Enrollment and tuition waiver under this provision will be limited to one (1) course of not more than four (4) hours in each of the Fall and Spring semesters and one (1) Summer term. One dollar (\$1.00) covers the cost of tuition for purposes of this waiver program 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
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Policy Revised:

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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.

Inclement Weather/College Closure Leave

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

Sick Leave

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

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

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

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

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

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

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

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

Compensation at time of Retirement or Death. Employees who are eligible for retirement in the State College System will, upon termination of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated unused sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of an employee, his or her beneficiary will be paid one-fourth (1/4) of his or her accumulated unused sick leave, with the rate of payment based upon the employee's regular pay at the date of death will be paid per Board Policy 5030.

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

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:

Attachment: Revisions to Board Policy 5104 (2243 : Revisions to Board Policies 5030, 5103 and 5104 Regarding Salary Payments for Deceased

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5104

Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit

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1-5 years of continuous employment	12 days/year or 96 hours/year
6th year of continuous employment	15 days/year or 120 hours/year
7th year of continuous employment	16 days/year or 128 hours/year
8th year of continuous employment	17 days/year or 136 hours/year
9th year of continuous employment	18 days/year or 144 hours/year
10th year of continuous employment	19 days/year or 152 hours/year
11th year of continuous employment	20 days/year or 160 hours/year
12th year of continuous employment	21 days/year or 168 hours/year
13th year of continuous employment	22 days/year or 176 hours/year
14th year of continuous employment	23 days/year or 184 hours/year
15th year of continuous employment	24 days/year or 192 hours/year
16th year of continuous employment/thereafter	25 days/year or 200 hours/year
Maximum Accumulation	35 days/year or 280 hours/year

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

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

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~~ will be paid per Board Policy 5030. 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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM**POLICY: 5104****Support Staff Employees Excluded from
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leave to employees located in the System Office.

PAY

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

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

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

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

PERFORMANCE EVALUATION

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

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

PROBATION PERIOD

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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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.

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, 2018, shall in exchange for the surrender of such right, receive a financial settlement incentive of twenty-five percent (25%) of their final year base salary with payment to be made in twelve (12) equal monthly installments following termination of employment. An eligible employee must be fifty-five (55) years of age with ten (10) or more years of consecutive service within the NSCS and must provide six (6) months of advanced written notice. Part-time employees (less than .75 FTE) shall not be eligible for this program.

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

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

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

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

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.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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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.

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:	7/1/17	Approved:	3/24/17
Policy Revised:	11/17/17		

Policy Revised:

Attachment: Revisions to Board Policy 5104 (2243 : Revisions to Board Policies 5030, 5103 and 5104 Regarding Salary Payments for Deceased

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5608 Military Leave

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BOARD POLICY

~~At a minimum, employees shall receive M~~military leaves of absence and re-employment rights ~~shall be granted to all employees~~ as provided by state or federal law.

All employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. ~~Members who normally work or are normally scheduled to work one hundred twenty hours or more in three consecutive weeks shall receive a military leave of absence of one hundred twenty (120) hours each calendar year. Members who normally work or are normally scheduled to work less than one hundred twenty (120) hours in three (3) consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three (3) consecutive weeks. Members who are employed full-time (0.75 FTE and above) shall receive one hundred sixty-eight (168) hours of military leave each calendar year.~~ Such military leave of absence may be taken in hourly increments and shall be in addition to the regular annual leave of the persons named in this section.

In the event the Governor declares that a state of emergency exists and any employee is ordered to active military service, a state of emergency leave of absence will be granted until such member is released from active service of the state by competent authority. During such time, the employee shall receive his or her normal salary or compensation minus the state active duty base pay he or she receives in active service of the state.

Legal Reference: Neb. Rev. Stat. 55-160 Military leave of absence without loss of pay; limitations
38 U.S.C.A. 4301 Uniformed Services Employment and Reemployment Rights Act

Policy Adopted: 1/28/77
Policy Revised: 6/5/93
Policy Revised: 11/14/08
Policy Revised:

Attachment: Revisions to Board Policy 5608 (2244 : Revisions to Board Policy 5608: Military Leave)

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board Policy 8035; Facilities; Alcohol Use**

Board Policy 8035 is being revised to indicate that students age 19 and above may possess and test alcohol samples using the standard operating procedures of the laboratory involved. These samples will not be consumed.

The System Office recommends approval of the Revisions to Board Policy 8035; Facilities; Alcohol Use.

ATTACHMENTS:

- Revisions to Board Policy 8035 (PDF)

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8035 Facilities; Alcohol Use

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BOARD POLICY

The following guidelines regarding alcoholic beverages will be observed:

1. Alcoholic beverages may be served at specific alumni and community functions or at an event or program, such as a banquet, official entertainment or reception approved and hosted by the President, or his or her designee.
2. All Nebraska liquor control regulations and statutes will be observed. ~~and under no circumstances will alcoholic beverages be dispensed to, consumed by, or allowed to be in the possession of any person under the legal drinking age for Nebraska.~~ In approved academic courses where samples containing alcohol are being studied, but not consumed, students age 19 and above may possess and test samples using the standard operation procedures of the laboratory, as allowed by Nebraska revised statute section 53-180.02.
3. Food and nonalcoholic beverages shall also be available any time alcoholic beverages are served.
4. The Colleges must comply with Nebraska statutes, and the rules and regulations promulgated by the Nebraska Liquor Commission relating to the consumption of alcohol.
5. The College may, at the discretion of the President, allow alcoholic beverages to be possessed and consumed in conjunction with an approved academic course and curriculum. For example, a chemistry course addressing technical/chemical composition may be combined with wine tasting opportunities.

PROCEDURES

The following guidelines will be applicable to dispensing and consumption of alcoholic beverages at scheduled events on College property or at College sponsored events that occur off campus.

1. The College is responsible for and shall control the dispensing of alcoholic beverages provided by a private individual, group or organization sponsoring or participating at an approved event.
2. The duration of the event shall be restricted as specified by the President or his or her designee.
3. The College may provide, for a fee, all services and set-ups.
4. Unused quantities of alcoholic beverages will remain the property of the private individual, group or organization sponsoring or participating in the event.
5. Only persons invited by the College to attend the event and necessary College personnel may be present at the event. All other persons shall be excluded.
6. While the Colleges may not sell alcoholic beverages, under any circumstance, the President may authorize appropriately licensed vendors to sell alcoholic beverages at events.
7. Each President may promulgate specific College policies further controlling and regulating the dispensing and consumption of alcoholic beverages at scheduled events consistent with this policy.

Legal Reference: RRS 53-101 et seq., note especially 53-180.02 and 53-186

Policy Adopted: 7/24/87
 Policy Revised: 3/11/94
 Policy Revised: 4/9/02
 Policy Revised: 9/15/06
 Policy Revised: 6/2/11
 Policy Revised: 6/10/14
 Policy Revised: 1/16/18
Policy Revised:

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

June 19, 2018

ACTION: **Approve Authorization for Chadron State College to Contract
for Nursing Services**

Chadron State requests authorization to enter into a contract to obtain services for the College's Student Health Program.

The System Office and Chadron State College recommend approval of the Authorization for Chadron State College to Contract for Nursing Services.

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

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board By-Laws**

The Board By-Laws are being revised to indicate that the Board Chair will appoint a student trustee to replace one that cannot complete his/her term and that there will be at least two (2) Board members on each committee.

The System Office recommends approval of the Revisions to Board By-Laws.

ATTACHMENTS:

- Revisions to Board By-Laws (PDF)

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

BY-LAWS

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ARTICLE I -- NAME

The legal name of the Board is the Board of Trustees of the Nebraska State Colleges, herein after referred to as "Board."

ARTICLE II -- PURPOSE

The Board is a body corporate created by the State Constitution and empowered by statutory authority with the general government of the State Colleges as now existing, and such other State Colleges as may be established by law.

ARTICLE III -- MEMBERSHIP

The Board consists of seven (7) members, six (6) of whom shall be appointed by the Governor, with the advice and consent of the Legislature, two (2) each for terms of two (2), four (4), and six (6) years, and two (2) each biennium thereafter for a term of six (6) years, and the Commissioner of Education shall be a member ex-officio. Board appointees, even if the appointment is for a specified term, hold office until their successors are duly appointed and qualified. The duties and authorities of the Board shall be prescribed by law.

Student Members on the Board

An undergraduate student enrolled full time shall be appointed by the Governor from each of the Nebraska State Colleges to serve a one (1) year term. An ad hoc selection committee shall be established on each campus by the respective current Student Trustee and the Student Senate President. The selection committee shall consist of the current Student Trustee, unless the current Student Trustee is seeking an additional term; one (1) Student Senate faculty advisor; the Vice President/Dean of Student Affairs, and four (4) other students as appointed by the current Student Trustee and Student Senate President. Only students serving on the committee shall have a vote. The committee shall nominate at least three (3) candidates to the Student Senate for approval. After October 1, but before December 1, the Student Senate or similar body shall nominate three (3) candidates to the Governor of Nebraska. The representatives appointed by the Governor will serve one (1) year terms ending May 1. If, during the term of the appointment, the representative is no longer enrolled as a student, a vacancy shall be created requiring the ~~Governor~~ Chair of the Board to appoint another qualified representative for the balance of the appointment. Student Trustees are accorded full Board membership and participation except for certain personnel and legal matters, and that they are non-voting members.

ARTICLE IV -- OFFICERS

Board Officers shall consist of a Chair and Vice-Chair, and are elected from the appointed membership of the Board for a term of one (1) year. Term of office begins July 1, except that said two (2) officers shall hold office until their successors are elected and qualified. Any such officer may be removed from office by five (5) affirmative votes. A vote for removal of an officer must be at a regular or special meeting of the Board, preceded by the mailing of notice to each Board member and to such officer five (5) days prior to such meeting which notice shall set out the proposed action.

The Secretary shall be selected by the Board and hold office of indefinite tenure at the pleasure of the Board. The State Treasurer shall be Treasurer of the Board by virtue of his/her office.

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

BY-LAWS

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The Chair's principal duties shall be to provide leadership in planning the work of the Board; to aid the Chancellor in interpreting the educational needs of the colleges and in devising effective ways to present them to the Board, to preside at meetings of the Board; to recommend to the Board the appointment of committees; to act for the Board, when such action is required by law, in signing contracts and other official documents; to represent the Board or to designate a representative upon occasions when such representation is deemed desirable; and to perform such other duties as may be prescribed by law or state regulation or assigned by the Board.

The Board Chair shall preside at its meetings with full power to vote on and discuss all matters, and shall submit information and recommendations, as that officer may consider proper, concerning the business and interests of the colleges. The Chancellor and/or College President will sign all contracts approved by the Board.

A Vice-Chair shall be elected by the Board at the annual meeting and shall assume the duties in the Chair's absence or incapacity. In the event of the permanent disability or death of the Chair, the Vice-Chair shall become Chair for the remainder of that term and the Board shall elect a new Vice-Chair.

ARTICLE V -- MEETINGS

The Board shall meet at least quarterly and will hold its official annual meeting at or near the close of the spring semester. The election of officers for the next fiscal year will occur at the annual meeting.

All meetings of the Board shall be held within the state of Nebraska at such place as determined by the Board or the Board's delegates, including a meeting at each institution under its jurisdiction at least once each year, absent extenuating circumstances.

All regular or special meetings of the Board shall be publicized as required by State law and provided in Board policy.

Board of Trustees Business Meetings are open to the public. Committee meetings and executive sessions are not open to the public but must be held in accordance with the provisions of state law. One (1) current copy of the Open Meetings Act shall be posted in the business meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by means of electronic or telecommunication equipment. The provisions of the law shall be complied with in conducting emergency meetings.

The Board may hold a work session preceding regular or special Board meetings upon request and/or concurrence of the Board. The purpose of a work session shall be to provide information concerning items of in-depth interest in education, briefing and background information items related to the Nebraska State Colleges activities, items to be proposed for future consideration, and a review of items on the public agenda in order to assume adequate information has been provided to the Board. A work session agenda stating the time and place of the session shall be included with the agenda for the regular Board meeting. Work sessions shall be open to the public. No formal action shall be taken at a work session.

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

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ARTICLE VI -- QUORUM

Four members of the Board in actual attendance of all meetings of the Board shall constitute a quorum. Action may be taken by a majority of a quorum on all matters not requiring a positive vote of a majority of the Board as specified in these policies or by-laws or by statute.

ARTICLE VII -- MEETING AGENDA

The Chancellor, with the approval of the Chair, shall prepare an agenda to be furnished each member of the Board and each college president three (3) days in advance of the meeting, describing briefly the nature of each item and providing background information which will enable parties to weigh the subject in advance and research such facts as may be helpful in Board deliberation.

ARTICLE VIII -- ORDER OF BUSINESS

At all regular meetings and special meetings the order of business will be determined by the Chancellor and Chair.

ARTICLE IX – CLOSED SESSIONS

The Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, the reason for the closed session, and the time of commencement and conclusion of the closed session shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The Board shall restrict its consideration of matters during the closed session to only those purposes set forth in the minutes' motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. Any formal official action on any question or motion duly moved and seconded shall be taken only by roll call vote of the Board in open session convened and the record shall show how each member voted. Any formal action of any type, including expenditure of funds, adopted or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty (120) days of the meeting at which the alleged violation occurred. Any formal action in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty (120) days after but within one (1) year of the meeting at which the alleged violation occurred.

Any board member shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is not necessary. Such challenge shall be overruled only by a majority vote of the board members. Such challenge and disposition shall be recorded in the minutes.

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

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ARTICLE X -- COMMITTEES

All committees of the Board shall be appointed by the Chair. Committees shall serve one (1) year commencing July 1, and thereafter until the committees are reconstituted or discharged.

Academic and Personnel
Student Affairs, Marketing and Enrollment
Fiscal, Facilities and Audit

Committees shall have ~~at least no fewer than three-two (23)~~ and no more than three (3), and the Board Chair shall be an ex-officio member of all committees. Other regular committees may be created as the Board directs. The first named member of each committee shall act as Chair, call the meeting and direct the proceedings, but shall not otherwise have greater power or authority than other members.

Special committees may be created to take charge of subjects specifically referred to them. Such committees shall be appointed as ordered by the Board at the time they are created, and shall cease to exist when their work has been completed or when discharged by Board action.

ARTICLE XI -- PARLIAMENTARY PROCEDURE

Robert's Rules of Order (current) shall govern the consideration of all business and debate as far as applicable to this body and when not in conflict with Board policies or law.

A record of the Board's vote shall be preserved in the minutes on all propositions involving the creation of indebtedness; the sale, purchase, or leasing of any real estate; or on any contract for the construction, alteration, or repair of any building; or area which requires Board action; or on any amendment to the policies and by-laws of the Board; and also on any proposition submitted at the request of any members of the Board made before the announcement of a vote otherwise taken.

ARTICLE XII -- AMENDMENT OF BY-LAWS

These by-laws may be altered, repealed, amended or added to by a majority vote of all members of the Board at any regular meeting of the Board or at any special meeting called for that purpose, provided notice is given to the Board and each Board member shall have been furnished a copy of the proposed amendment or change (at least ten (10) days) prior to the meeting at which such amendment or change is to be acted on.

ARTICLE XIII -- FORMULATION OF POLICIES

When policies are found to be inadequate, contradictory or unclear, the appropriate committee of the Board or the Chancellor shall propose a policy for consideration by the Board for adoption to guide future related action. Such new policies as adopted shall be incorporated in the policy manual.

Policies may be adopted after consideration at one (1) or two (2) meetings of the Board by a majority vote. The Board can decide on the number of meetings required for adoption of the new policy based on the subject matter of the policy and the urgency of need for the new policy. Formal adoption of the policies shall be recorded and noted in the minutes of the Board.

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

BY-LAWS

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Policies are subject to amendment only by a majority vote and after consideration at one (1) or two (2) meetings. The Board can decide on the number of meetings required to make amendments to current policies based on the extent of the amendment and the urgency of need for the amendment. All amendments of the policies shall be recorded and noted in the minutes of the Board.

A policy may be waived at any meeting, with a quorum of the Board, to permit a specific action.

ARTICLE XIV – REVISOR OF BOARD BY-LAWS AND POLICIES

The Chancellor is hereby designated as the Revisor of Bylaws and Policies adopted by the Board of Trustees. The Chancellor shall, from time to time as he or she shall deem necessary, prepare amendments, corrections or clarifications to Board bylaws and policies for publication and distribution. Publication and distribution is to be accomplished in such manner as the Chancellor determines to be most appropriate. In preparing any amendment, correction or clarification for publication and distribution, the Chancellor shall not alter the sense, meaning or effect of any act of the Board of Trustees, but may:

- 1) renumber sections and parts of sections;
- 2) rearrange sections;
- 3) change reference numbers to agree with renumbered sections or subsections;
- 4) change capitalization for the purpose of uniformity;
- 5) correct manifest clerical or typographical errors;
- 6) remove obsolete matter within any section;
- 7) remove within any section language that conflicts with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that has been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States, when the same can be accomplished without impairing the sense or legality of the remainder of the section;
- 8) omit any section or sections that conflict with any lawful and controlling statute or regulation of the State of Nebraska or of the United States, or that have been determined to be unlawful as a result of a controlling decision of a court of the State of Nebraska or of the United States;
- 9) correct faulty internal references, and
- 10) harmonize provisions with former acts of the Board of Trustees in these By-laws or former policies adopted by the Board.

ARTICLE XV -- CONFLICT OF INTEREST; BOARD MEMBERS

No member of the Board shall in any manner, directly or indirectly, participate in the deliberation upon or the determination of any question affecting his or her personal interests, or the interests of any corporation, partnership or association in which the Board member is directly or indirectly personally interested. In addition, each member of the Board will file a disclosure statement as required by state law.

ARTICLE XVI – MEMBERS; REIMBURSEMENT AND REMUNERATION

Members of the Board shall receive no compensation for the performance of their Board duties, but may be reimbursed for their actual expenses incurred on Board affairs, including telephone and telegraph charges, postage, and travel expenses.

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

BY-LAWS

Legal Reference:	Article VII, Section 13	Constitution
	RRS 49-1106	Disclosure; contracts; filing; fines or incomplete filing penalty
	RRS 83-306	Director of administrative services; claims against the state; limitations
	RRS 84-302	Board of Trustees; officers
	RRS 84-306.1	Claims against the state; claim; content; automobile; airplane; statement required; receipts; personal maintenance expense
	RRS 84-1410	Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions or workshops
	RRS 84-1411	Meetings of public body; notice; contents; when available; right to modify; duties concerning notice; videoconferencing or telephone conferencing authorized; emergency meeting without notice; appearance before public body
	RRS 84-1412	Meetings of public body; rights of public; public body; powers and duties
	RRS 84-1414	Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties
	RRS 85-301	State Colleges; official names; board of trustees; appointment; no compensation; traveling expenses
	RRS 85-303	Board of Trustees; secretary; duties
	RRS 85-304	Board of Trustees; rules and regulations
	RRS 85-304	Board of Trustees; powers; enumerated
	RRS 85-314	Board of Trustees; utilities, service, sale or lease

- By-Laws Adopted: 1/28/77
- By-Laws Revised: 6/5/93
- By-Laws Revised: 12/3/98
- By-Laws Revised: 9/17/04
- By-Laws Revised: 3/31/06
- By-Laws Revised: 9/15/06
- By-Laws Revised: 11/14/08
- By-Laws Revised: 3/26/10
- By-Laws Revised: 9/9/11
- By-Laws Revised: 6/10/14
- By-Laws Revised: 1/16/18
- By-Laws Revised:

Attachment: Revisions to Board By-Laws (2261 : Revisions to Board By-Laws)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Sexual Violence or Sex Harassment 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, 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. This policy applies to students regardless of whether the other party involved is a fellow student, an employee, or a third party. 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 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 for ensuring 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 resources and services for assistance.

Scope

1. *To Whom Does this Policy Apply?*
 - a. Students
This policy applies to all students, including traditional students, online or distance education students, and students participating in dual enrollment programs.
2. *Where Does this Policy Apply?*
This policy applies to the following:
 - a. The campuses of the Nebraska State Colleges
 - b. Areas owned or controlled by the Colleges
 - c. Off campus, to the extent that the conduct occurring off campus has continuing adverse effects on campus or creates a hostile environment for a student. College educational programs or activities (whether on or off campus), including, but not limited to, internship and clinic programs and placements and College sponsored study-abroad programs.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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

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Conduct Prohibited by Board Policy 3020 and Definitions

Note: Being impaired by drugs or alcohol is not a defense to any violation of this policy.

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 who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with 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 or intimate partner 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 or intimate partner, 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.

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.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3020 Sexual Violence or Sex Harassment
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Sex/Gender Harassment: Sex/gender harassment is unwelcome conduct of a sexual nature that is sex or gender-based. Sex/gender harassment can include (but is not limited to) the following:

- Unwelcome sexual advances
- Requests for sexual favors
- Cyberbullying
- Other verbal, nonverbal, online, or physical conduct of a sexual nature
- 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. Sex/gender harassment is a violation of this policy.

i. *Quid Pro Quo Harassment*

Quid Pro Quo harassment is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature, by a person who has authority or power over another, when submission to the sexual conduct is made (either explicitly or implicitly) a condition of a person's academic standing, employment, participation in College programs or activities, or is used in evaluating a person's educational or employment performance, development, or progress or in making another decision that will affect the person's relationship with the Colleges.

ii. *Hostile Environment Harassment*

Sex and/or gender harassment creates a hostile environment for a student-victim when it is so severe, pervasive, or persistent that it interferes with, denies, or limits the student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of their sex or gender. A single incident, if sufficiently severe, can constitute a hostile environment. If conduct is sufficiently severe, it can create a hostile environment without being repetitive. Likewise, conduct that is less severe may not be sufficient to create a hostile environment without repeated incidents.

The determination regarding whether a hostile environment has been created requires objective and subjective consideration of the pertinent circumstances, including the type of conduct alleged, its severity, duration, and frequency, the context, including the parties' age, sex, and relationship to each other, and any history of similar behavior.

iii. *Retaliatory Harassment*

Retaliation is any adverse or negative action taken against an individual due to their report of a policy violation, their cooperation in an investigation into an alleged policy violation, or their engagement in any other protected activity.

Sexual Violence: Any intentional act of sexual contact (touching or penetration) that is accomplished toward another without their 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. *Note:* It is never appropriate for allegations of sexual violence to be resolved by mediation.

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 their safety or the safety of others; or, (b) suffer substantial emotional distress.

- i. "Course of conduct" is defined as two or more acts (including, but not limited to) acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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- ii. "Reasonable Person" is defined as a reasonable person under similar circumstances and with similar identities to the victim.
- iii. "Substantial emotional distress" is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

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.

Retaliation: Any adverse or negative action taken against an individual due to their report of a policy violation, their cooperation in an investigation into an alleged policy violation, or their engagement in any other protected activity.

Additional Definitions

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

Employee: An individual who is paid by the College to perform specific job duties, including faculty and staff, whether they are employed part-time or full-time.

Responsible Employee/Mandatory Reporter:

Any employee who has been tasked with reporting incidents of sexual misconduct by students to the Colleges' Title IX Coordinator. This includes employees who have the authority to take action to address sexual violence, and employees whom a student could reasonably believe has this authority or duty. See *"Reporting a Policy Violation to the Colleges"* on page 5 for additional information.

Confidential Employee: A College employee who does not have a duty to report incidents of sexual misconduct to the College's Title IX Coordinator. Medical or mental health professionals employed by the Colleges (Licensed Student Counselors, ~~and~~ Nurses and Athletic Trainers) are Confidential Employees and 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.

Reporting Party: An individual that makes a report to the College of a potential policy violation. This may be the alleged victim or a third party.

Alleged Victim: An individual who alleges to have been the victim in an incident(s) of sexual misconduct in violation of this policy.

Alleged Perpetrator/Responding Party: An individual who is alleged to have committed an act of sexual misconduct in violation of this policy.

Consent:**a. Definition**

Consent is positive cooperation in an act or expressing intent to engage in an act. Consent is indicated through words or conduct. An absence of words or conduct does not constitute consent. An individual who consents to a sexual act must give that consent voluntarily, and with knowledge and understanding of the nature of the act and their participation in it. Consent to one type of sexual activity does not necessarily constitute consent for another type of sexual activity. Consent can be withdrawn by any party at any time through words or conduct.

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b. Capacity to Consent

Consent can be invalidated (in other words, a person cannot give consent) in a number of situations.

- A person cannot give consent if they are incapacitated by drugs or alcohol, unconscious, passed out, asleep, coming in and out of consciousness, or if they have a disorder, illness, or disability that would impair their understanding of the act and their ability to make decisions.
- A person cannot give consent if they are under the threat of violence, injury, or other forms of coercion or intimidation.
- A person cannot give consent if they are forced, coerced, intimidated, or deceived into providing consent. Consent cannot be inferred from silence or passivity alone.

The fact that the alleged victim was under the influence of drugs/alcohol may be considered in determining whether that person had the capacity to consent to the act in question. If the person was incapacitated, the question of whether the alleged perpetrator knew, or should have known, that the alleged victim was incapacitated will be considered.

c. Lack of Consent

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 other party that 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.

Hostile Environment: Sex and/or gender harassment creates a hostile environment for a student-victim when it is so severe, pervasive, or persistent that it interferes with or limits the student's ability to participate in or benefit from the Colleges' services, activities, or opportunities because of their sex or gender.

The determination regarding whether a hostile environment has been created requires objective and subjective consideration of the pertinent circumstances, including the type of conduct alleged, its severity, duration, and frequency, the context, including the parties' age, sex, and relationship to each other, and any history of similar behavior.

Reporting a Policy Violation to the Colleges

There are multiple options available to an individual who wishes to report a policy violation to the College. Reports can be filed by the alleged victim or a third party. Reports can be made to the College's Title IX Coordinator, or to designated employees who are "Mandatory Reporters" (also known as "Responsible Employees"). Mandatory Reporters shall communicate the report to the College's Title IX Coordinator.¹ Pursuant to federal law, the College has a legal responsibility for documenting and reporting an incidence of sexual violence and sex harassment.

¹ An individual considering making a report to a Mandatory Reporter should be aware that any personally identifiable details they share with the Mandatory Reporter will be communicated to the Title IX Coordinator.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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

<u>Title IX Coordinator</u>	<u>Mandatory Reporters</u>
<p>Ted Tewahade Chadron State College 1000 Main Street Chadron, NE 69337 (308) 430-0980</p> <p>Eulanda Cade Peru State College PO Box 10 Peru, NE 68421-0010 (402) 872-2230</p> <p>David McMahan Wayne State College 1111 North Main Street Wayne, NE 68787 (402) 375-7213</p>	<ul style="list-style-type: none"> • President • Vice Presidents • Deans • College Title IX Coordinator and Designees (<i>contact information is listed to the left</i>) • Dean of Students • Housing/Residence Life Staff to include: <ul style="list-style-type: none"> ○ Directors ○ Managers ○ Assistant Directors ○ Senior Residence Hall Advisors ○ Residence Hall Advisors • Coaches and Assistant Coaches • Campus Security Officers <p>Reports to the above designated employees will constitute “notice” to the College for the purposes of considering an investigation and institutional response in conjunction with the Title IX Coordinator.</p> <p>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.</p> <p><i>Exception Regarding Employee Reporting:</i> 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 College (Licensed Student Counselors, and Nurses <u>and Athletic Trainers</u>) 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.</p>

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- i. No Time Limit on Reporting
There is no time limit for reporting a policy violation to the College. However, the more time that passes between the alleged policy violation and the report to the College the more difficult it becomes for the College to respond and/or investigate the matter to determine whether the alleged perpetrator is responsible for the alleged behavior. Additionally, if the alleged perpetrator graduates or otherwise leaves the College, the College will not have the ability to hold them accountable if they are found responsible for sexual misconduct. Therefore, the College encourages early reporting of incidents that may be policy violations.
- ii. Requests for Confidentiality, No Investigation, or Informal Resolution
An alleged victim may request the following: (1) for their name to be kept confidential, (2) for there to be no investigation into the alleged incident, or (3) for an informal resolution process. The College will take all reasonable steps to investigate and respond to the report consistent with the alleged victim's request. In determining whether it is possible to grant a request, the Title IX Coordinator must balance the request with their overall duty of providing a safe and non-discriminatory campus environment. Alleged victims who make these requests should understand that their request may limit the College's ability to respond fully to their concern. The College will offer appropriate resources and support to the alleged victim.
- iii. Interim Measures
A range of interim measures are available to ~~protect~~ the alleged victim and the alleged perpetrator, as necessary, throughout the Title IX investigation. Any interim measures required will be put in place as soon as reasonably possible and will be provided equitably. The following are examples of interim measures that the College can implement: a no-contact order; a no-trespass order; a temporary suspension; a change in academic or living situations; access to counseling and academic support; the option to complete courses online, via independent study, or from a distance; the option to re-take a course or withdraw without penalty; and assistance working with professors to make up tests or assignments. When possible, interim measures will be taken at no cost to the alleged victim or the alleged perpetrator.

Students may be ordered to leave the College under a temporary suspension pending disciplinary action due process, per Board Policy 3200, in the event that the student's continued presence is believed to threaten the safety or health of another person or for reasons at the discretion of the Vice President responsible for Student Affairs. The following factors are considered when determining whether a temporary suspension is an appropriate interim measure:

- Whether the circumstances suggest a risk to the greater College community
- Whether there is a risk that the accused student will commit additional acts of sexual misconduct
- Whether there have been other sexual misconduct complaints against the accused student
- Whether the sexual misconduct was allegedly committed by multiple perpetrators
- Any additional information that the Vice President for Student Affairs considers relevant

In the event that a temporary suspension is issued, the suspended student may appeal the temporary suspension in writing to the Vice President for Student Affairs within X5 working days. The Vice President will respond to the appeal within X5 working days.

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Reporting Conduct to Law Enforcement

Violations of this policy that constitute criminal conduct may be reported to law enforcement. Reporting conduct to the College and reporting conduct to law enforcement are two separate processes. A reporting party can choose to report the conduct only to the College,² or only to law enforcement, or to both the College and 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.

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.

If a report is made to law enforcement and the agency pursues an investigation, the College will cooperate with the law enforcement agency.

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 or implement an interim measure; (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.

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.

Investigation Procedures

² There is one exception: employees (even medical or mental health professionals who are Confidential Employees) 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. In Nebraska, the age of majority is 19.

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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 a Policy Violation to the Colleges”), the initial report shall be shared with the Title IX Coordinator as quickly as possible.
- 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 System Director for Title IX, 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-finding regarding the report using a “preponderance of the evidence” standard (which means he or she will assess whether it is more likely than not that alleged sexual violence or harassment occurred) and will provide the recommendation to the Vice President responsible for Student Affairs ~~and the President~~. The Title IX Coordinator will also issue separate written statements to the alleged perpetrator and the alleged victim, informing them of the determination-findings and recommendation to the Vice President for Student Affairs ~~and the President~~.

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- 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 accordance with Board Policies 3100 and 3200. 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.
- 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. (Any sanctions imposed during the disciplinary process will go into effect *after* the 7-day window for appeals closes, and if an appeal occurs, after it is complete. However, existing interim measures [such as a temporary suspension] may remain in place.)

Requests to extend the 7-day window for appeals for good cause must be submitted in writing to the Vice President and will be decided on a case-by-case basis. 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.

Conflicts of Interest in Investigations

Conflicts of interest (~~whether real or perceived~~) by those handling a Title IX investigation or response will not be permitted. A party who wishes to raise a concern regarding a conflict of interest (~~whether real or perceived~~) in the investigation or response process may submit their concern in writing as soon as possible to the Vice President for Student Affairs.

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 alleged victims, alleged perpetrators, and 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		
Policy Revised:	6/16/17		
Policy Revised:	7/31/17		

Policy Revised:

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

June 19, 2018

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

The proposed revision provides information regarding when a student may be temporarily suspended pending disciplinary due process.

The System Office recommends approval of the Revisions to Board Policy 3100; Conduct & Discipline; Students.

ATTACHMENTS:

- Revisions to Board Policy 3100 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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BOARD POLICY

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

PROCEDURE

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

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

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

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

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

Misconduct

The following acts shall be considered to constitute misconduct for which an offending student or student organization may be subject to disciplinary sanctions.

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

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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4. Misuse of computers or computing resources, including, but not limited to, violating the following federal regulations: the Copyright Act of 1976 and the Fair Use Guidelines, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002;
 5. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of College property including outdoor areas and parking lots;
 6. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or College staff intervention;
 7. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
 8. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior; or inflicting willful and repeated harm through the use of computers, cell phones, and other electronic devices;
 9. Any act occurring on College property or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
 10. Sex harassment or sexual violence, as Board Policy #3020 defines those terms;
 11. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
 12. Theft or attempted theft of any property or receipt of stolen property;
 13. Damaging or attempting to damage property of the College or of another individual;
 14. Using or possessing bombs, explosives, incendiary devices, or fireworks;
 15. Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires;
 16. Failing to report a fire or any other extremely dangerous condition when known or recognized on College property or on the premises of any student housing unit;
 17. Possessing or selling firearms, ammunition, weapons, explosives, or dangerous chemicals on College property or on the premises of any student housing unit;
 18. Obstructing or failing to comply with the directions of a law enforcement officer, firefighter, or College official in the performance of his or her duty on College property, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization;

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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19. Hazing any person. Consent of the victim of the hazing will not constitute a defense to an allegation of misconduct for hazing. Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization;
 20. Committing any unlawful act of indecent exposure or public indecency;
 21. Participating in any gambling activity in violation of the laws of the State of Nebraska or of the United States;
 22. Unauthorized use of any College property, facilities, equipment or materials;
 23. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock;
 24. Serious traffic violations on the campus, including, but not limited to, operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
 25. Violation of any student housing unit policy, rule or regulation;
 26. Failure to redeem or make arrangements to redeem, within one week after receipt of written notice, an insufficient funds or no account check submitted to the College for cash or for payment of College goods or services;
 27. Abuse of College disciplinary proceedings which includes, but is not limited to, failure to obey a request to appear before a disciplinary officer or committee, falsification of testimony, disruption or interference with the orderly conduct of any hearing, attempting to discourage any person from using College disciplinary procedures or participating in such procedures, attempting to influence the impartiality of a member of a disciplinary committee prior to any proceeding, filing a malicious, false or frivolous complaint, verbal or physical harassment or intimidation of a member of a disciplinary committee prior to, during, or after a proceeding, failure to comply with any sanction imposed, influencing or attempting to influence another person to commit an abuse of disciplinary proceedings, and a violation of the privacy rights of any student or College employee in regard to a disciplinary proceeding;
 28. Any act by a student which occurs on the campus, while studying abroad, on the premises of any student housing unit or at any activity or event sponsored by the College or an organization which is in violation of any ordinance of the municipality in which the College resides, shall constitute misconduct;
 29. Falsely setting off or otherwise tampering with any emergency safety equipment, fire alarm, or other device established for the safety of individuals and/or college facilities;
 30. Harassing or discriminating against any student, faculty or staff member, as defined in Board Policy 3021, on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion or age; and
 31. Any other activity or conduct prohibited by the College in published policies.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3100 Conduct & Discipline; Students

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Unreasonably Dangerous or Threatening Conduct Toward Self

Student behaviors and actions that are unreasonably dangerous to self or which threaten the student's own safety or health may constitute misconduct under this Policy and may be addressed by the College administration through the disciplinary process. When practicable and appropriate, efforts will be made to advise students regarding voluntary withdrawal options in lieu of initiating disciplinary due process as set forth in Board Policy #3200.

At the discretion of the Vice President responsible for student affairs/services, a student may be allowed to voluntarily withdraw when continued enrollment no longer appears to be in the best interests of the student and/or College in conjunction with mutually agreed upon conditions that will be required for the student to reapply for admission.

Temporary Suspension

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

Disciplinary Sanctions

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

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

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

Policy Adopted: 1/28/77
 Policy Revised: 4/3/81
 Policy Revised: 6/5/93
 Policy Revised: 3/11/94
 Policy Revised: 8/29/97
 Policy Revised: 3/28/08
 Policy Revised: 3/25/11
 Policy Revised: 1/18/12
 Policy Revised: 4/25/14
 Policy Revised: 6/10/16

Policy Revised:

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

June 19, 2018

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

The proposed revisions clarify due process procedures for students accused of misconduct under the terms of Board Policy 3100. Additionally, the policy is being amended to require the Title IX Coordinator or designee to present evidence to support their findings during a hearing on a Title IX matter.

The System Office recommends approval of the Revisions to Board Policy 3200; Due Process -- Students.

ATTACHMENTS:

- Revisions to Board Policy 3200 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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BOARD POLICY

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

PROCEDURE

1. The student shall be notified in writing by an appropriate College official that he/she is accused of misconduct. The student shall be made aware of grounds which would justify such action by way of the student handbook or other published College regulation.
2. The student shall be notified that he/she may elect one of three courses of action. The student shall be advised of a date (deadline) by which such an election must be communicated to the appropriate College official.
 - a. The student may admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
 - b. The student may admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.
 - c. The student may deny the alleged violation, in which case, the appropriate College official shall refer him/her to the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.

NOTE: If the student fails to respond to the appropriate College official in a timely manner according to the date (deadline) and/or fails to elect one of the three courses of action, the appropriate College official may address the alleged misconduct without providing further due process.

3. Under option 2a noted above, the College may address the alleged misconduct without providing further due process. The student's decision can be binding, if freely and knowingly made, even though suspension, expulsion or the imposition of a stigmatizing sanction might result. Students should be advised in writing of all risks associated with any waiver of due process rights and provided a reasonable amount of time to consider their decision and to confer with a family member or advisor.
4. If the student selects either option 2b or 2c as noted above, a hearing shall be conducted in accordance with the following procedure within ten (10) class days, unless the student requests an extension in writing, which shall not be unreasonably denied. Requests for an extension should be directed to the Vice President for Student Affairs or their designee as soon as possible. Students studying abroad shall be under the direction of the accompanying College official until his/her return to campus, at which time, if needed, the due process procedures will commence.
 - a. Prior to the hearing, the student shall be entitled to the following:
 - Written notification of the time and place of the hearing with reasonable time allowed for grievant to prepare a presentation and defense.
 - A written statement of the allegations (incident or behavior) with sufficient particularity so that the student may prepare his/her defense.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

Page 2 of 3

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- The grounds which would justify disciplinary action cited in the student handbook or Board Policy and the possible sanctions that may be imposed.
 - Written notification of the names of the witnesses who are directly responsible for having reported the allegations, or, if there are no such witnesses, written notification of how the allegations came to the hearing panel's attention, and
 - A copy of all documentary evidence to go before the hearing panel.
- b. The student shall be entitled to appear in person before the hearing panel, and may call witnesses ~~in~~ on his/her behalf. If the student does not appear before the hearing panel, the hearing shall be held in his/her absence.
- Title IX Matters: If the hearing concerns a violation of Board Policy 3020, the College's Title IX Coordinator or designee shall present the evidence supporting his/her finding of responsibility.
- c. The student shall be entitled to be accompanied by a person of his or her own choosing from the College community to assist in the proceedings or by counsel at the student's expense. An attorney or advisor, if present at the request of the student, may be present to counsel the student, but may not directly participate in the hearing by making oral presentations or arguments, examine or cross-examine a witness, or object to testimony of a witness or to introduction of other evidence.
- d. The student shall be entitled to ask questions of the hearing panel or any witnesses.
- e. The student shall be entitled to an expeditious hearing of the case.
- f. ~~The student shall be able to request that the hearing be either open or closed to the public. This request shall be made to the chair of the hearing panel.~~ Hearings are closed to the public.
- g. ~~An audio-recording of the hearing will be kept made and kept by the College consistent with document retention schedules. by the hearing panel.~~
- h. The student shall be entitled to an explanation in writing of the reasons for any decisions rendered against him/her and the discipline imposed, and shall be given access to the hearing panel's decision for his/her personal records.
5. The hearing panel designated by the College shall be composed of College administrators, faculty, staff, and/or students. Such selection shall be at the approval of the President or designated Vice President. Individuals serving on this panel need not be disqualified because they have superficial knowledge of the background of the case, or because they may know the participants. The basic test shall be whether or not the panelist can judge the case fairly, without bias or prejudice, and solely on the evidence presented.
6. The hearing panel shall be the decision-making body acting independent of the President.
7. Technical rules of evidence or procedure need not be employed in hearing proceedings. A student's misconduct shall be determined by a preponderance of the evidence (i.e., it is more likely than not that misconduct occurred). Hearing decisions need not be unanimous. A simple majority vote shall be sufficient. Hearsay evidence is not required to be excluded, but a finding of misconduct on hearsay evidence alone is not appropriate in hearings, including a serious disciplinary case such as suspension or expulsion.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3200

Due Process -- Students

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8. Members of the hearing panel shall have the opportunity to examine the case file beforehand, and to question the accused and witnesses at the hearing.
 9. The student shall be notified of his/her right to appeal the decisions of the hearing panel to the Vice President responsible for student affairs/services. Appeals must be in writing and are due to the Vice President within five (5) class days after the student received the hearing panels' decision. If the Vice President was a member of the hearing panel, this step of the appeal process is not applicable and the student may appeal directly to the President. Appeals to the Vice President must be based on one of the following grounds:
 - a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
 10. The student shall be notified of his/her right to appeal the decisions of the Vice President to the President, who has final authority. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the President. Appeals to the President are due within five (5) class days after the student receives the Vice President's decision. Appeals to the President must be based on one of the following grounds:
 - a. Procedural due process was violated;
 - b. The sanction was excessive;
 - c. The evidence did not support the decision; or,
 - d. Substantive new information is available that was not available at the hearing.
 11. Appeals of the President's decision may be submitted to the Chancellor but shall be limited to allegations that fair procedural process has not been provided in accordance with Board Policy 3200. Appeals to the Chancellor must be in writing and are due within five (5) class days after the student receives the President's decision. Should the student appeal, any action assessed by the hearing panel shall be suspended until acted upon by the Chancellor.

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

Policy Adopted: 1/28/77
 Policy Revised: 6/5/93
 Policy Revised: 3/11/94
 Policy Revised: 4/11/03
 Policy Revised: 6/2/06
 Policy Revised: 3/28/08
 Policy Revised: 3/25/11
 Policy Revised: 4/20/12

Policy Revised:

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

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board Policies 3401; Non-Resident Scholars Program, 4830; Academic Reports and 6021; Income; Tuition, Online Rate and Dual Enrollment Rate**

The revisions to Board Policy 3401, 4830 and 6021 are being made to update criteria for the Non-Resident Scholars Program and expand opportunities for out-of-state and international students. The title is also changed to the Nebraska Access Program.

The System Office recommends approval of the Revisions to Board Policies 3401, 4830 and 6021 Regarding the Non-Resident Scholars Program.

ATTACHMENTS:

- Revisions to Board Policy 3401 (PDF)
- Revisions to Board Policy 4830 (PDF)
- Revisions to Board Policy 6021 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3401 ~~Non-Resident Scholars~~ Nebraska Access Program Page 1 of 1

BOARD POLICY

The Board has authorized a special ~~Non-Resident Scholars~~ Nebraska Access tuition rate for qualifying students. This program will be known as the Nebraska Access Program (formerly known as the Non-Resident Scholars Program). The program will be available to qualified non-resident students seeking admission to and continuing enrollment at Chadron, Peru or Wayne State College.

The purpose of this program is to increase access for out-of-state students. The program is intended to increase residence hall occupancy and facility utilization.

Academic Program requirements:

1. Freshman
 - a. Must score a 22 ACT or 1100 SAT or above, or
 - b. Must be in the upper half of their high school graduating class, or
 - c. Must have a minimum high school cumulative GPA of 3.25 on a 4.0 scale.
 - d. To continue in the program, students are required to maintain ~~a cumulative 3.0 GPA~~ eligibility for enrollment.
2. Transfer Students
 - a. ~~Must have a 3.0 cumulative GPA for all previous work attempted at all colleges attended. All transfer students will be eligible for the program.~~
 - b. To continue in the program, transfer students are required to maintain ~~a cumulative 3.0 GPA~~ eligibility for enrollment.
3. Entering Graduate Students
 - a. Must have a cumulative GPA of 3.5 for all previous work attempted at all colleges attended.
 - b. To continue in the program, graduate students are required to maintain a 3.5 cumulative GPA.
4. ~~Continuing Undergraduate~~ International Students
 - a. Freshmen students are eligible under item #1.
 - b. Freshmen students who do not meet eligibility requirements under item #1 will be eligible for the Nebraska Access Program once they have earned a cumulative 2.5 GPA for all coursework attempted at the State College in which they are enrolled or if they reside in on-campus housing and purchase an on-campus (non-commuter) meal plan.
 - c. Transfer students are eligible under item #2.
 - d. Graduate students are eligible under item #3.
 - a. ~~Must have a cumulative 3.0 GPA for all previous work attempted at the college.~~
 - b.e. To continue in the program, international students are required to maintain ~~a cumulative 3.0 GPA~~ eligibility for enrollment.

History: The Chadron State College Non-Resident Scholars Program was implemented during the 1988-89 academic year. The Peru State and Wayne State College programs were initiated in 1990-91.

Legal Reference: RRS 85-504 State educational institutions; fees; waiver
RRS 85-501 State educational institutions; non-resident fees

Policy Adopted:	1/28/77	Policy Revised:	4/9/02	<u>Policy Revised:</u>
Policy Revised:	2/7/83	Policy Revised:	9/17/04	
Policy Revised:	10/16/86	Policy Revised:	6/6/08	
Policy Revised:	6/5/93	Policy Revised:	6/2/11	
Policy Revised:	3/11/94	Policy Revised:	9/9/16	
Policy Revised:	11/13/01	Policy Revised:	11/17/17	

ACADEMICS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 4830 Academic Reports

Page 1 of 1

BOARD POLICY

The following reports will be submitted to the Chancellor and System Office according to procedures established by Board policy.

1. IPEDS;
2. NEEDS;
3. Board of Trustee Scholarship recipients;
4. Enrollment;
5. Instructional load;
6. Graduation lists;
7. ~~Non-resident scholars~~ Nebraska Access Program;
8. Off-campus offerings;
9. Teaching Excellence Award nominees;
10. Program review;
11. Accreditation schedules;
12. Credit Hour/Major Production;
13. Program/Degree listings;
14. Academic calendars; and
15. Coordinating Commission reports, requests, and proposals

Policy Adopted: 6/5/93
 Policy Revised: 6/2/06
 Policy Revised: 11/7/14
Policy Revised:

FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 6021

**Income; Tuition, Online Rate
and Dual Enrollment Rate**

Page 1 of 2

BOARD POLICY

The Board shall fix and collect tuition for resident, non-resident, undergraduate and graduate students who matriculate at the Colleges. The Board shall also fix and collect an online rate for online courses.

TUITION RATES The following guidelines will be used in establishing tuition rates:

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

SPECIAL TUITION RATES

1. ~~Non-resident Scholars~~ The Nebraska Access Program tuition rate shall be 100 percent (100%) of the resident rate.
2. The Midwestern Higher Education Compact tuition rate shall be 150 percent (150%) of the resident rate.
3. Iowa and South Dakota residents will be eligible for the Midwestern Higher Education Compact tuition rate.
4. The "One Rate Any State" tuition rate for undergraduate, non-resident, on-site students at Peru State College is one dollar (\$1.00) above the undergraduate, resident rate.
5. The "Eagle Rate" tuition rate for undergraduate, non-resident, on-site students at Chadron State College is one dollar (\$1.00) above the undergraduate, resident rate.
6. The "Bridge" tuition program at the College Center in South Sioux City for undergraduate and graduate on-site students is one dollar (\$1.00) above the undergraduate and graduate resident rates, respectively.

FISCAL OPERATIONS, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 6021 Income; Tuition, Online Rate,
and Dual Enrollment Rate**

Page 2 of 2

ONLINE RATES

The following guidelines will be used in establishing online rates:

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

DUAL ENROLLMENT RATE

The following guidelines will be used in establishing the dual enrollment program rate:

1. The dual enrollment rate will be inclusive of tuition and fees. In addition, every student who matriculates to any College for the first time shall pay a matriculation fee.
2. The only fee required for dual enrollment courses is the Capital Improvement Fee.
3. Each College will assure credit to the Capital Improvement Fee of the current approved rate for the fee, which fee is included in the dual enrollment rate.

Legal Reference:	RRS 85-501	State educational institutions; Non-resident fees
	RRS 85-503	State educational institutions; Tuition
Policy Adopted:	3/11/94	
Policy Revised:	2/10/05	
Policy Revised:	9/14/07	
Policy Revised:	4/17/09	
Policy Revised:	9/9/11	
Policy Revised:	6/15/12	
Policy Revised:	6/25/13	
Policy Revised:	9/6/13	
<u>Policy Revised:</u>		

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

June 19, 2018

ACTION: **Approve Contract with Clark Creative Group for Wayne State College**

Wayne State requests approval to enter into a Contract for Services with Clark Creative Group for radio, television, and digital advertising placement and monitoring services in the amount of \$355,000. This advertising will run for 35 weeks from August 2018 through May 2019. Clark Creative Group provided creative services and advertising placement for the Nebraska State Colleges in 2016-2017 and provided Wayne State with advertising placement in 2017-2018.

The System Office and Wayne State College recommend approval of the Contract with Clark Creative Group for Wayne State College.

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: Approve Revised Operating Budgets for 2017-2018

The budgets have been revised to reflect encumbrances and carry forwards from 2016-17, cash fund adjustments approved by the Board, as well as Nebraska Opportunity Grant (NOG) and other funds received through the Coordinating Commission for Postsecondary Education (CCPE). Federal funds awarded during 2017-18 are also included.

A table comparing the preliminary budgets along with the revised budgets follows:

2017-2018 Operating Budgets

	Chadron		Peru		Wayne	
	Preliminary	Revised	Preliminary	Revised	Preliminary	Revised
General Fund	\$17,764,514	\$17,393,991	\$10,004,272	\$ 9,795,599	\$22,232,238	\$21,768,589
Cash Fund	\$13,892,792	\$15,224,844	\$ 8,965,406	\$ 9,836,701	\$16,213,015	\$20,399,963
Federal Funds	\$13,689,798	\$15,089,798	\$12,820,000	\$12,820,000	\$20,229,900	\$20,229,900
TOTAL	\$45,347,104	\$47,708,633	\$31,789,678	\$32,452,300	\$58,675,153	\$62,398,452

The System Office revised operating budget is also attached.

The System Office recommends approval of the Revised Operating Budgets for 2017-2018.

ATTACHMENTS:

- CSC Revised Operating Budget (PDF)
- PSC Revised Operating Budget (PDF)
- WSC Revised Operating Budget (PDF)
- SO Revised Operating Budget (PDF)

Expenditure Type	801	802	803	804	805	806	807	808	Total
	CSC 1.0 Instruction	CSC 2.0 Research	CSC 3.0 Public Svc	CSC 4.0 Acad Supp	CSC 5.0 Student Svc	CSC 6.0 Gen Admin	CSC 7.0 Plant O&M	CSC 8.0 Student Aid	
Personal Services									
Permanent Staff:									
Faculty FTE	96.00								96.00
Professional Staff FTE	2.54		3.00	32.74	31.46	40.88	0.50		108.12
Support Staff FTE			2.00	9.00	5.00	14.00	33.55		62.55
Salaries	6,863,440	0	400,729	2,112,186	1,928,255	2,749,406	954,622		15,008,637
Benefits	2,186,028		151,141	748,807	612,945	1,116,269	480,279		5,295,470
Total Permanent Salaries & Benefits	9,049,468	0	551,870	2,860,993	2,541,200	3,865,675	1,434,901	0	20,304,107
Temporary Staff:									
Part-time Faculty FTE	21.75								21.75
Graduate Assistant FTE	9.00								9.00
Federal Work-study FTE	12.00	0.00	0.00	4.00	3.00	2.50	0.00	0.00	21.50
Other Student FTE	1.00	0.20	4.60	3.43	3.40	3.00	3.00	0.00	18.63
Other Straight-time FTE									
Other FTE									
Salaries	917,429	15,376	104,440	103,970	685,266	276,465	124,239	0	2,227,185
Benefits	65,000		3,995	3,977	25,255	10,575	2,839		111,641
Total Temporary Salaries & Benefits	982,429	15,376	108,435	107,947	710,521	287,040	127,078	0	2,338,826
Total Personal Services	\$ 10,031,897	\$ 15,376	\$ 660,305	\$ 2,968,940	\$ 3,251,721	\$ 4,152,715	\$ 1,561,979	\$ -	\$ 22,642,933
Total Operating Expenses	669,028	6,294	135,047	813,883	749,103	1,861,008	1,487,070	0	5,721,433
Total Supplies	300,826	8,769	117,077	577,674	518,351	265,725	753,877	0	2,542,299
Total Travel	250,334	3,261	1,372	76,022	661,668	135,133	53,929	0	1,181,719
Total Capital Outlay	20,557	0	0	0	0	95,684	0	0	116,241
Tuition Remissions and Exemptions	27,884		33	246	44,975	9,424	108	331,542	414,212
Total General/Cash Budget	\$11,300,526	\$33,700	\$913,833	\$4,436,765	\$5,225,818	\$6,519,689	\$3,856,962	\$331,542	\$32,618,836
Federal FTE	0.00	0.00	0.50	0.00	6.67	0.00	0.00	0.00	7.17
Total Federal Funds	0	52,000	31,000		510,000	1,000	0	14,495,798	15,089,798
Total Expenditures	\$11,300,526	\$85,700	\$944,833	\$4,436,765	\$5,735,818	\$6,520,689	\$3,856,962	\$14,827,340	\$47,708,634
General Funds	8,009,160		39,477	2,623,053	2,506,400	2,810,901	1,405,000		17,393,991
Cash Funds	3,291,365	33,700	874,356	1,813,712	2,719,418	3,708,788	2,451,963	331,542	15,224,844
Federal Funds	0	52,000	31,000	0	510,000	1,000	0	14,495,798	15,089,798
Total Funds	11,300,525	85,700	944,833	4,436,765	5,735,818	6,520,689	3,856,963	14,827,340	47,708,633

General Funds: Includes new appropriation of 17,764,514 with a midyear reduction of 370,522.83
 Cash Funds: Includes new appropriation of 12,466,333, tuition and fees adjustment 1,426,459 adjustment for NOG funding 331,542 and carryforward encumbrances of 1,645,510 as well as a midyear reduction of 645,000

Attachment: CSC Revised Operating Budget (2228 : Revised Operating Budgets for 2017-2018)

PERU STATE COLLEGE
2017-2018 REVISED OPERATING BUDGET

June 19, 2018

Expenditure Type	PCS 1.0 Instruction	PCS 2.0 Research	PCS 3.0 Public Svc	PCS 4.0 Acad Supp	PCS 5.0 Student Svc	PCS 6.0 Gen Admin	PCS 7.0 Plant O&M	PCS 8.0 Student Aid	Total
Personal Services									
<u>Permanent Staff:</u>									
Faculty FTE	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.00
Professional Staff FTE	9.51	0.00	0.00	15.25	18.04	25.00	2.00	0.00	69.80
Support Staff FTE	4.00	0.00	0.00	3.00	2.00	8.00	20.00	0.00	37.00
Salaries	3,647,365	0	0	758,727	833,798	1,038,790	788,735	0	7,067,415
Benefits	1,361,051			252,909	277,933	346,263	262,912		2,501,068
Total Permanent Salaries & Benefits	5,008,416	0	0	1,011,636	1,111,731	1,385,053	1,051,647	0	9,568,483
<u>Temporary Staff:</u>									
Part-time Faculty FTE	41.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41.25
Graduate Assistant FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Work-study FTE	0.00	0.00	0.00	0.00	3.21	0.00	0.00	0.00	3.21
Other Student FTE	0.00	0.00	0.60	1.20	0.00	0.50	0.25	0.00	2.55
Other Straight-time FTE	0.00	0.00	0.00	0.50	1.80	0.20	0.00	0.00	2.50
Salaries	1,009,331	0	9,393	37,831	189,096	32,329	26,765	0	1,304,745
Benefits	83,610	0	778	3,134	15,664	2,678	2,217	0	108,081
Total Temporary Salaries & Benefits	1,092,941	0	10,171	40,965	204,760	35,007	28,982	0	1,412,826
Total Personal Services	\$6,101,357	\$0	\$10,171	\$1,052,601	\$1,316,491	\$1,420,060	\$1,080,629	\$0	\$10,981,309
Total Operating Expenses	514,202	0	10,170	1,413,589	434,302	3,248,520	1,545,751	0	7,166,534
Total Supplies	47,696	0	0	36,299	200,106	244,703	199,425	0	728,229
Total Travel	71,345	0	0	39,160	243,617	132,097	0	0	486,219
Total Capital Outlay	0	0	0	0	0	45,000	0	0	45,000
Tuition Remissions and Exemptions	0	0	0	0	210,364	0	0	14,645	225,009
Total General/Cash Budget	\$6,734,600	\$0	\$20,341	\$2,541,649	\$2,404,880	\$5,090,380	\$2,825,805	\$14,645	\$19,632,300
Federal FTE	0.00	0.00	0.00	0.00	2.68	0.00	0.00	0.00	2.68
Total Federal Funds	0	0	0	0	322,484	0	0	12,497,516	12,820,000
Total Expenditures	\$6,734,600	\$0	\$20,341	\$2,541,649	\$2,727,364	\$5,090,380	\$2,825,805	\$12,512,161	\$32,452,300
Fund Sources									
General Funds (1)	\$5,235,532	\$0	\$0	\$1,011,636	\$1,111,731	\$1,385,053	\$1,051,647	\$0	\$9,795,599
Cash Funds (2)	1,499,068	0	20,341	1,530,013	1,293,149	3,705,327	1,774,158	14,645	9,836,701
Federal Funds (3)	0	0	0	0	322,484	0	0	12,497,516	12,820,000
Total Funds	\$6,734,600	\$0	\$20,341	\$2,541,649	\$2,727,364	\$5,090,380	\$2,825,805	\$12,512,161	\$32,452,300

(1) General Funds Appropriation \$10,004,272, LB 499 reduction in appropriation (\$208,673). Total General Funds \$9,795,599.

(2) Cash Funds \$8,690,406, BAA Funds \$275,000, reduction for the enrollment impact (\$570,661), carry forward \$1,441,956. Total Cash Funds \$9,836,701.

(3) Federal Funds \$12,820,000

Attachment: PSC Revised Operating Budget (2228 : Revised Operating Budgets for 2017-2018)

WAYNE STATE COLLEGE
2017-18 OPERATING BUDGET

June 19, 2018

*** REVISED PLAN ***

EXPENDITURE TYPE	PCS 1.0 Instruction	PCS 2.0 Research	PCS 3.0 Publ.Serv.	PCS 4.0 Acad.Supp.	PCS 5.0 Stdnt. Srv.	PCS 6.0 Inst. Adm.	PCS 7.0 Plant O&M	PCS 8.0 Stdnt. Aid	TOTAL
Personal Services									
<u>Permanent Staff:</u>									
Faculty FTE	126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126.00
Professional Staff FTE	7.09	0.00	0.00	27.00	45.31	34.48	4.00	0.00	117.88
Support Staff FTE	13.00	0.00	0.00	7.00	8.63	23.95	39.50	0.00	92.08
Salaries	9,989,220	0	0	2,025,653	2,847,669	2,854,061	1,621,656	0	19,338,259
Benefits	3,163,985	0	0	689,792	1,034,943	1,348,030	749,281	0	6,986,031
Total Permanent Salaries & Benefits	13,153,205	0	0	2,715,445	3,882,612	4,202,091	2,370,937	0	26,324,290
<u>Temporary Staff:</u>									
Part-time Faculty FTE	35.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	35.50
Graduate Assistant FTE	4.65	0.00	0.00	0.00	3.72	0.00	0.00	0.00	8.37
Federal Work-Study FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Straight-time FTE	1.14	0.00	1.01	6.87	8.25	5.77	3.15	0.00	26.19
Other Student FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries	1,625,000	0	39,500	149,975	305,150	149,975	60,700	0	2,330,300
Benefits	124,315	0	3,025	11,473	23,345	11,475	4,645	0	178,278
Total Temporary Salaries & Benefits	1,749,315	0	42,525	161,448	328,495	161,450	65,345	0	2,508,578
Total Personal Services	14,902,520	0	42,525	2,876,893	4,211,107	4,363,541	2,436,282	0	28,832,868
Total Operating Expenses	1,318,131	4,775	140,729	699,579	412,505	1,864,967	2,297,863	0	6,738,549
Total Supplies	1,591,551	6,278	82,900	579,908	460,005	1,475,781	355,000	0	4,551,423
Total Travel	125,000	9,300	1,025	290,000	597,000	130,095	3,500	0	1,155,920
Total Capital Outlay	60,000	0	0	60,000	20,000	15,000	15,000	0	170,000
Tuition Remissions and Exemptions	0	0	0	0	0	0	0	719,792	719,792
Total General/Cash Budget	17,997,202	20,353	267,179	4,506,380	5,700,617	7,849,384	5,107,645	719,792	42,168,552
FEDERAL FUNDS									
FTE	2.50	0.00	0.00	0.00	4.77	0.00	0.00	5.99	13.26
Total Federal Funds	250,000	0	0	0	500,000	0	0	19,479,900	20,229,900
Total Expenditures	18,247,202	20,353	267,179	4,506,380	6,200,617	7,849,384	5,107,645	20,199,692	62,398,452
Fund Sources									
General Funds*	9,783,657	0	0	2,421,155	3,467,200	3,936,122	2,160,455	0	21,768,589
Cash Funds*	8,213,545	20,353	267,179	2,085,225	2,233,417	3,913,262	2,947,190	719,792	20,399,963
Federal Funds	250,000	0	0	0	500,000	0	0	19,479,900	20,229,900
Total Funds	18,247,202	20,353	267,179	4,506,380	6,200,617	7,849,384	5,107,645	20,199,692	62,398,452

*General Funds: Includes new appropriation of \$22,232,238 less legislative 2% budget cut of \$463,649.

*Cash Funds: Includes new appropriation of \$15,328,510, adjustment for tuition/fee increases of \$884,505, carryforward balance of \$3,733,266, one-time base adjustment of \$80,000, 17-18 NOG funds of \$632,322, NDE Attracting Excellence to Teaching funds of \$54,000 and 17-18 CCPE ACE Scholar funds of \$14,160 less base budget adjustment of \$326,000 and 16-17 NOG funds of \$800 returned.

Attachment: WSC Revised Operating Budget (2228 : Revised Operating Budgets for 2017-2018)

REVISED

NEBRASKA STATE COLLEGE SYSTEM OFFICE 2017-18 OPERATING BUDGET			
PERSONAL SERVICES	GENERAL FUNDS	CASH FUNDS	TOTAL
Professional FTE	12		12
Salaries	1,440,403		1,440,403
Benefits	334,520		334,520
Sub-Total	1,774,923	-	1,774,923
Support Staff FTE	2		2
Salaries	93,565		93,565
Benefits	29,673		29,673
Sub-Total	123,238	-	123,238
Total Personal Services	1,898,161	-	1,898,161
Total Operating Expenses	166,400	618,080	784,480
Total Travel	76,642		76,642
Total Capital Outlay	-	-	-
TOTAL BUDGET	2,141,203	618,080	2,759,283

MARKETING INITIATIVES

New Funds for 2017-18	\$154,787
Carry-forward Funds	21,084
Total Funds 2017-18	175,871

Attachment: SO Revised Operating Budget (2228 : Revised Operating Budgets for 2017-2018)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **Approve Revised Revenue Bond Operating Budgets for 2017-2018**

The Colleges have submitted their revised revenue bond budgets for the 2017-2018 fiscal year.

Board Policy 9005 requires Chadron and Wayne to maintain a 125% debt service coverage and Peru to maintain 135%. The budgets indicate the Colleges will exceed required debt service coverage as follows:

	Preliminary	Revised
Chadron	177%	137%
Peru	268%	228%
Wayne	147%	165%

With the revisions to the Operating Budgets, the appropriation for the revenue bond program operating expenditures will decrease for Chadron State College to reflect the change in the "Subtotal - Operations and Maintenance" amounts on the revised budgets as compared to the current appropriation level. This change will be a decrease of \$291,171 from CSC's current appropriation level.

The System Office recommends approval of the Revised Revenue Bond Operating Budgets for 2017-2018.

ATTACHMENTS:

- CSC Revised Revenue Bond Operating Budget 2017-18 (PDF)
- PSC Revised Revenue Bond Operating Budget (PDF)
- WSC Revised Revenue Bond Operating Budget 2017-18 (PDF)

NEBRASKA STATE COLLEGE SYSTEM
 2017-2018 REVENUE BOND OPERATIONS BUDGET
 CHADRON STATE COLLEGE

June 19, 2018

REVISED BUDGET

	<i>Revised Budget FY 2018</i>
<u>Revenues:</u>	
Dormitory Rentals	\$2,355,000
Apartment/House Rentals	61,500
Facilities Rentals	35,500
Food Service Contracts	2,321,500
Food Service Commissions	379,000
Facilities Fees*	982,000
Bookstore Commissions	30,000
Investment/Interest Income	76,000
Other Income	81,000
Total Revenues	<u>\$6,321,500</u>
<u>Expenditures:</u>	
FTE 34.75	
Salaries and Benefits	\$1,830,000
Utilities	600,000
Insurance	25,000
Equipment & Furnishings	10,000
Capital Outlay	10,000
Telephone/Cable T.V & Internet Services	61,000
Supplies, Materials & Other Operating Exp.	275,000
Repairs and Maintenance	150,000
Subtotal - Operations and Maintenance	<u>\$2,961,000</u>
Food Service Payments	2,143,000
Debt Service	891,604
Total Expenditures	<u>\$5,995,604</u>
Available for Distribution	
to Subsidiary Funds	<u>\$325,896</u>
Debt Service Coverage Ratio	136.55%

*All student derived fees

*Revolving Funds: Includes new appropriation of \$3,155,000 and carryforward balance of \$97,171 adjusted down to \$2,961,000 as anticipated revenue for 2017-18 will not reach approved expenditure level for FY18.

Attachment: CSC Revised Revenue Bond Operating Budget 2017-18 (2221 : Revised Revenue Bond Operating Budgets for 2017-2018)

NEBRASKA STATE COLLEGE SYSTEM
2017-2018 REVENUE BOND OPERATIONS BUDGET

June 19, 2018

PERU STATE COLLEGE

REVISED BUDGET

REVENUE SOURCE	BUDGET FY 2018
Residence Hall/Dormitory Rentals	1,582,010
Apartments/House Rentals	146,669
Facilities Rentals	0
Food Service Contracts	1,660,688
Food Service Commissions	0
Facilities Fees	956,448
Bookstore Commissions/Income	42,000
Trustee Investment/Interest Income	32,511
Parking Fees/Fines	0
Other	0
	<hr/>
TOTAL REVENUE	<u><u>4,420,326</u></u>

EXPENDITURES AND DEBT SERVICE

FTE 14.58	
Salaries and Benefits	706,208
Utilities	317,625
Insurance	44,681
Equipment & Furnishings	0
Capital Outlay	0
Telephone/Cable Television/Internet	52,015
Supplies	104,869
Repairs and Maintenance	161,147
Other Operating Expenses*	187,218
Operating/Maintenance Total	<hr/> 1,573,763
Food Service Payments	1,361,536
Debt Service	651,202
TOTAL EXPENSES	<hr/> <u><u>3,586,501</u></u>
Available for Distribution to Subsidiary Funds	833,825
DEBT SERVICE COVERAGE RATIO	228.04%

Revolving Fund Appropriations \$1,515,820. Carry forward from 2016-2017 \$57,943.
available \$1,573,763.

Total

Attachment: PSC Revised Revenue Bond Operating Budget (2221 : Revised Revenue Bond Operating Budgets for 2017-2018)

**NEBRASKA STATE COLLEGE SYSTEM
2017-18 REVENUE BOND OPERATIONS BUDGET**

WAYNE STATE COLLEGE

REVISED BUDGET

REVENUE SOURCE	PROPOSED BUDGET FY18
Residence Hall/Dormitory Rentals	3,485,000
Apartment/House Rentals	0
Facilities Rentals	3,700
Food Service Contracts	4,081,677
Food Service Commissions	64,769
Facilities Fees	1,260,000
Bookstore Commissions/Income	110,000
Trustee Investment/Interest Income	140,000
Parking Fees/Fines	40,000
Other	125,000
TOTAL REVENUE	9,310,146

EXPENDITURES AND DEBT SERVICE

FTE 56.81	
Salaries and Benefits	2,458,130
Utilities	1,166,500
Insurance	37,000
Equipment & Furnishings	180,000
Capital Outlay	0
Telephone/Cable Television/Internet	194,225
Supplies	230,000
Repairs and Maintenance	365,000
Other Operating Expenses	268,593
Operations/Maintenance Total*	4,899,448
Food Service Payments	2,118,000
Debt Service	1,393,215
TOTAL EXPENSES	8,410,663
Available for Distribution to Subsidiary Funds	899,483

DEBT SERVICE COVERAGE RATIO 164.56%

*Revolving Funds: Includes new appropriation of \$4,661,947 and carryforward balance of \$237,501

Attachment: WSC Revised Revenue Bond Operating Budget 2017-18 (2221 : Revised Revenue Bond Operating Budgets for 2017-2018)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: Approve Distribution of Funds for FY 2018-2019

The General Fund appropriation for FY 2018-19 is \$51,620,804, which is contained in LB 944 (2018). This is an increase of \$521,422 (or 1% of the FY2017-18 initial general fund base) from the FY 2017-18 **revised** general fund amount. The amount for the System Office includes funding related to the retirement of the Chancellor and the related search process. It is important to note that during FY 2017-18, the NSCS's general fund base budget was reduced by 2%.

The Cash Fund appropriation displayed includes the revisions made by the Board on April 20, 2018 to reflect the impact of enrollment downturns. In addition, adjustments are made to reflect the tuition increase for FY 2018-19. The Cash Fund amount for the System Office reflects the budget for the NSCS's cost share of the student information system software (NeSIS) operations. Additional cash fund appropriation adjustments may be considered by the Board during the fiscal year.

The proposed General and Cash Fund distributions fall short of covering all of the core needs increases for the Colleges for FY 2018-19. The balance has been made up through budget cuts.

The Revolving Fund (Revenue Bond) Operations and Maintenance amounts are from the FY 2018-19 preliminary revenue bond operating budgets approved by the Board.

The Federal Fund appropriation reflects the amount contained in LB 944 (2018). Additional adjustments may be made to the Federal Funds appropriation as needed by the Colleges during the fiscal year.

The System Office recommends approval of the Distribution of Funds for FY 2018-2019.

ATTACHMENTS:

- Distribution of Funds 2018-19 (PDF)

Distribution of Funds
FY 2018-19
 June 19, 2018

	CSC	PSC	WSC	SO	TOTAL
Revised Distribution of Funds FY 2017-18 approved April 20, 2018 (NOTE 1)					
General Fund	17,393,991	9,795,599	21,768,589	2,141,203	51,099,382
Cash Funds (est.)	13,247,792	8,394,745	15,887,015	618,080	38,147,632
Subtotal General and Cash	30,641,783	18,190,344	37,655,604	2,759,283	89,247,014
Federal Funds (est.)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.)	3,155,000	1,515,820	4,661,947	0	9,332,767
2017-18 All Funds Total	47,486,581	32,526,164	62,547,451	2,759,283	145,319,479

FY 2018-19 Adjustments:

Gen. Fund - LB 944 (2018) Adjustments (NOTE 2)	114,461	62,337	144,624	200,000	521,422
Cash Fund - Tuition and NeSIS Costs (NOTE 3)	286,375	230,266	328,772	16,125	861,538
Total 2018-19 Gen./Cash Adjustments	400,836	292,603	473,396	216,125	1,382,960

DISTRIBUTION FY 2018-19

General Fund	17,508,452	9,857,936	21,913,213	2,341,203	51,620,804
Cash Funds (est.)	13,534,167	8,625,011	16,215,787	634,205	39,009,170
Subtotal General and Cash	31,042,619	18,482,947	38,129,000	2,975,408	90,629,974
Federal Funds (est.) (NOTE 4)	13,689,798	12,820,000	20,229,900	0	46,739,698
Revolving Funds (est.) (NOTE 5)	3,100,000	1,559,351	4,768,720	0	9,428,071
2018-19 All Funds Total	47,832,417	32,862,298	63,127,620	2,975,408	146,797,743

NOTE 1

The Revised Distribution for General Funds reflects a 2% decrease in funding as a result of LB944 (2018). It also reflects the decrease in Cash Fund revenues as a result of enrollment downturns in FY18.

NOTE 2

The General Fund adjustments reflect a 1% increase from the Revised FY18 General Funds approved in LB944 (2018).

NOTE 3

The Cash Fund adjustments reflect the tuition increase for FY19, as well as the System Office adjustment for NeSIS Operating expenditures. NeSIS operating expenditures are a flow-through from the Colleges to the University of Nebraska, with any residual for future capital needs.

NOTE 4

Federal Funds are estimates based on LB944 (2018). Adjustments are made as needed by the Colleges.

NOTE 5

Revolving Funds (est.) are based on College preliminary revenue bond operating budgets. Adjustments are made when approved by the Board.

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 19, 2018

***ACTION:* Approve Preliminary Operating Budgets for 2018-2019**

The System Office and the Colleges have prepared recommended operating budgets for FY 2018-19, with the General, Cash and Federal Fund amounts based on the approved Distribution of Funds.

These budgets provide the basis for the initial distribution of appropriations for FY 2018-19.

The System Office recommends approval of the Preliminary Operating Budgets for 2018-2019.

ATTACHMENTS:

- CSC Preliminary Operating Budget (PDF)
- PSC Preliminary Operating Budget (PDF)
- WSC Preliminary Operating Budget (PDF)
- SO Preliminary Operating Budget (PDF)

Expenditure Type	801 CSC 1.0 Instruction	802 CSC 2.0 Research	803 CSC 3.0 Public Svc	804 CSC 4.0 Acad Supp	805 CSC 5.0 Student Svc	806 CSC 6.0 Gen Admin	807 CSC 7.0 Plant O&M	808 CSC 8.0 Student Aid	Total
Permanent Staff:									
Faculty FTE	96.00								96.00
Professional Staff FTE	2.54		3.00	32.74	31.46	37.88	0.50		108.12
Support Staff FTE			1.00	9.00	5.00	14.00	33.55		62.55
Salaries	6,334,436	0	157,224	2,241,733	1,894,232	2,729,623	1,017,379		14,374,627
Benefits	2,201,217	0	54,635	779,002	658,246	948,544	353,539		4,995,183
Total Permanent Salaries & Benefits	8,535,653	0	211,859	3,020,735	2,552,478	3,678,167	1,370,918	0	19,369,810
Temporary Staff:									
Part-time Faculty FTE	21.75								21.75
Graduate Assistant FTE	9.00								9.00
Federal Work-study FTE	12.00	0.00	0.00	4.00	3.00	2.50	0.00	0.00	21.50
Other Student FTE	1.00	0.20	4.60	3.43	3.40	3.00	3.00	0.00	18.63
Other Straight-time FTE									
Salaries	1,000,000	7,000	112,000	195,000	598,750	175,000	106,000	0	2,193,750
Benefits									0
Total Temporary Salaries & Benefits									0
	1,000,000	7,000	112,000	195,000	598,750	175,000	106,000	0	2,193,750
Total Personal Services	\$ 9,535,653	\$ 7,000	\$ 323,859	\$ 3,215,735	\$ 3,151,228	\$ 3,853,167	\$ 1,476,918	\$ -	\$ 21,563,560
Total Operating Expenses	575,845	11,956	189,826	467,310	446,644	1,847,360	1,721,603	0	5,260,544
Total Supplies	367,271	12,000	182,076	487,879	784,248	364,595	478,581	0	2,676,650
Total Travel	142,758	2,744	9,148	118,389	525,417	353,823	10,000	0	1,162,279
Total Capital Outlay	110,155	0	18,682	83,728	77,777	43,744	0	0	334,086
Tuition Remissions and Exemptions	27,570		242	3,724	6,964	7,000	0	0	45,500
Total General/Cash Budget	\$10,759,252	\$33,700	\$723,833	\$4,376,765	\$4,992,278	\$6,469,689	\$3,687,102	\$0	\$31,042,619
Federal FTE									
Total Federal Funds	0.00	0.00	0.50	0.00	6.67		0.00	0	7.17
	0	52,000	31,000		510,000	1,000	0	13,095,798	13,689,798
Total Expenditures	\$10,759,252	\$85,700	\$754,833	\$4,376,765	\$5,502,278	\$6,470,689	\$3,687,102	\$13,095,798	\$44,732,417
General Funds	8,123,621		99,477	2,563,053	2,506,400	2,810,901	1,405,000		17,508,452
Cash Funds	2,635,631	33,700	624,356	1,813,712	2,485,878	3,658,788	2,282,102		13,534,167
Federal Funds	0	52,000	31,000		510,000	1,000		13,095,798	13,689,798
Total Funds	10,759,252	85,700	754,833	4,376,765	5,502,278	6,470,689	3,687,102	13,095,798	44,732,417

General Funds: Include new appropriation of 17,508,452

Cash Funds: Based on adjustment to base funds during the past fiscal year and additional revenue, cash funds set at 13,534,167

Attachment: CSC Preliminary Operating Budget (2250 : Preliminary Operating Budgets for 2018-2019)

PERU STATE COLLEGE
2018-2019 PRELIMINARY OPERATING BUDGET

June 19, 2018

Expenditure Type	PCS 1.0 Instruction	PCS 2.0 Research	PCS 3.0 Public Svc	PCS 4.0 Acad Supp	PCS 5.0 Student Svc	PCS 6.0 Gen Admin	PCS 7.0 Plant O&M	PCS 8.0 Student Aid	Total
Personal Services									
Permanent Staff:									
Faculty FTE	53.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53.00
Professional Staff FTE	7.00	0.00	0.00	14.17	18.28	28.75	1.00	0.00	69.20
Support Staff FTE	1.00	0.00	0.00	4.00	2.00	11.00	21.75	0.00	39.75
Salaries	3,373,003	0	0	1,015,633	935,173	1,938,092	676,923	0	7,938,824
Benefits	1,816,232	0	0	546,879	503,555	1,043,588	364,497	0	4,274,751
Total Permanent Salaries & Benefits	5,189,235	0	0	1,562,512	1,438,728	2,981,680	1,041,420	0	12,213,575
Temporary Staff:									
Part-time Faculty FTE	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00
Graduate Assistant FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Work-study FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Student FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Straight-time FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries	937,875	0	19,111	0	28,919	0	0	0	985,905
Benefits	174,010	0	1,583	0	2,396	0	0	0	177,989
Total Temporary Salaries & Benefits	1,111,885	0	20,694	0	31,315	0	0	0	1,163,894
Total Personal Services	\$6,301,120	\$0	\$20,694	\$1,562,512	\$1,470,043	\$2,981,680	\$1,041,420	\$0	\$13,377,469
Total Operating Expenses	572,356	0	0	926,354	356,140	1,170,766	987,845	0	4,013,461
Total Supplies	58,733	0	0	23,788	164,093	88,191	127,447	0	462,252
Total Travel	45,565	0	0	25,662	199,772	47,608	0	0	318,607
Total Capital Outlay	0	0	0	0	0	16,218	0	0	16,218
Tuition Remissions and Exemptions	0	0	0	0	275,000	0	0	19,940	294,940
Total General/Cash Budget	\$6,977,774	\$0	\$20,694	\$2,538,316	\$2,465,048	\$4,304,463	\$2,156,712	\$19,940	\$18,482,947
Federal FTE	0.00	0.00	0.00	0.00	2.68	0.00	0.00	0.00	2.68
Total Federal Funds	0	0	0	0	322,484	0	0	12,497,516	12,820,000
Total Expenditures	\$6,977,774	\$0	\$20,694	\$2,538,316	\$2,787,532	\$4,304,463	\$2,156,712	\$12,517,456	\$31,302,947
Fund Sources									
General Funds (1)	\$5,440,217	\$0	\$0	\$1,053,852	\$1,154,739	\$1,166,168	\$1,042,960	\$0	\$9,857,936
Cash Funds (2)	1,537,557	0	20,694	1,484,464	1,310,309	3,138,295	1,113,752	19,940	8,625,011
Federal Funds (3)	0	0	0	0	322,484	0	0	12,497,516	12,820,000
Total Funds	\$6,977,774	\$0	\$20,694	\$2,538,316	\$2,787,532	\$4,304,463	\$2,156,712	\$12,517,456	\$31,302,947

(1) General Funds Appropriation \$9,857,936.

(2) Cash Funds \$8,625,011.

(3) Federal Funds \$12,820,000.

Attachment: PSC Preliminary Operating Budget (2250 : Preliminary Operating Budgets for 2018-2019)

WAYNE STATE COLLEGE
2018-19 OPERATING BUDGET

June 19, 2018

*** PRELIMINARY PLAN ***

EXPENDITURE TYPE	PCS 1.0 Instruction	PCS 2.0 Research	PCS 3.0 Publ.Serv.	PCS 4.0 Acad.Supp.	PCS 5.0 Stdnt. Srv.	PCS 6.0 Inst. Adm.	PCS 7.0 Plant O&M	PCS 8.0 Stdnt. Aid	TOTAL
Personal Services									
<u>Permanent Staff:</u>									
Faculty FTE	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00
Professional Staff FTE	8.09	0.00	0.00	26.00	42.43	36.48	4.00	0.00	117.00
Support Staff FTE	13.00	0.00	0.00	6.00	8.63	22.45	38.50	0.00	88.58
Salaries	10,242,121	0	0	1,915,450	2,714,569	3,075,303	1,614,815	0	19,562,258
Benefits	3,285,850	0	0	619,978	984,794	1,422,012	728,002	0	7,040,636
Total Permanent Salaries & Benefits	13,527,971	0	0	2,535,428	3,699,363	4,497,315	2,342,817	0	26,602,894
<u>Temporary Staff:</u>									
Part-time Faculty FTE	35.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.50
Graduate Assistant FTE	4.65	0.00	0.00	0.00	3.72	0.00	0.00	0.00	8.37
Federal Work-Study FTE	0.55	0.00	0.00	0.95	0.07	0.11	0.00	0.00	1.68
Other Straight-time FTE	1.20	0.00	1.00	7.20	8.10	6.30	3.15	0.00	26.95
Other Student FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries	959,729	0	39,500	168,175	263,765	151,494	60,700	0	1,643,363
Benefits	73,420	0	3,025	12,865	20,180	11,590	4,645	0	125,725
Total Temporary Salaries & Benefits	1,033,149	0	42,525	181,040	283,945	163,084	65,345	0	1,769,088
Total Personal Services	14,561,120	0	42,525	2,716,468	3,983,308	4,660,399	2,408,162	0	28,371,982
Total Operating Expenses	523,048	2,000	76,025	580,928	405,271	1,932,549	1,742,906	0	5,262,727
Total Supplies	614,775	5,000	32,400	450,500	500,005	1,425,000	350,000	0	3,377,680
Total Travel	105,500	0	1,000	110,000	640,000	90,000	5,000	0	951,500
Total Capital Outlay	45,000	0	0	60,000	20,000	5,000	15,000	0	145,000
Tuition Remissions and Exemptions	0	0	0	0	0	0	0	20,111	20,111
Total General/Cash Budget	15,849,443	7,000	151,950	3,917,896	5,548,584	8,112,948	4,521,068	20,111	38,129,000
<u>FEDERAL FUNDS</u>									
FTE	1.65	0.00	0.00	0.00	4.80	0.00	0.00	5.45	11.90
Total Federal Funds	200,000	0	0	0	400,000	500	0	19,629,400	20,229,900
Total Expenditures	16,049,443	7,000	151,950	3,917,896	5,948,584	8,113,448	4,521,068	19,649,511	58,358,900
<u>Fund Sources</u>									
General Funds	8,996,713	0	0	2,490,000	3,651,000	4,570,000	2,205,500	0	21,913,213
Cash Funds	6,852,730	7,000	151,950	1,427,896	1,897,584	3,542,948	2,315,568	20,111	16,215,787
Federal Funds	200,000	0	0	0	400,000	500	0	19,629,400	20,229,900
Total Funds	16,049,443	7,000	151,950	3,917,896	5,948,584	8,113,448	4,521,068	19,649,511	58,358,900

Attachment: WSC Preliminary Operating Budget (2250 : Preliminary Operating Budgets for 2018-2019)

PRELIMINARY

NEBRASKA STATE COLLEGE SYSTEM OFFICE 2018-19 OPERATING BUDGET			
PERSONAL SERVICES	GENERAL FUNDS	CASH FUNDS	TOTAL
Professional FTE	12		12
Salaries	1,337,916		1,337,916
Benefits	343,090		343,090
Sub-Total	1,681,006	-	1,681,006
Support Staff FTE	2		2
Salaries	95,592		95,592
Benefits	29,948		29,948
Sub-Total	125,540	-	125,540
Total Personal Services	1,806,546	-	1,806,546
Total Operating Expenses	449,657	634,205	1,083,862
Total Travel	85,000		85,000
Total Capital Outlay	-	-	-
TOTAL BUDGET	2,341,203	634,205	2,975,408

MARKETING INITIATIVES

New Funds for 2018-19

\$154,787

Attachment: SO Preliminary Operating Budget (2250 : Preliminary Operating Budgets for 2018-2019)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **Approve Preliminary Revenue Bond Operating Budgets for 2018-2019**

The Colleges have submitted their preliminary revenue bond operating budgets for the 2018-2019 fiscal year.

As required by the master resolution, these budgets will be submitted to the NSCS bond trustee, BOK Financial, as information. The bond resolution requires at least 110% debt service coverage for each of the Colleges. Board policy requires 125% for Chadron and Wayne and 135% for Peru. The preliminary budgets indicate the Colleges exceed those required coverages as follows:

Chadron	144%
Peru	176%
Wayne	180%

Approval of these preliminary budgets will authorize the Colleges' appropriations to be set at the level noted as the "Operations/Maintenance Total".

The Board has the authority to adjust the appropriation level as needed during the year.

The System Office recommends approval of the Preliminary Revenue Bond Operating Budgets for 2018-2019.

ATTACHMENTS:

- CSC Preliminary Revenue Bond Operating Budget for 2018-19 (PDF)
- PSC Preliminary Revenue Bond Operating Budgets for 2018-2019 (PDF)
- WSC Preliminary Revenue Bond Operating Budget 2018-19 (PDF)

NEBRASKA STATE COLLEGE SYSTEM
 2018-2019 REVENUE BOND OPERATIONS BUDGET
 CHADRON STATE COLLEGE

June 19, 2018

PRELIMINARY BUDGET

	<i>Budgeted FY 2019</i>
<u>Revenues:</u>	
Dormitory Rentals	\$2,450,000
Apartment/House Rentals	61,500
Facilities Rentals	35,500
Food Service Contracts	2,444,000
Food Service Commissions	391,000
Facilities Fees*	982,000
Bookstore Commissions	34,000
Investment/Interest Income	63,000
Other Income	75,000
Total Revenues	<u>\$6,536,000</u>
<u>Expenditures:</u>	
FTE: 34.75	
Salaries and Benefits	\$1,875,000
Utilities	625,000
Insurance	30,000
Equipment & Furnishings	10,000
Capital Outlay	10,000
Telephone/Cable T.V & Internet Services	75,000
Supplies, Materials, & Other Expenses	300,000
Repairs and Maintenance	175,000
Subtotal - Operations and Maintenance	<u>\$3,100,000</u>
Food Service Payments	2,154,600
Debt Service	887,888
Total Expenditures	<u>\$6,142,488</u>
<u>Available for Distribution</u>	
to Subsidiary Funds	<u><u>\$393,513</u></u>
Debt Service Coverage Ratio	144.32%

*All student derived fees

Attachment: CSC Preliminary Revenue Bond Operating Budget for 2018-19 (2222 : Preliminary Revenue Bond Operating Budgets for 2018-2019)

NEBRASKA STATE COLLEGE SYSTEM
2018-2019 REVENUE BOND OPERATIONS BUDGET

June 19, 2018

PERU STATE COLLEGE

Preliminary Operating Budget

REVENUE SOURCE	PROPOSED BUDGET FY 2019
Residence Hall/Dormitory Rentals	1,661,217
Apartments/House Rentals	151,069
Facilities Rentals	0
Food Service Contracts	1,743,722
Food Service Commissions	0
Facilities Fees	1,024,766
Bookstore Commissions/Income	36,309
Trustee Investment/Interest Income	25,000
Parking Fees/Fines	0
Other	32,674
TOTAL REVENUE	4,674,757
EXPENDITURES AND DEBT SERVICE	
FTE 14.58	
Salaries and Benefits	743,425
Utilities	302,500
Insurance	42,047
Equipment & Furnishings	75,000
Capital Outlay	0
Telephone/Cable Television/Internet	37,015
Supplies	85,000
Repairs and Maintenance	119,470
Other Operating Expenses	154,894
Operating/Maintenance Total	1,559,351
Food Service Payments	1,452,257
Debt Service	944,565
TOTAL EXPENSES	3,956,173
Available for Distribution to Subsidiary Funds	718,584
DEBT SERVICE COVERAGE RATIO	176.08%

Attachment: PSC Preliminary Revenue Bond Operating Budgets for 2018-2019 (2222 : Preliminary Revenue Bond Operating Budgets for 2018-

June 19, 2018

**NEBRASKA STATE COLLEGE SYSTEM
2018-19 REVENUE BOND OPERATIONS BUDGET**

WAYNE STATE COLLEGE

PRELIMINARY BUDGET

REVENUE SOURCE	PROPOSED BUDGET FY19
Residence Hall/Dormitory Rentals	3,672,000
Apartment/House Rentals	0
Facilities Rentals	0
Food Service Contracts	4,058,359
Food Service Commissions	71,500
Facilities Fees	1,250,000
Bookstore Commissions/Income	104,500
Trustee Investment/Interest Income	113,000
Parking Fees/Fines	40,000
Other	89,340
TOTAL REVENUE	9,398,699

EXPENDITURES AND DEBT SERVICE

FTE 56.81	
Salaries and Benefits	2,403,185
Utilities	1,120,000
Insurance	37,000
Equipment & Furnishings	180,000
Capital Outlay	0
Telephone/Cable Television/Internet	170,000
Supplies	230,000
Repairs and Maintenance	365,000
Other Operating Expenses	263,535
Operations/Maintenance Total	4,768,720
Food Service Payments	2,124,237
Debt Service	1,395,968
TOTAL EXPENSES	8,288,925
Available for Distribution to Subsidiary Funds	1,109,774
DEBT SERVICE COVERAGE RATIO	179.50%

Attachment: WSC Preliminary Revenue Bond Operating Budget 2018-19 (2222 : Preliminary Revenue Bond Operating Budgets for 2018-2019)

ITEMS FOR DISCUSSION AND ACTION FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: Approve Biennium Budget Requests for 2019-2021

The Board approved Budget Request Guidelines and Preliminary Capital Construction Requests at its January 16, 2018 meeting. The Colleges and System Office have prepared their requests based on these guidelines. Approval is requested for these biennium requests.

OPERATING BUDGET REQUESTS

The requests were prepared in accordance with the budget request guidelines approved by the Board at its January 16, 2018 meeting. These guidelines included core needs increases and strategic initiatives for the operating budget.

CORE NEEDS

Based on the Board's January, 2018 action, the NSCS has calculated the impact of the increases noted in the Guidelines. Those are noted below:

	<u>FY2019-20</u>	<u>FY2020-21 above FY2019-20</u>
Salary Increases	TBD	TBD
Health Insurance Rate Increase	\$702,379	\$758,570
Utility Rate Increases	\$128,361	\$133,496
Other Operating Increases	\$524,998	\$540,748
DAS/Work Comp Rate Increases	TBD	TBD

As has been the case historically, requests related to any salary increases are provided later, following completion of collective bargaining, unless the Governor's budget office requests a specific calculation be included in the biennium request. If a specific calculation is requested, the NSCS will build that calculation in, with the understanding that it is not indicative of the final impact of salary increases, which will be determined only through the collective bargaining process.

In addition, the actual health insurance cost increase for FY2018-19 is not currently known. If an announcement is made on the new rates before the biennium budget is finalized, the request will be adjusted accordingly.

Finally, the impact of rate changes based on tables from the Department of Administrative Services (DAS) will be included once the information is received in late June or early July.

STRATEGIC INITIATIVE

As authorized in the January, 2018 Guidelines approved by the Board, there is one Strategic Initiative that is focused directly on the NSCS's core mission of affordability and access.

Approval of this biennium request authorizes the Chancellor to make modifications, as deemed necessary, to update the Core Needs and Strategic Initiative requests.

CAPITAL CONSTRUCTION REQUESTS AND PRIORITIES

The Colleges have prepared capital construction requests for the 2019-21 biennium. The capital request includes three parts:

- *Reaffirmations of projects with funding already underway
- *New capital project requests
- *Task Force for building renewal (309 Task Force) projects

Reaffirmations include:

	FY20	FY21	Future
LB997 (2016) Bond Repayment (General)	\$1,125,000	\$1,125,000	\$10,125,000
Sports Facilities Cash Fund	\$ 300,000	\$ 300,000	\$3,000,000 (10 years)
LB198 (2012) Bond Repayment	\$2,216,000	\$2,216,000	\$ -0-

New Capital Requests include:

	FY20	FY21	Future
CSC Math/Science Building Renovation	\$9,764,110	\$8,583,206	\$6,473,780
PSC Geothermal Utilities Conversion	\$1,455,680	\$1,597,893	\$1,910,823
WSC Benthack Hall Renovation	\$ 433,170	\$5,560,763	\$3,077,674
WSC Peterson Fine Arts Renovation Planning	\$ 80,000		

Task Force for Building Renewal requests are provided in the areas of fire and life safety, deferred repair, ADA, and Energy Conservation.

PRIORITIZATION OF CAPITAL REQUESTS

The budget request process requires a prioritization of capital projects, including building renewal requests. The System Office recommends the following prioritization:

Priority

- 1 Fire/Life Safety - Class 1
- 2 Deferred Repair - Class 1
- 3 ADA - Class 1
- 4 Energy Conservation - Class 1
- 5 Math/Science Building Renovation/Addition (CSC)
- 6 Benthack Hall Renovation (WSC)
- 7 Geothermal Utilities Conversion (PSC)
- 8 Peterson Fine Arts Planning (WSC)
- 9 Fire/Life Safety - Class 2
- 10 Deferred Repair - Class 2
- 11 ADA - Class 2
- 12 Energy Conservation - Class 2

Action Item (ID # 2251)

Meeting of June 19, 2018

The System Office recommends approval of the Biennium Budget Requests for 2019-2021.

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 19, 2018

***ACTION:* Approve Use of \$156,000 of Unappropriated Cash Funds on a One-Time Basis for Stadium Project Phase II Track for Chadron State College**

Chadron State requests Board approval for the use of \$156,000 of unappropriated cash funds on a one-time basis for the Stadium Project Phase II Track design, construction documents, and bidding services to develop a Guaranteed Maximum Price (GMP) Amendment for future Board approval.

Chadron State has adequate cash funds to support this request, which will increase the total cash funds committed for the project to \$306,000.

The System Office and Chadron State College recommend approval of the Use of Unappropriated Cash Funds for Stadium Project Phase II Track for Chadron State College.

ITEMS FOR DISCUSSION AND ACTION/FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **Approve Change Order to Design Contract for Chadron State College Stadium Complex Project**

Chadron State respectfully requests approval from the Board for Change Order #1 from BVH Architecture to include Phase II Track Design for \$156,000. Funds are available from approved cash funds for the project.

The System Office and Chadron State College recommend approval of the Change Order to Design Contract for Chadron State College Stadium Complex Project.

ATTACHMENTS:

- CSC Contracts and Change Orders for Approval (PDF)

CONTRACTS AND CHANGE ORDERS FOR APPROVAL

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are more than \$50,000. If approval of change order is critical to project schedule, \$50,000 to \$100,000 range change orders may be approved by Chancellor and provided as an information item at the next Board meeting.

Chadron State College	
Location on Campus:	Football Stadium
No. & Description:	#1 Design and Bidding Phase II Track
Change Order Amount:	\$156,000
Fund Source:	Cash
Contractor:	BVH Architecture

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **Approve Revised Chadron State College Student Fee Schedule**

Chadron's fee schedule for FY 2018-19 has been revised to clarify that all the Student Activity Fee collected will be deposited in a trust fund in accordance with Board Policy.

The System Office and Chadron State College recommend approval of the Revised Chadron State College Student Fee Schedule.

ATTACHMENTS:

- CSC Fee Schedule (PDF)

CHADRON STATE COLLEGE					
Proposed Student Fee Schedule					
2018-2019 Fiscal Year					
					Proposed
	Fund			2017-18	2018-19
	C*	R*	T*	Rate	Rate
Mandatory Fees: (per credit hour unless specified)					
Admission/Matriculation Fee (one time)	x			\$15.00	\$15.00
Capital Improvement Fee			x	\$11.00	\$11.50
Event Fee*	x		x	\$13.50	\$13.50
Max per semester, if applicable	x		x	\$162.00	\$162.00
Facilities Fee**	x	x		\$21.00	\$21.00
Health Fee	x			\$4.45	\$4.45
Max per semester, if applicable	x			\$53.40	\$53.40
Student Activity Fee			x	\$7.00	\$7.00
Max per semester, if applicable			x	\$84.00	\$84.00
Student Record Fee	x			\$0.41	\$0.41
Technology Fee	x			\$10.00	\$10.00
Other Fees:					
Degree/Graduation Fee	x			\$20.00	\$20.00
Undergraduate/Baccalaureate					
Graduate/Master's					
Late Payment Fee (2% of outstanding balance up to)	x			\$100.00	\$100.00
Late Registration/Enrollment Fee	x			\$25.00	\$25.00
Parking					
Annual 1st Vehicle	x			\$0.00	\$0.00
Annual 2nd Vehicle (each add'l. vehicle)	x			\$20.00	\$20.00
Annual Motorcycle (if add'l vehicle)	x			\$20.00	\$20.00
Placement/Credential Fee	x			\$30.00	\$30.00
Credential Set-Up Fee					
Reinstatement after Administrative Withdrawal	x			\$100.00	\$100.00
Returned Check Charge	x			\$30.00	\$30.00
C* = cash fund					
R* = revolving fund					
T* = trust fund					
Proposed Employee Parking Fee Schedule					
Parking					
Annual 1st Vehicle	x			\$20.00	\$20.00
Annual 2nd Vehicle (each add'l. vehicle)	x			\$20.00	\$20.00
Annual Motorcycle	x			\$20.00	\$20.00
Penalty	x			\$20.00	\$20.00
*\$12.80 to cash and \$0.70 to trust fund					
**\$16 to revenue bond and \$5 to cash					

ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **Approve Designation of \$235,625 of FY18 Appropriated Cash Funds to the Centennial Complex Parking Lot Project for Peru State College**

Peru State requests authorization to use \$235,625 of appropriated cash funds on a one-time basis for the Complex Parking Lot Replacement project. Approval of this authorization will allow PSC to proceed with bidding and construction of the project in a timely manner. The funding for the project comes from funding planned within PSC's current operating budget.

The System Office and Peru State College recommend approval of the Designation of Cash Funds for Centennial Complex Parking Lot for Peru State College.

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 19, 2018

***ACTION:* Approve Grant Application for Peru State College**

Peru State requests permission to apply for membership in the National Strength and Conditioning Association (NSCA). Membership recognition will be valid for three years. The cost for the first time application is \$500. NSCA membership obligates the College to follow the NSCA's Education Recognition program (ERP) rules and regulations for program, curriculum and staffing requirements. As a membership institution, the College will be allowed to identify as a NSCA member for marketing and student recruitment. The College will be included on NSCA publications and websites to increase the professional profile of our institution.

The System Office and Peru State College recommend approval of the Grant Application for Peru State College.

ATTACHMENTS:

- PSC Grant Application-Strength and Conditioning (PDF)

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

College: Peru State College		Date: 06/14/2018
Notice of Intent	Application: X	Accept Award:
Name of Program: National Strength and Conditioning Assoc. (NSCA) Membership		
Funding Source: NA Also indicate if the source is federal, state or private		
Is this grant a Sub-Award ?	Yes:	No: X
If a sub-award, indicate the agency the sub-award is through: NA		
Amount Requested: -500.00 administrative fee paid by the College for first 3 years	Amount Awarded: 0	Funding Period: Please indicate specific dates for the grant.
Closing Date for Application Submission: April 1, 2018		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? NA	Date Approved/Reviewed:	
Does this grant include Indirect Cost Funds for the College's use?	Yes:	No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require State Matching Funds ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Support ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?	Yes: X	No:
If yes, describe briefly Renewal after 3 years will cost \$400		
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 Education Recognition Program recognizes and distinguishes strength and conditioning programs with standardized, specified curriculum approved by the National Strength & Conditioning Assoc.		
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: VPAA Tim Borchers		
Administrator responsible for approving the application: President Dan Hanson		

Attachment: PSC Grant Application-Strength and Conditioning (2274 : Grant Application for Peru State College)

ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 19, 2018

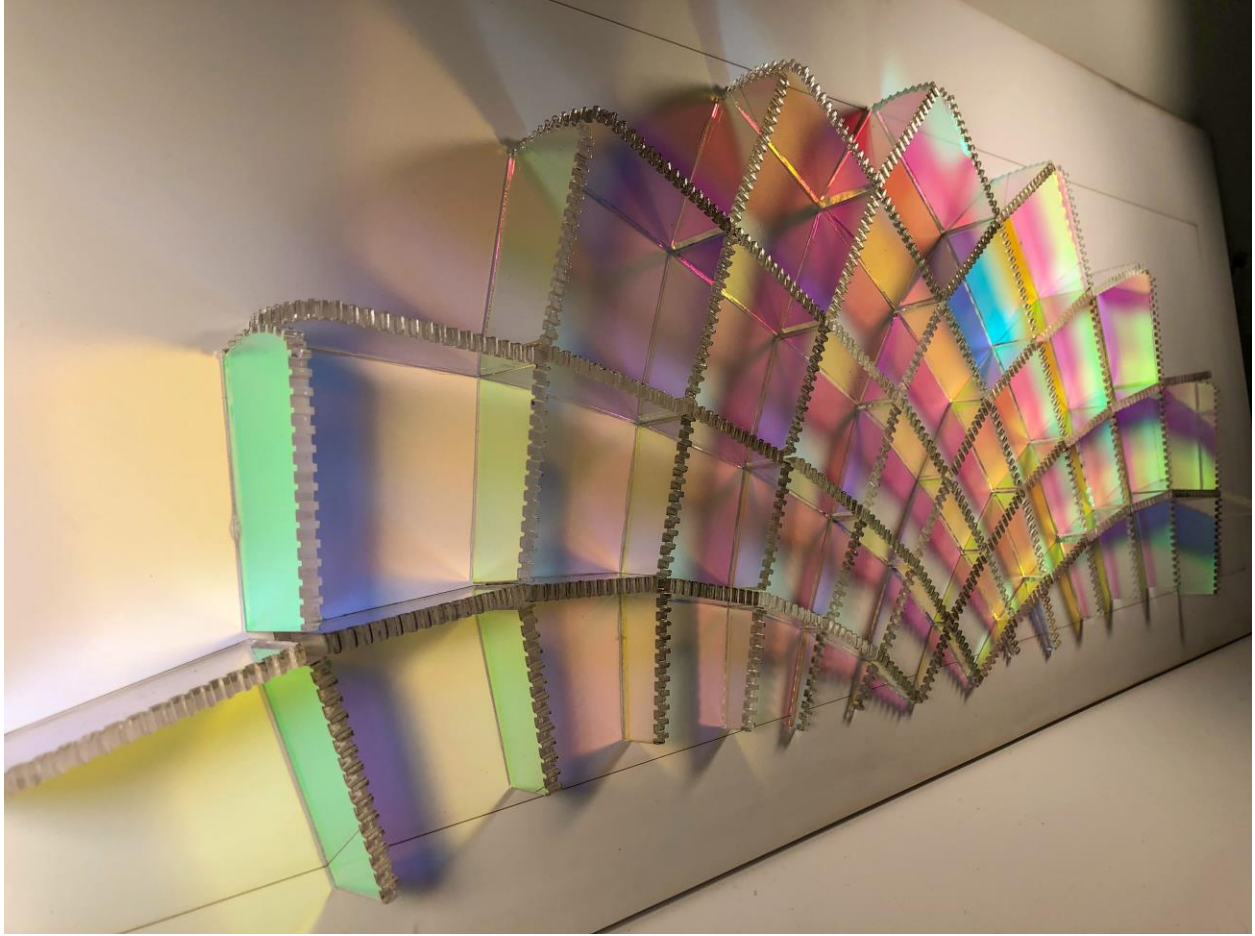
ACTION: **Approve Artist and Art Design for 1% Art Project for Center
for Applied Technology at Wayne State College**

Nebraska law and Board Policy 8067 provides for the set aside of at least one percent (1%) of any appropriation for the original construction costs of certain capital construction projects to be used for the acquisition of works of art. Wayne State requests approval for the creation of artwork associated with the Center for Applied Technology project. This work of art will be suitable for permanent indoor display in the atrium of the Center for Applied Technology. Following national artists' submissions for the project, three finalists were chosen for the project and invited to campus to present their proposals to the 1% for Art Committee. Artist Davis McCarty's design titled "Cognition" was selected for the project. The \$30,000 work of art will be financed from designated art funds from the Center for Applied Technology project. The Nebraska Arts Council was consulted through the entire selection process.

The System Office and Wayne State College recommend approval of the Artist and Art Design for 1% Art Project for Center for Applied Technology at Wayne State College.

ATTACHMENTS:

- WSC 1% for Art Project for CAT (PDF)



ITEMS FOR DISCUSSION AND ACTION
FISCAL, FACILITIES AND AUDIT

June 19, 2018

ACTION: **First and Final Round Approval of Revisions to Board Policies 7020; Travel; Motor Pool and 7021; Travel; Personnel; Claims, Authorization**

The revision to Board Policy 7020 and 7021 are proposed:

- 1) to address the move to a system-wide personal vehicle mileage rate effective July 1, 2018, with that rate established by the Chancellor; and
- 2) to align the travel approvals required for employees with the new SAP travel module (Concur) and how that module will function related to those approvals.

The System Office recommends approval of the Revisions to Board Policies 7020 and 7021 Regarding Travel.

ATTACHMENTS:

- Revisions to Board Policy 7020 (PDF)
- Revisions to Board Policy 7021 (PDF)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7020

Travel; Motor Pool

Page 1 of 1

BOARD POLICY

Each College shall maintain a pool of vehicles for the official use of employees. The cost of vehicle use shall be charged against the travel budget of the institution's academic, activity, and administrative budgets.

No mileage reimbursement shall be allowed when such mileage accrues while using an automobile from the institution's motor pool.

Every person authorized by the administration of each State College and/or the System Office to operate a state vehicle shall complete a defensive driving course approved by the Nebraska Transportation Services Bureau. The defensive driving course shall be successfully completed within six months from the date of hire by the institution. Should a person driving a state college vehicle be found at fault after involvement in a personal injury or property damage motor vehicle accident, that person shall be required to enroll in an approved defensive driving refresher course before being authorized to again operate a state vehicle.

Each employee using a state vehicle shall follow all motor vehicular rules and regulations according to the laws of the State of Nebraska.

Persons authorized by the administration of each State College and/or the System Office will be required to utilize the most economical transportation solution available as determined by the institution. Motor pool vehicles will typically provide the most value to the institution. Individuals who choose to operate a personal vehicle when pool vehicles are available may be compensated at a rate determined by the ~~institution. This rate may vary from campus to campus and may vary from the rate provided to employees using personal vehicles when no motor pool vehicles are available.~~ Chancellor.

Legal Reference: RRS 81-1008 - 1025 State Owned Motor Vehicles

Policy Adopted: 1/28/77

Policy Revised: 3/11/94

Policy Revised: 8/29/97

Policy Revised: 4/13/07

Policy Revised:

Attachment: Revisions to Board Policy 7020 (2267 : Revisions to Board Policies 7020 and 7021 Regarding Travel)

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7021

Travel; Personnel; Claims, Authorization

Page 1 of 2

BOARD POLICY

Approvals Required

All travel must be approved in advance by the employee's immediate supervisor.

No expenditure for traveling expenses ~~to other states or~~ outside the United States shall be allowed for any College employee, unless approval for such trip shall first be granted by the President or the Chancellor or his/her designee. Each President and the Chancellor are responsible for determining the authorized designees, if any. The request shall be submitted to the President of such State College or the Chancellor of the System Office or his/her designee and approved in writing or electronically by him/her.

Travel Expenses

Whenever any employee is entitled to be reimbursed for travel expenses incurred in the line of duty, he/she shall be required to present a claim to the respective Chief Business Officer, or his/her designee, for review and approval. Such claim shall be fully itemized as to each charge, showing the following:

1. Date
2. Name and location of lodging, if any
3. Itemized listing and cost of meals
4. Other miscellaneous reimbursable expenses
5. Purpose for the travel

Travel Expenses Covered by College Foundations

When a College employee, other than the Presidents or Chancellor or any employee assigned to work in the Foundation Office, is entitled to be reimbursed for travel expenses from funds held by the College Foundations, he/she shall be required to present a claim to the Chief Business Officer in the same manner as those presented for other College travel. The College will establish procedures to pay approved travel costs from a restricted fund account and seek reimbursement from the Foundation. Such reimbursement shall be deposited in the same account from which the expenditure was made.

College employees, other than the Presidents, Chancellor, or any employee assigned to work in the Foundation Office, shall not submit reimbursements for travel expenses directly to the College Foundations; and no such payments shall be made from the College Foundations to employees.

Mileage Claims

No voucher, bill or claim for mileage shall be paid with general, cash, or revenue bond funds unless prior written approval for the same has been given by the ~~President, the Chancellor, or their designees~~ assigned approver(s).

When mileage by automobile is claimed, the request shall provide the following information:

1. the points between which said mileage accrued;
2. the time of departure and arrival;
3. the purpose for the trip; and
4. the rate per mile claimed.

BUSINESS MANAGEMENT, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 7021

Travel; Personnel; Claims, Authorization

Page 2 of 2

If trips included in an expense claim are made by personal automobile or otherwise, only one mileage claim shall be allowed for each mile actually and necessarily traveled by the most direct and efficient route, regardless of the fact that one or more persons are transported in the same motor vehicle; provided, funds expended for parking and tolls may be claimed in addition to mileage. The mileage rates allowed shall be those established ~~by state law~~ for the System.

Reimbursement of travel expenses in a personal motor vehicle shall comply with the Internal Revenue Service Code for such expenses. Under some circumstances, the Internal Revenue Service requires that reimbursement for travel expenses be paid to employees as a taxable adjustment to income and included on the employee's W-2 form. College administrators responsible for approving such reimbursables shall determine whether or not such payments are to be treated as taxable income and so note that on the payment documentation.

The Internal Revenue Service Code has specific instructions regarding the commuting use of a state vehicle and the treatments of compensation for the use of a personal vehicle. The System Office will develop/amend procedures to this policy as necessary to comply with the IRS Code.

Legal Reference:	RRS 81-1174	Claims for expense; Contents; Automobile; Airplane; Statement required; Receipts
	RRS 81-1175	Claims for expenses; Vouchers; Written authorization; Exceptions
	RRS 81-1176	Mileage; Rate; How computed; Adjustments; Application
	RRS 85-316	State Colleges; funds; contingencies; disbursements; travel expenses
Policy Adopted:	1/28/77	
Policy Revised:	4/3/81	
Policy Revised:	3/11/94	
Policy Revised:	9/26/97	
Policy Revised:	9/15/06	
Policy Revised:	6/15/12	
Policy Revised:	9/6/13	
	<u>Policy Revised:</u>	

Attachment: Revisions to Board Policy 7021 (2267 : Revisions to Board Policies 7020 and 7021 Regarding Travel)

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

June 19, 2018

INFORMATION ONLY: **Promotion and Tenure Report**

The promotion and tenure reports are provided to the Board for information.

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

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

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

	Instructor		Assistant Professor		Associate Professor		Professor		Total
Chadron	8	9%	25	27%	19	20%	41	44%	
Promoted into Rank	N/A		3		2		6		
Promoted to next Rank	<u>3</u>		<u>2</u>		<u>6</u>		<u>N/A</u>		
IMPACT	5	5%	26	28%	15	16%	47	51%	93
Peru	8	16%	25	49%	5	10%	13	25%	
Promoted into Rank	N/A		0		2		0		
Promoted to next Rank	<u>0</u>		<u>2</u>		<u>0</u>		<u>N/A</u>		
IMPACT	8	16%	23	45%	7	14%	13	25%	51
Wayne	7	6%	40	34%	21	18%	49	42%	
Promoted into Rank	N/A		0		9		6		
Promoted to next Rank	<u>0</u>		<u>9</u>		<u>6</u>		<u>N/A</u>		
IMPACT	7	6%	31	26%	24	21%	55	47%	117
System Total	23	9%	90	35%	45	17%	103	39%	
Promoted into Rank	N/A		3		13		12		
Promoted to next Rank	<u>3</u>		<u>13</u>		<u>12</u>		<u>N/A</u>		
IMPACT	20	8%	80	31%	46	17%	115	44%	261

The following table lists the total number and percentage of instructional faculty by institution resulting from the recent awarding of tenure.

	Total Full-Time Faculty	Tenured Faculty	Tenure Awarded 2018	Result of 2018 Tenure Awarded	Percent of Faculty with Tenure
Chadron	93	52	2	54	58%
Peru	51	17	2	19	37%
Wayne	117	67	1	68	58%
System Total	261	136	5	141	54%

ATTACHMENTS:

- CSC Promotion Report (PDF)
- CSC Tenure Report (PDF)
- PSC Promotion Report (PDF)
- PSC Tenure Report (PDF)
- WSC Promotion Report (PDF)
- WSC Tenure Report (PDF)

RANK PROMOTIONS

Chadron State College

June 19, 2018

Name	Division OR School	Present Rank AND Recommended Rank	Degree	Years Prior College Service Credit*	Years at Institution in full- time ranked positions	Total Year Experienc at College Level (full-time ranked positions
<p>*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.</p> <p>*Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.</p>						
Robin Brierly	Education	Instructor to Assistant Professor	M.A.Ed.	0	4	4
Mathew Brust	Physical and Life Sciences	Associate Professor to Professor	Ph.D.	0	10	10
Elisabeth Ellington	English and Humanities	Associate Professor to Professor	Ph.D.	1	10	11
Teresa Frink	Applied Science	Associate Professor to Professor	Ph.D.	0	10	10
Nathaniel Gallegos	Business	Assistant Professor to Associate Professor	J.D. with LL.M.	0	5	5
Jamie Hamaker	Business	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Wendy Jamison	Physical and Life Science	Associate Professor to Professor	Ph.D.	0	10	10
Robert Knight	Communication Arts and Social Science	Associate Professor to Professor	Ph.D.	0	10	10
Erin Norman	Applied Science	Instructor to Assistant Professor	M.S.	0	3	3
John Ritzen	Health, Physical Education and Recreation	Instructor to Assistant Professor	MSOM	0	3	3
Susan Schaeffer	Counseling, Psychological Science, and Social Work	Associate Professor to Professor	Ph.D.	0	15	15

Attachment: CSC Promotion Report (2210 : Promotion and Tenure Report)

TENURE
Chadron State College
June 19, 2018

NOTE: If the recommendations of the President and the Academic Vice President differ from the recommendation of the dean, division head, director, or tenure committee, please note on this form.

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.					
Richard Kenney	Counseling, Psychological Science, and Social Work	Associate Professor	MSW	0	6
Kurt Kinbacher	Communication Arts and Social Science	Associate Professor	Ph.D.	1	5

Attachment: CSC Tenure Report (2210 : Promotion and Tenure Report)

RANK PROMOTION RECOMMENDATION PERU STATE COLLEGE – SPRING 2018

NOTE: If the recommendations of the President and the Academic Vice President differ from the recommendation of the dean, division head, director, or tenure committee, please note on this form.

Name	Division OR School	Present Rank AND Recommended Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years Experience at College Level (full-time ranked positions)
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* Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.
 * Years Prior College Service Credit plus Years at Institution should equal Total Years Experience at College Level in full-time ranked positions.

Laura McCauley	Arts and Sciences	Assistant Professor to Associate Professor	Ph.D.	0	5	5
Darolyn Seay	Education	Assistant Professor to Associate Professor	Ph.D.	0	10	10

Attachment: PSC Promotion Report (2210 : Promotion and Tenure Report)

TENURE RECOMMENDATIONS Peru State College, Spring 2018

NOTE: If the recommendations of the President and the Academic Vice President differ from the recommendation of the dean, division head, director, or tenure committee, please note on this form.

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at Institution in tenure-track positions
* Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.					
Gul Ahmad	Arts and Science	Associate Professor	Ph.D.	5	6
Jacob Bartlett	Arts and Science	Associate Professor	Ph.D.	0	6

Attachment: PSC Tenure Report (2210 : Promotion and Tenure Report)

RANK PROMOTION
Wayne State College
2018

Name	Division OR School	Present Rank AND Promotion Rank	Degree	Years Prior College Service Credit*	Years at Institution in full-time ranked positions	Total Years' Experience at College Level (full-time ranked positions)
<p>*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor and above.</p> <p>*Years Prior College Service Credit plus Years at Institution should equal Total Years' Experience at College Level in full-time ranked positions.</p>						
Christensen, Chad	Arts and Humanities	Assistant Professor to Associate Professor	MFA	0	5	5
Colvard, Eric	Natural and Social Sciences	Assistant Professor to Associate Professor	PhD	0	5	5
Haslit, Andy	Arts and Humanities	Assistant Professor to Associate Professor	PhD	3	2	5
Hill, Kevin	Natural and Social Sciences	Associate Professor to Full Professor	EdD	0	20.5	20.5
Hurner, Casey	Education and Counseling	Assistant Professor to Associate Professor	EdD	0	5	5
Knezevic, Branis	Education and Counseling	Assistant Professor to Associate Professor	PhD	0	5	5
Kufner, Brian	Business and Technology	Assistant Professor to Associate Professor	PhD	0	5	5
Loggins, Ronald	Natural and Social Sciences	Associate Professor to Full Professor	PhD	0	10	10
Lueders, Allyn	Arts and Humanities	Assistant Professor to Associate Professor	PhD	2	3	5

Maas, Chad	Natural and Social Sciences	Associate Professor to Full Professor	PhD	0	11	11
Miller, Dan	Natural and Social Sciences	Associate Professor to Full Professor	PhD	1	24	25
Morales, Teresa	Arts and Humanities	Assistant Professor to Associate Professor	PhD	3	2	5
O'Connor, Meghan	Arts and Humanities	Assistant Professor to Associate Professor	MFA	3	2	5
Weixelman, Joseph	Natural and Social Sciences	Associate Professor to Full Professor	PhD	1	11	12

TENURE
Wayne State College
2018

Name	Division OR School	Present Rank	Degree	Years Prior College Service Credit*	Years at institution in tenure-track positions
*Prior Service Credit is credit granted in writing at the time of initial appointment for full-time service in higher education at the rank of instructor or above.					
Franklin, Laura	Education and Counseling	Associate Professor	EdD	0	6

Attachment: WSC Tenure Report (2210 : Promotion and Tenure Report)

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

June 19, 2018

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

Chadron State Foundation's employee salary information for 2018-2019 is attached as an information item.

ATTACHMENTS:

- CSC 2018-19 Foundation Compensation Report (PDF)

Employee Name	SAP Position	Position Title	FTE	2017-2018 Base Salary	Adjustments increase	2018-2019 Total Annual Salary	Notes
<u>Professional Staff (Non-Union) -- Foundation</u>							
Galbraith, Jennifer	660478	TEMP WORKER-GIFTS PROCESSOR		15.75 per hour			
Haag, Cricket	600008	BUSINESS MANAGER	1.000	62,063.00	931.00	62,994.00	
Rasmussen, Connie	660660	DIRECTOR- MAJOR GIFTS	0.750	60,000.00	900.00	60,900.00	
Vacant	660660	DIRECTOR- MAJOR GIFTS	0.250			0.00	
Watson, George	660660	CHIEF EXECUTIVE OFFICER	1.000	100,000.00	1,500.00	101,500.00	
Total			3.000	222,063.00	3,331.00	225,394.00	
Total Foundation Funded Positions			3.000	222,063.00	3,331.00	225,394.00	

Attachment: CSC 2018-19 Foundation Compensation Report (2225 : Foundation Employee Compensation

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

June 19, 2018

INFORMATION ONLY: Employee Demographic Report

This annual employee demographic report is being provided to the Board as an information item. The report data is from the fall of 2017, which corresponds with the timing of the first report in 2010.

ATTACHMENTS:

- NSCS Employee Demographics (PDF)

FALL 2017 EMPLOYEE PROFILE

	FEMALE	MALE	AMERICAN INDIAN OR ALSASKAN NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	HISPANIC/ LATINO	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES	UNKNOWN
CSC	194	178	2	5	5	3	6	342	3	6
PSC	141	106	1	1	3	1	0	232	3	6
WSC	339	210	1	1	7	10	0	530	0	0
SO	10	4	0	0	0	0	0	12	0	2
TOTAL	684	498	4	7	15	14	6	1,116	6	14

TOTAL										
Fall 2016	750	540	5	8	23	18	7	1,220	0	9
TOTAL										
Fall 2015	699	538	8	8	23	18	5	1,167	0	8
TOTAL										
Fall 2014	780	547	9	9	10	18	3	1,268	0	10
TOTAL										
Fall 2013	759	547	6	10	16	14	3	1,243	0	14
TOTAL										
Fall 2012	722	536	7	11	16	17	4	1,186	0	17
TOTAL										
Fall 2011	648	511	5	6	18	NA	5	1,107	0	18
TOTAL										
Fall 2010	658	518	6	10	16	NA	4	1,124	0	16

Source: SAP Ad Hoc Query (NSCS_RACE_GEND / Race-gender demographics)

Attachment: NSCS Employee Demographics (2239 : Employee Demographic Report)

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

June 19, 2018

INFORMATION ONLY: Reports of Personnel Actions

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

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

- SO Personnel Report June 2018 (PDF)
- CSC Personnel Report June 2018 (PDF)
- PSC Personnel Report June 2018 (PDF)
- WSC Personnel Report June 2018 (PDF)

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
Knifong, Billie	Temporary Worker	NA	\$800.00	State	5/1/18-5/31/18	N/A	\$20/hr not to exceed \$800	NA
Yorges, Judi	Director External Relations & Communications	NA	\$53,500 Prorated \$8,916.67	State	4/30/18-6/30/18	1.000	New Appointment	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: June 19, 2018

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
Carraher, Joan	Elementary Education	Assistant Professor	\$50,000	State	08/16/2018-05/08/2019	1.000	New Appointment	Tenure-track
Keithly, Mary	Chemistry	Assistant Professor	\$52,000	State	08/16/2018-05/08/2019	1.000	New Appointment	Tenure-track
Hughes, Adam	Communication	Assistant Professor	\$48,000	State	08/16/2018-05/08/2019	1.000	New Appointment	Tenure-track
Schaeffer, Susan	Counseling, Psychology & Social Work	Associate Professor	\$3,459	Grant	07/01/2018-02/28/2018	1.000	BHEC Grant Additional Duties	NA
Weremeichik, Jeremy	Physical & Life Sciences	Assistant Professor	\$50,243	State	08/18/2016-05/09/2018	1.000	Resignation	NA

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
Aye, Khin	Project Coordinator	NA	\$34,500	Rev Bond	05/08/2017-04/27/2018	1.000	Resignation	NA
Bogus, Kevin	Teacher	NA	\$28,558	State	07/01/2013-06/15/2018	1.000	Resignation	NA
Heiting, Jordan	Accountant	NA	\$38,159	State	06/17/2016-05/13/2018	1.000	Resignation	NA
Johnson, Andrew	Assistant Director-Residence Life	NA	\$27,705	Rev Bond	08/04/2017-05/25/2018	1.000	Resignation	NA
Lytle, Kale	Assistant Director-Residence Life	NA	\$27,705	Rev Bond	07/01/2017-06/30/2018	1.000	Resignation	NA

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

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Gaswick, Kari	Comptroller	NA	\$71,000	State	02/10/2014-05/13/2018	1.000	Resignation	NA
Gaswick, Kari	Vice President Administration & Finance	NA	\$122,500 prorated \$16,422	State	5/14/2018-6/30/2018	1.000	New Appointment	Special

Attachment: CSC Personnel Report June 2018 (2226 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: June 19, 2018

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
Heiting, Jordan	Budget Director	NA	\$55,000 prorated \$7,373	State	5/14/2018- 6/30/2018	1.000	New Appointment	Special
Hansen, Jon	Vice President Enrollment Management, Marketing & Student Services	NA	\$2,505	State	03/12/2018- 05/04/2018	NA	HIST 460 (3 cr hrs)	Special
Hughes, Melany	Budget Director	NA	\$60,000	State	03/01/2011- 05/13/2018	1.000	Resignation	NA
Hughes, Melany	Comptroller	NA	\$78,000 prorated \$10,456	State	5/14/2018- 6/30/2018	1.000	New Appointment	Special
Mitchell, Cassie	Interim Manager Sports & Recreation	NA	\$40,600	State	08/28/2017- 06/28/2018	0.830	Resignation	NA
Osmotherly, Taylor	Associate Director- Resident Life	NA	\$35,000 prorated \$2,916.67	Rev Bond	5/14/2018- 6/30/2018	1.000	Title Change from Interim	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
Bruce, Emily	OA II	NA	\$1,883	State	5/8/2018	1.000	New hire	Probationary
Gardener, Brannon	Custodian	NA	\$1,798	Rev Bond	12/14/2015- 04/02/2018	1.000	Resignation	NA
Jech, Samantha	Custodian	NA	\$1,798	Rev Bond	08/03/2015- 03/14/2018	1.000	Resignation	NA
Porras, Patti	Accounting Clerk II	NA	\$2,693	State	07/21/1998- 10/12/2018	1.000	Retirement	NA
Sommerville, Tracy	Accounting Clerk II	NA	\$2,000	State	6/4/2018	1.000	New hire	Probationary
Sutton, Alexander	Custodian	NA	\$1,746	Rev Bond	04/03/2017- 05/05/2018	1.000	Resignation	NA
Watkins, Dustin	Custodian	NA	\$1,746	Rev Bond	11/20/2017- 03/14/2018	1.000	Resignation	NA

Attachment: CSC Personnel Report June 2018 (2226 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: PERU STATE COLLEGE
MEETING DATE: June 19, 2018

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
Westerlin, Sara	School of Education	Instructor	\$54,300	State	8/16/18-5/8/19	1.0	New Appointment	Non 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
Anderson, Elizabeth	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	CMIS 101-049Y (3 cr hr)	Special
Anderson, Josh	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	ART 206-049Y (3 cr hr)	Special
Bennett, Pam	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	ANTH 225-049Y (3 cr hr)	Special
Benscoter, Andrew	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	ENG 201-049Y (3 cr hr)	Special
Bliss, Stacy	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	PSYC 320-049W (3 cr hr)	Special
Bliss, Stacy	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	PSYC 380-049Y (3 cr hr)	Special
Brand, Lesa	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	Educ 605-049W (3 cr hr)	Special
Brand, Lesa	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	Educ 605-049Y (3 cr hr)	Special
Christiansen, Heath	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 355-000Y & 049Y (3 cr hr)	Special
Craver, Susan	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 214-049Y (3 cr hr)	Special
Falcon, Lori	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	EDUC 556-049Y (3 cr hr)	Special
Feldmann, Ann	Adjunct	N/A	\$2,505.00	State	3/10/18-4/6/18	N/A	EDUC 552-0DCX (3 cr hr)	Special
Feldmann, Ann	Adjunct	N/A	\$2,505.00	State	3/10/18-4/6/18	N/A	EDUC 552-0DDX (3 cr hr)	Special
Friesen, Brent	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	STAT 210-049Y (3 cr hr)	Special
Hays, Jon	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	HIST 113-049Y (3 cr hr)	Special
Jacobsen, Linda	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 339-049Y (3 cr hr)	Special

Attachment: PSC Personnel Report June 2018 (2226 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: PERU STATE COLLEGE

MEETING DATE: June 19, 2018

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
Langstraat, Rick	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 232-049Y (3 cr hr)	Special
Lottman, Brent	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	CJUS 401-049Y(3 cr hr)	Special
McGee, Mary	Adjunct	N/A	\$2,505.00	State	3/10/18-4/6/18	N/A	EDUC 552-0DAX (3 cr hr)	Special
McGee, Mary	Adjunct	N/A	\$2,505.00	State	3/10/18-4/6/18	N/A	EDUC 552-0DBX (3 cr hr)	Special
Meyer, Nathan	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 390-049Y (3 cr hr)	Special
Muthersbaugh, Kelly	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	SPED 500-049Y (3 cr hr)	Special
Novak, Elisha	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	SOC 201-049Y (3 cr hr)	Special
Odum, Jay	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 252-049Y (3 cr hr)	Special
Odum, Jay	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 331-049Y (3 cr hr)	Special
Pollard, Sharon	Adjunct	N/A	\$2,663.65	State	1/8/18-5/4/18	N/A	Student Teacher Supervision (3.19 cr hr)	Correction of salary and credit hours from April 2018 BOT Report
Radell, David	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	ESCI 215-049S (3 cr hr)	Special
Radell, David	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	ESCI 215-049Y (3 cr hr)	Special
Sharp, Cole	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 201-049Y (3 cr hr)	Special
Stilmock, Joy	Adjunct	N/A	\$1,670.00	State	1/8/18-5/4/18	N/A	EDUC 312-000A (2 cr hr)	Special
Tanner, Colby	Adjunct	N/A	\$3,340.00	State	3/12/18-5/4/18	N/A	BIOL 130-049Y (4 cr hr)	Special
Vasiloff, Barbara	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	EDUC 520-049Y (3 cr hr)	Special
Weninger, Hope	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 373-049W (3 cr hr)	Special
Weninger, Hope	Adjunct	N/A	\$2,505.00	State	3/12/18-5/4/18	N/A	BUS 373-049Y (3 cr hr)	Special

Attachment: PSC Personnel Report June 2018 (2226 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: PERU STATE COLLEGE
MEETING DATE: June 19, 2018

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
Haveman, Debra	IT Analyst	N/A	\$500.00	State	4/1/18 - 4/30/18	NA	Financial Aid Assistance	N/A
Jensen, Samantha	Distance Learning Coordinator	N/A	\$32,513 (pro rated \$5,418)	State	4/2/18 - 6/30/18	1.0	New Appointment	Special

NON-UNIONIZED PROFESSIONAL STAFF

(Full-time/.75 FTE or more)

Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Albury, Renetta J.	Head Women's Basketball Coach	N/A	\$51,500 (pro rated \$8,583)	State	4/2/18 - 6/30/18	1.0	New Appointment	Special
Beardslee, Eugene	Chief Information Officer	N/A	\$2,505.00	State	7/1/17 - 6/30/18	1.0	CMIS 300-049X (3 cr hr)	Special
Smith, Scotte	Head Women's Basketball Coach	N/A	\$48,000.00	State	7/17/17 - 2/27/18	1.0	Termination	N/A
Willey, Randall	Comptroller	N/A	\$88,500 (pro rated \$14,504)	State	5/1/18 - 6/30/18	1.0	New Appointment	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
Baumeister, Quintin	Custodian	N/A	\$1,745/MO	State	3/1/18 - 6/30/18	1.0	New Hire	Probationary
Chandler, Yvonne	Computer Operator	N/A	\$41,523	State	8/18/75 - 10/31/18	1.0	Retirement	N/A
Eltiste, Hal	Maintenance Repair III	N/A	\$39,437	State	7/9/01 - 4/6/18	1.0	Retirement	N/A
Jensen, Samantha	Office Assistant II	N/A	\$1,988	State	10/16/17-3/31/18	N/A	Temporary Pay Increase	N/A
Mathers, Annette	Custodian	N/A	\$1,745/MO	State	3/12/18 - 6/30/18	1.0	New Hire	Probationary

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 19, 2018

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
Bergh, Justin	Communication Arts	Assistant Professor	\$50,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Maureen Carrigg	Non-Tenure Track
Clark, Sally	Physical Sciences & Mathematics	Associate Professor	\$59,896.00	State	08/16/12-05/09/18	1.000	Resignation	N/A
Dilliard, Kelly	Physical Sciences & Mathematics	Associate Professor	\$59,897.00	State	08/22/08-05/09/18	1.000	Resignation	N/A
Hardy, Adam	Counseling	Assistant Professor	\$51,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Kathleen Conway	Tenure Track
McCawley, Paul	Health, Human Performance & Sport	Instructor	\$43,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Tammy Evetovich	Non-Tenure Track
McLaughlin, Lindsay	Business and Economics	Assistant Professor	\$60,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Kenneth Hallgren	Tenure Track
Peekenschneider, Danielle	Life Sciences	Assistant Professor	\$52,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Barbara Hayford	Tenure Track
Vilkas, Ben	Educational Foundations & Leadership	Assistant Professor	\$52,000.00	State	08/16/18-05/08/19	1.000	New Appointment, replaced Barbara Black	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
Dion, Lora	Adjunct	N/A	\$835.00	State	01/08/18-05/09/18	N/A	GST 196B-ND01 (1 cr hr)	Special
Fleming, Angela	Adjunct	N/A	\$2,505.00	State	01/08/18-05/09/18	N/A	FCS 420-0060 (3 cr hrs)	Special
Gutenschwager, Erica	Adjunct	N/A	\$5,010.00	State	05/09/18-06/20/18	N/A	IDS 399-0082 (3 cr hrs) and IDS 399-0083 (3 cr hrs)	Special
Machacek, Darlene	Adjunct	N/A	\$2,505.00	State	01/08/18-05/09/18	N/A	EDU 409-62 (3 cr hrs)	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 19, 2018

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
Frana, Brian	Football Coordinator – Offensive	N/A	\$50,000.00; Prorated \$13,258.00	State	03/27/18- 06/30/18	1.000	New Appointment, replaced Benjamin Curran	Special
Loftis, Charissa	Librarian-Reference	N/A	\$100.00	State	04/07/18- 04/07/18	1.000	Organize & administer Counselor Preparation Comprehensive Exam (CPCE).	Special
Quance, Marilyn	Librarian-Technical Services	N/A	\$2,505.00	State	01/08/18- 05/09/18	1.000	IDS 120-00W0 (2 cr hrs) and IDS 368-00W0 (1 cr hr).	Special
Utecht, Lori	Learning Skills Specialist	N/A	\$6,666.00	State	05/06/18- 07/07/18	0.75	Program Director for the Study Abroad Program in Greece (Additional temporary .137 FTE)	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: June 19, 2018

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
Dalaviras, Christin	Director Student Activities and Student Center	N/A	\$53,795.00	Revenue Bond	07/01/16-06/29/18	1.000	Resignation	N/A
DeBoer, Mitchell	Associate Vice President of Administration & Finance	N/A	N/A	State	03/01/18-06/30/18	1.000	Title Change only	N/A
DeBoer, Mitchell	Associate Vice President of Administration & Finance	N/A	\$6,000.00	State	04/01/18-05/31/18	1.000	Additional duties related to athletic business operations extended	Special
Dunning, John	Vice President for Information Technology	N/A	\$120,000.00; Prorated \$30,000.00	State	04/01/18-06/30/18	1.000	Title change	N/A
Kielsmeier, Chris	Head Women's Basketball Coach	N/A	\$89,499.00	State	05/19/08-04/30/18	0.960	Resignation	N/A
Rasmussen, Jeremy	Comptroller	N/A	\$85,000.00; Prorated \$19,564.00	State	04/09/18-06/30/18	1.000	New Appointment	Special
Siebrandt, Rebecca	Director Business Services	N/A	\$53,841.00	State	08/18/14-03/28/18	1.000	Resignation	N/A

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Wayne State College
MEETING DATE: June 19, 2018

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
Fischer, Chris	Maintenance Repair Worker III	N/A	\$2,452.67/mo.	State	04/02/18-06/30/18	1.000	New Hire, replaced Bryan Backstrom	Probationary
Hank, Amanda	Office Assistant II	N/A	\$2,674.58/mo.	State	01/30/97-04/11/18	1.000	Resignation	N/A
Loberg, Jeffery	Maintenance Repair Worker II	N/A	\$247.95	Revenue Bond	12/01/17-03/30/18	1.000	Temporary additional pay for MRW III duties, 435 hours	N/A
Spahr, Connie	Accounting Clerk III	N/A	\$500/mo.	State	04/01/18-06/30/18	1.000	Additional duties to cover the absence of a Director of Student Accounts	N/A
Torres, Gerardo	Office Assistant III	N/A	\$2,599.67/mo.	State	10/02/17-03/30/18	1.000	Resignation	N/A

ITEMS FOR INFORMATION AND DISCUSSION\ACADEMIC AND PERSONNEL

June 19, 2018

INFORMATION ONLY: Selection of Collective Bargaining Teams

The following management bargaining teams have been appointed in preparation for the next collective bargaining sessions with the State Colleges Education Association (SCEA); the Nebraska State Colleges Professional Association (NSCPA); and the National Association of Public Employees, Local #61, of the American Federation of State, County and Municipal Employees (NAPE/AFSCME) bargaining units:

Chief Negotiator:	Kristin Petersen
SCEA:	Charles Snare, CSC Tim Borchers, PSC Steve Elliott, WSC Kara Vogt
NSCPA:	Anne DeMersseman, CSC Eulanda Cade, PSC Candace Timmerman, WSC Kara Vogt
NAPE/AFSCME:	Anne DeMersseman, CSC Eulanda Cade, PSC Candace Timmerman, WSC Kara Vogt

Negotiations for the next biennium (2019-2021) are planned to commence in September 2018.

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

June 19, 2018

INFORMATION ONLY: Student Demographic Report

This is an annual demographic report for students in the Nebraska State College System provided to the Board for information. Please note that comparison data is provided for Fall 2010 through Fall 2016.

ATTACHMENTS:

- Student Demographic Report Fall 2017 (PDF)

FALL 2017 STUDENT DEMOGRAPHIC REPORT (UNDERGRADUATE/GRADUATE)

	FEMALE	MALE	AMERICAN INDIAN OR ALASKAN NATIVE	BLACK OR AFRICAN AMERICAN	ASIAN	NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	WHITE	HISPANIC	TWO OR MORE RACES	OTHER	UNKNOWN ETHNICITY
CSC	1,642	1,095	28	90	20	8	2,158	223	95	51	54
PSC	1,420	929	10	138	22	3	1,928	144	66	28	10
WSC	1,909	1,383	35	98	19	3	2,717	265	78	25	52
TOTAL	4,971	3,407	73	326	61	14	6,803	632	239	104	116

TOTAL Fall 2016	5,225	3,680	70	357	65	12	7,113	600	237	96	355
TOTAL Fall 2015	5,256	3,674	97	384	80	20	7,085	533	165	106	460
TOTAL Fall 2014	5,252	3,750	76	393	75	20	6,978	539	206	190	836
TOTAL Fall 2013	5,233	3,751	61	283	61	20	6,864	481	183	57	973
TOTAL Fall 2012	5,174	3,765	96	329	74	23	6,982	360	96	55	924
TOTAL Fall 2011	5,039	3,687	92	277	71	16	6,949	343	108	78	792
TOTAL Fall 2010	5,158	3,688	74	223	62	13	7,240	301	106	59	768

Source: IPEDS Student Enrollment (Full and Part Time)

Attachment: Student Demographic Report Fall 2017 (2212 : Student Demographic Report)

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

June 19, 2018

INFORMATION ONLY: Marketing Activities and Events Update

Scholarship Luncheon

The Board of Trustees Scholarship Luncheon in Chadron was originally scheduled to take place on April 13, 2018. However, it was rescheduled to April 27, 2018 due to weather. Senator John Stinner was the keynote speaker in Chadron and 12 students and their families were present, with a total attendance of 85. The Lincoln luncheon was attended by 124 people with students from all three colleges. Senator John Kuehn gave the keynote and Kesha Beethe was the alumnus speaker. We received very positive feedback from both luncheons.

Counselor Updates

The 2018 Counselor Update will be a joint initiative with the University of Nebraska again. The dates are scheduled for September 17 - 21. Below is the current schedule.

- September 17-Chadron
- September 18-Kearney
- September 19-Omaha
- September 20-Lincoln
- September 21-Wayne

New Director of External Relations and Communications

Judi Yorges joined the System Office on April 30, 2018 as the new Director of External Relations and Communications. We are in the process of scheduling a time for her to visit each of the colleges to meet with the marketing and admissions staff.

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

June 19, 2018

***INFORMATION ONLY:* Annual Report on Internal Leases of Revenue Bond Buildings**

Chadron State leases 16,281 square feet of Revenue Bond Building office space in Crites Hall on an annual basis for state supported functions. The space is leased for \$1.74 per square foot for 2017-18 and 2018-19, for a total lease payment to the Revenue Bond fund of \$28,350.

ITEMS FOR INFORMATION AND DISCUSSION/FISCAL, FACILITIES, AND AUDIT

June 19, 2018

INFORMATION ONLY: Physical Plant Status Reports (January-March 2018)

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)

PHYSICAL PLANT STATUS REPORT			
As of March 2018			
College: Chadron State College		Meeting Date: June 19, 2018	
	Project Description	Status	Fund Source
LB 309 Projects			
1	Armstrong Building Roof Replacement	In Progress	LB 309
2	NPAC Steam Line Replacement	In Progress	LB 309
3	Campus Fire Hydrant Replacement	In Progress	LB 309
4	King Library ADA Restroom Remodel	In Progress	LB 309
5	King Library Lighting Upgrade	In Progress	LB 309
6	King Library Window Upgrade	In Progress	LB 309
Contingency Maintenance Projects			
7	Andrews Hall Fire Alarm Upgrade	In Progress	Contingency Maintenance
8	Andrews Hall Elevator Upgrade	Funded	Contingency Maintenance
9	Crites Hall Windows Replacement	In Progress	Contingency Maintenance
10	Mechanical Room Upgrades	In Progress	Contingency Maintenance
11	Residence Hall Security Cameras	Funded	Contingency Maintenance
12	Residence Hall Campus Wireless Upgrades	Substantially Complete	Contingency Maintenance
13	Revenue Bond Buildings Asbestos Abatement	In Progress	Contingency Maintenance
14	Revenue Bond Buildings Flooring Replacement	In Progress	Contingency Maintenance
15	Revenue Bond Buildings Furnishings	In Progress	Contingency Maintenance
16	Revenue Bond Buildings Lighting Retrofit	In Progress	Contingency Maintenance
17	Student Center Specialty Equipment	In Progress	Contingency Maintenance
Other Capital Construction Projects (Include all projects using non-state or state funds that do not "fit" into any of the other categories)			
18	Stadium/Track Improvement Project	In Progress	LB 957

PHYSICAL PLANT STATUS REPORT

College: Peru State College

Meeting Date: June 19, 2018

Project Description	Status	Fund Source
LB 309 Projects		
Campus Utility Metering	Completed	LB 309
Hoyt Science Hall HVAC Controls	Completed	LB 309
Campus Tunnel Geothermal	In Progress	LB 309
Revenue Bond Projects		
Delzell Hall Renovation	In Progress	Bond Funds
Contingency Maintenance Projects		
Delzell Hall & Student Center Repairs	In Progress	Contingency Maintenance
R&R Equipment Infrastructure	In Progress	Contingency Maintenance
R&R Furnishings	In Progress	Contingency Maintenance
Centennial Complex Electrical	In Progress	Contingency Maintenance
Fire Alarm Replacement	In Progress	Contingency Maintenance
Other Capital Construction Projects (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	Foundation Capital Improvement Fees
Theatre Renovation	In Progress	State Appropriation LB 957 Foundation Capital Improvement Fees College Cash Funds LB 309

Attachment: PSC Physical Plant Status Report (2213 : Physical Plant Status Reports)

PHYSICAL PLANT STATUS REPORT

As of March 31, 2018

College: Wayne State College

Meeting Date: June 19, 2018

LB 309 Projects		
Project Description	Status	Fund Source
Humanities Window Replacement	Substantially complete; waiting on final close-out items	LB 309
Connell Hall Exterior Molding/Window/Entry System Replacement	In Progress	LB 309
Gardner Hall Roof Replacement-Phase 2	In Progress	LB 309
Energy Plant Efficiency Improvements	Study In Progress	LB 309
Contingency Maintenance Projects		
Project Description	Status	Fund Source
Neihardt Hall Fire Alarm Replacement	In Progress	Contingency Maint.
Berry Hall Fire Sprinkler Install	In Design	Contingency Maint.
Student Center HVAC Upgrade	Study In Progress	Contingency Maint.
Other Capital Construction Projects		
(Include all projects using non-state or state funds that do not "fit" into any of the other categories)		
Project Description	Status	Fund Source
Bowen Hall Renovation	Complete	Contingency Maint./ Revenue Bond Construction Fund
U.S. Conn Library Renovation	Substantially complete; 1% for Art and other misc items remain	Gen./Cash/LB 309/ Cap Impr Fees/ WS Foundation
Carhart Renov – Phase III	Substantially complete; 1% for Art remaining	Cash/LB 309/ WS Foundation
Stadium Press Box	In Progress	Cap Impr Fees/LB 309/Sport Facilities Cash/ WS Foundation/Cash
Center for Applied Technology	In Progress	State Appropriation-LB605 Bonds/Cash/WS Foundation
Criminal Justice Crime Scene Investigation Facility	In Progress	Capital Improvement Fees/WS Foundation

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

June 19, 2018

INFORMATION ONLY: **Capital Construction Quarterly Reports (as of March 31, 2018)**

Capital Construction Quarterly Reports from each of the Colleges are provided to the Board for information.

Chadron

1. Stadium Renovation - Interim report

Peru

1. Delzell Renovation - Interim report
2. Field House Phase I - Final report
3. Park Avenue Campus Entrance - Interim report
4. Theater Renovation - Interim report

Wayne

1. Bowen Hall Renovation and Addition - Final report
2. Carhart Renovation, Phase III - Interim report
3. Center for Applied Technology - Interim report
4. Press Box Replacement - Interim report
5. 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-Park Avenue (PDF)
- PSC Capital Construction Quarterly Report-Theatre (PDF)
- WSC Capital Construction Quarterly Report-Bowen Hall (PDF)
- WSC Capital Construction Quarterly Report-Carhart (PDF)
- WSC Capital Construction Quarterly Report-Center for Applied Technology (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 March 31, 2018				
College: Chadron State College		Meeting Date: June 19, 2018		
Project Information	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				
Project Dates	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			
Final Completion				
Report Information	Status	Initial Report:	3/24/2017	
		Interim Report: X		
Financial Information				
State Buildings	State Funds	\$6,202,766.00		
	Federal Funds	\$0.00		
	LB 309 Funds	\$0.00		
	Cash Funds	\$263,809.55		
	Capital Imp. Fee Commitment	\$850,000.00		
	Other	\$821,660.00		
	Total Available	\$8,138,235.55		
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	\$8,138,235.55		
Expenditure Information				
	Proposed Budget	Expended to Date	Balance	
Program Planning	\$61,810.00	\$61,810.00	\$0.00	
Professional Fees & Reimb.	\$723,500.00	\$651,842.40	\$71,657.60	
Life Cycle Cost Analysis			\$0.00	
Construction				
1. General, Mech., Elec.	\$7,295,000.00	\$1,840,227.52	\$5,454,772.48	
2. Fixed Equipment	\$0.00	\$0.00	\$0.00	
3. Sitework/Utilities	\$32,999.55	\$33,878.05	-\$878.50	
Furnishings/Moveable Equip.	\$0.00	\$0.00	\$0.00	
Contingency	\$0.00	\$0.00	\$0.00	
Artwork	\$24,926.00	\$0.00	\$24,926.00	
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	
TOTALS	\$8,138,235.55		\$5,550,477.58	

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2018

College: Peru State College		Meeting Date: June 19, 2018		
Project Information	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				
Project Dates	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			8/4/2017	
Final Completion				
Report Information	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
Financial Information				
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		
Expenditure Information				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$782,766.00	\$766,583.02	\$16,182.98	
Life Cycle Cost Analysis				
Construction	\$6,818,760.78	\$6,924,796.36	-\$106,035.58	
1. General, Mech., Elec.				
2. Fixed Equipment				
3. Sitework/Utilities	\$607,321.00	\$607,321.00	\$0.00	
Furnishings/Moveable Equip.	\$200,000.00	\$200,000.00	\$0.00	
Contingency	\$153,846.23	\$83,445.86	\$70,400.37	
Artwork				
Other Items				
1. Construction Administration	\$226,150.00	\$216,333.99	\$9,816.01	
2. Relocation Costs				
Change Orders				
1 F & B	\$36,659.00	\$36,659.00		
2 F & B	\$21,979.00	\$21,979.00		
3 F & B	\$32,751.00	\$32,751.00		
4 F & B	-\$15.00	-\$15.00		
5 F & B	-\$45,880.00	-\$45,880.00		
6 F & B	\$16,790.00	\$16,790.00		
7 F & B	-\$4,806.00	-\$4,806.00		
8 F & B	\$3,176.00	\$3,176.00		
9 F & B	\$7,320.00	\$7,320.00		
10 F & B	\$6,682.00	\$6,682.00		
11 F & B	-\$3,500.00	-\$3,500.00		
11 Grace Plastering	\$49,999.99	\$49,999.99		
TOTALS	\$8,910,000.00	\$8,859,134.23	\$50,865.77	

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2018

College: Peru State College		Meeting Date: June 19, 2018		
Project Information	Project Title:	Athletic Field House (Phase I)		
	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				
Project Dates	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	6/30/2017			
Final Completion	3/31/2018			
Report Information	Status	Initial Report:		
		Interim Report:		
		Final Report: X		
Financial Information				
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			
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning			
	Professional Fees	77,222	77,222	0
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	762,683	762,683	0
	2. Fixed Equipment	50,600	38,377	12,223
	3. Sitework/Utilities			
	Furnishings/Moveable Equip.			
	Contingency			
	Artwork			
	Other Items			
	1. Construction Administration	15,000	14,080	920
	2. Relocation Costs			
	Change Orders			
	1	74,695	36,718	37,977
	2			
	TOTALS	\$980,200	\$929,080	\$51,120

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2018

College: Peru State College		Meeting Date: June 19, 2018		
Project Information	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				
Project Dates	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	6/30/2017			
Final Completion				
Report Information	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
Financial Information				
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*	\$2,223,402.00		
	Other	\$70,000.00		
Total Available	\$2,543,402.00			
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			
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning			
	Professional Fees	\$100,573.00	\$100,573.00	\$0.00
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.			
	2. Fixed Equipment			
	3. Sitework/Utilities	\$1,946,035.00	\$2,026,019.46	-\$79,984.46
	Furnishings/Moveable Equip.			
	Contingency	\$210,870.00	\$136,785.17	\$74,084.83
	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			
	TOTALS	\$2,543,402.00	\$2,522,402.00	\$21,000.00

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of March 31, 2018

College: Peru State College		Meeting Date: June 19, 2018		
Project Information	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				
Project Dates	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	3/1/2017		
Substantial Completion				
Final Completion				
Report Information	Status	Initial Report:		
		Interim Report: X		
		Final Report:		
Financial Information				
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			
Expenditure Information				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$ 659,497	532,865	\$126,632	
Life Cycle Cost Analysis				
Construction	\$ 5,595,108	\$2,427,567	\$3,167,541	
1. General, Mech., Elec.				
2. Fixed Equipment				
3. Sitework/Utilities	\$ 144,319	144,319	\$0	
Furnishings/Moveable Equip.	\$ 167,310	0	\$167,310	
Contingency	\$ 819,279	0	\$819,279	
1% Artwork	\$ 75,978	0	\$75,978	
Other Items				
1. Construction Administration	\$ 24,738	5,967	\$18,771	
2. Relocation Costs				
Change Orders				
1	\$ 62,211	0	\$62,211	
2	\$ 49,397	0	\$49,397	
TOTALS	\$7,597,837.00	3,110,718	\$4,487,119	

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2018**

7.3.f

College: Wayne State College		Meeting Date: June 19, 2018	
Project Information	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	
Project Dates	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	8/11/2017	
Final Completion	12/5/2017		
Report Information	Status	Initial Report:	
		Interim Report:	
		Final Report:	X
Financial Information			
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	\$753,886.26	
	Balances of Proceeds	\$10,702,345.69	
Revenue Sources for Construction	1. Contingency Maintenance	\$1,240,000.00	
	2. Bond Proceeds Series 2016	\$10,702,345.69	
	3. Interest Earnings	\$170,439.85	
	4. Other-RB Operating	\$103,442.32	
	Total Available	\$12,216,227.86	
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$154,967.82	\$154,967.82	\$0.00
Professional Fees	\$865,071.79	\$865,071.79	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$10,103,588.16	\$10,103,588.16	\$0.00
2. Fixed Equipment	\$325,921.44	\$325,921.44	\$0.00
3. Sitework/Utilities	\$7,100.00	\$7,100.00	\$0.00
Furnishings/Moveable Equip.	\$636,335.95	\$636,335.95	\$0.00
Contingency	\$0.00		\$0.00
Artwork			\$0.00
Other Items			
1. Abatement	\$186,181.50	\$186,181.50	\$0.00
2. Advertising/Other	\$11,456.88	\$11,456.88	\$0.00
3. Testing/Inspections	\$6,966.00	\$6,966.00	\$0.00
Change Orders			
1.	-\$776,860.00	-\$776,860.00	\$0.00
2.	\$10,557.87	\$10,557.87	\$0.00
3.	\$87,604.83	\$87,604.83	\$0.00
4.	\$114,111.79	\$114,111.79	\$0.00
5.	\$42,142.87	\$42,142.87	\$0.00
6.	\$29,605.78	\$29,605.78	\$0.00
7.	\$31,520.11	\$31,520.11	\$0.00
8.	\$43,329.57	\$43,329.57	\$0.00
9.	\$35,944.18	\$35,944.18	\$0.00
10.	\$46,747.52	\$46,747.52	\$0.00
11.	\$36,112.78	\$36,112.78	\$0.00
12.	\$33,833.18	\$33,833.18	\$0.00
13.	\$48,915.18	\$48,915.18	\$0.00
14.	\$15,306.21	\$15,306.21	\$0.00
15.	\$31,209.60	\$31,209.60	\$0.00
16.	\$34,930.60	\$34,930.60	\$0.00
17.	\$35,161.07	\$35,161.07	\$0.00
18.	\$14,296.87	\$14,296.87	\$0.00
19.	\$4,168.31	\$4,168.31	\$0.00
TOTALS	\$12,216,227.86	\$12,216,227.86	\$0.00

Attachment: WSC Capital Construction Quarterly Report-Bowen Hall (2214 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2018**

College: Wayne State College		Meeting Date: June 19, 2018		
Project Information	Project Title: Carhart Renovation, Ph. III			
	Program Number: 952			
	Professional Consultant: The Clark Enersen Partners			
	General Contractor: CM - Beckenhauer Construction, Inc.			
	Net Square Footage: Gross Square Footage:			
	Bid Opening Date	4/19/2012		
	Notice of Proceed Date			
	Estimated Completion Date	8/1/2013		
Final Acceptance Date				
Project Dates	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				
Report Information	Status	Initial Report:		
		Interim Report:	X	
		Final Report:		
Financial Information				
State Buildings	State Funds--LB No:			
	Federal Funds			
	LB 309 Funds	\$676,000.00		
	Cash Funds	\$3,818,331.85		
	Other - Wayne State Foundation	\$258,343.00		
	Cash Op Funds - Cadaver Lab	\$43,192.66		
Total Available	\$4,795,867.51			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available	\$0.00		
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning		\$0.00	
	Professional Fees	\$386,050.00	\$386,050.00	\$0.00
	Life Cycle Cost Analysis			\$0.00
	Construction			
	1. General, Mech., Elec.	\$3,644,658.46	\$3,644,658.46	\$0.00
	2. Fixed Equipment			.
	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	\$57,700.00	\$48,525.00	\$9,175.00
	Other Items			
	1. Legal, ins., moving			\$0.00
	2. Special technical/lab eqpmt.	\$434,226.39	\$434,226.39	\$0.00
	3. Misc. (advert., abatement)	\$15,320.00	\$15,320.00	\$0.00
	Change Orders			
	1.			\$0.00
	2.			\$0.00
	TOTALS	\$4,795,867.51	\$4,786,692.51	\$9,175.00

Attachment: WSC Capital Construction Quarterly Report-Carhart (2214 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2018**

College: Wayne State College		Meeting Date: June 19, 2018	
Project Information	Project Title:	Center for Applied Technology	
	Program Number:	905	
	Professional Consultant:	BVH Architecture	
	Construction Mgr.	Hausmann Construction	
	Net Square Footage: 41,535	Gross Square Footage: 53,165 per Design Development	
	Bid Opening Date		
	Notice of Proceed Date	6/21/17	
Estimated Completion Date	November 2018		
Final Acceptance Date			
Project Dates	Professional Consultants:	BVH Architecture	
	Needs Statement		
	Program Statement	11/13/15; Revised September 2016	
	Professional Services Contract	10/4/16	
	Bonds Sold	8/17/16	
	Preliminary Plans		
	Design Development	3/24/17	
	Construction Contract	11/28/16	GMP-9/25/17
	Substantial Completion		
Final Completion			
Report Information	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
Financial Information			
State Buildings	Cash Funds	\$4,405,516.32	
	Trust Funds	\$1,000,000.00	
	Other-Bonds Sold	\$8,931,000.00	
	Other-Foundation	\$1,451,257.00	
	Total Available	\$15,787,773.32	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. WS Foundation		
	Total Available	\$0.00	
Expenditure Information			
	Proposed Budget	Expended to Date	Balance
Program Planning	\$0.00		\$0.00
Professional Fees	\$1,011,025.00	\$897,497.67	\$113,527.33
Life Cycle Cost Analysis			
Construction			
1. General, Mech., Elec.	\$12,345,513.00	\$4,383,950.17	\$7,961,562.83
2. Fixed Equipment			
3. Sitework/Utilities	\$163,146.82	\$106,969.02	\$56,177.80
Furnishings/Moveable Equip.	\$1,604,385.00		\$1,604,385.00
Contingency	\$529,983.33		\$529,983.33
Artwork	\$35,189.50	\$3,189.50	\$32,000.00
Other Items			
1. Advertising, Printing	\$15,557.76	\$6,106.12	\$9,451.64
2. Asbestos tests/abatement			\$0.00
3. Testing/Inspections	\$42,930.00	\$28,710.50	\$14,219.50
Misc.			
1. Spec. Technical Costs			\$0.00
2. Signage	\$1,508.56	\$1,508.56	\$0.00
Change Orders			
1.	\$14,676.97	\$14,676.97	\$0.00
2.	\$6,842.25	\$6,842.25	\$0.00
3.	\$17,015.13	\$0.00	\$17,015.13
TOTALS	\$15,787,773.32	\$5,449,450.76	\$10,338,322.56

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2018**

College: Wayne State College		Meeting Date: June 19, 2018		
Project Information	Project Title:	Press Box Replacement		
	Program Number:	955		
	Professional Consultant:	Jackson Jackson & Assoc.		
	General Contractor	Rogge General Contractors		
	Net Square Footage: 5,672	Gross Square Footage: 6,354 per Design Development		
	Bid Opening Date			
	Notice of Proceed Date			
Estimated Completion Date	7/1/18			
Final Acceptance Date				
Project Dates	Professional Consultants:	Jackson Jackson & Assoc.		
	Needs Statement			
	Program Statement	3/26/15		
	Professional Services Contract	2/6/17		
	Bonds Sold	n/a		
	Preliminary Plans			
	Design Development	3/24/17		
	Construction Contract	9/25/17		
	Substantial Completion			
Final Completion				
Report Information	Status	Initial Report:		
		Interim Report:	X	
		Final Report:		
Financial Information				
State Buildings	Cash	\$1,606,026.40 (est.)		
	Sports Facilities Cash Funds	\$300,000.00		
	Capital Imp. Fee	\$612,915.38		
	LB 309	\$360,000.00 (est.)		
	Other-Wayne State Foundation	\$1,047,368.00 (est.)		
	Total Available	\$3,926,309.78		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. WS Foundation			
	Total Available	0.00		
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$12,987.73	\$12,987.73	\$0.00
	Professional Fees	\$235,000.00	\$187,572.99	\$47,427.01
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	\$3,360,458.00	\$418,889.70	\$2,941,568.30
	2. Fixed Equipment			\$0.00
	3. Data/Tele. Cabling	\$20,000.00		\$20,000.00
	Furnishings/Moveable Equip.	\$50,000.00		\$50,000.00
	Contingency	\$218,787.65		\$218,787.65
	Artwork			
	Other Items			
	1. Advertising, Printing	\$8,933.17	\$8,933.17	\$0.00
	2. Testing/Spec Inspections	\$18,850.00	\$13,202.00	\$5,648.00
	Misc.	\$1,293.23		\$1,293.23
	1. Spec. Technical Costs			
	2.			
TOTALS	\$3,926,309.78	\$641,585.59	\$3,284,724.19	

Attachment: WSC Capital Construction Quarterly Report-Press Box (2214 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF MARCH 31, 2018**

College: Wayne State College		Meeting Date: June 19, 2018		
Project Information	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 Final Acceptance Date	Spring/Summer 2017		
Project Dates	Professional Consultants:	Jackson Jackson & Assoc.		
	Needs Statement			
	Program Statement	9/7/12		
	Professional Services Contract	10/1/12		
	Bonds Sold	Febr. 2014		
	Preliminary Plans			
	Design Development	9/6/13		
	Construction Contract	8/19/13	GMP - 2/27/14	
	Substantial Completion Final Completion	5/8/17		
Report Information	Status	Initial Report:		
		Interim Report:	x	
		Final Report:		
Financial Information				
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	\$3,268,643.96		
	Capital Imp. Fee Commitment	\$700,000.00		
	Other-Wayne State Foundation	\$2,708,574.57 (est.)		
	Total Available	\$21,943,218.53		
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. WS Foundation			
	Total Available	\$0.00		
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning	\$63,087.85	\$63,087.85	\$0.00
	Professional Fees	\$1,418,793.00	\$1,420,388.68	-\$1,595.68
	Life Cycle Cost Analysis			
	Construction			
	1. General, Mech., Elec.	\$16,791,805.35	\$16,440,239.37	\$351,565.98
	2. Fixed Equipment			
	3. Sitework/Utilities	\$75,825.00	\$65,111.75	\$10,713.25
	Furnishings/Moveable Equip.	\$1,249,801.00	\$1,152,977.47	\$96,823.53
	Contingency	\$590,747.33		\$590,747.33
	Artwork	\$308,159.00	\$58,837.00	\$249,322.00
	Other Items			
	1. Advertising, Printing	\$40,000.00	\$35,549.91	\$4,450.09
	2. Asbestos tests/abatement	\$535,000.00	\$532,548.30	\$2,451.70
	Misc.			
	1. Technical Costs	\$835,000.00	\$547,231.49	\$287,768.51
	2. Other	\$35,000.00	\$24,770.92	\$10,229.08
	TOTALS	\$21,943,218.53	\$20,340,742.74	\$1,602,475.79

Attachment: WSC Capital Construction Quarterly Report-U.S. Conn Library (2214 : Capital Construction Quarterly Reports)

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

June 19, 2018

INFORMATION ONLY: Spring Occupancy and Income Report

The Spring 2018 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 for occupancy and the income earned by their revenue bond facilities during Spring 2018.

In summary, the following ratios.

	% Residence Hall Bed Occupancy for Spring 2018	% Residence Hall Room Occupancy for Spring 2018	% Residence Hall Income for Spring 2018
Chadron	48%	66%	63%
Peru	63%	62%	63%
Wayne	64%	77%	62%

	Chadron	Peru	Wayne	Chadron	Peru	Wayne
	Bed Occupancy			Room Occupancy		
Spring 08	742	334	1,169	567	207	687
Spring 09	778	381	1,182	584	226	731
Spring 10	775	382	1,192	582	216	719
Spring 11	795	388	1,208	587	217	679
Spring 12	811	381	1,192	585	208	695
Spring 13	752	358	1,195	546	218	702
Spring 14	777	422	1,146	571	240	661
Spring 15	794	391	1,138	573	229	643
Spring 16	785	403	1,103	572	220	670
Spring 17	752	369	908	556	187	540
Spring 18	627	369	992	473	193	601

ATTACHMENTS:

- CSC Spring Occupancy and Income Report (PDF)
- PSC Spring Occupancy and Income Report (PDF)
- WSC Spring Occupancy and Income Report (PDF)

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: CHADRON STATE COLLEGE
TERM: SPRING 2018

REPORT DATE: June 19, 2018
FINAL 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	162	149	-8.02%	52.46%	148	120	112	75.68%
BROOKS	110	84	27	0	-100.00%	0.00%	40	20	0	0.00%
EDNA WING	94	94	48	55	14.58%	58.51%	49	40	40	81.63%
EDNA WORK	92	92	59	52	-11.86%	56.52%	46	43	44	95.65%
HIGH RISE	400	422	263	231	-12.17%	54.74%	218	193	170	77.98%
KENT HALL	304	275	148	101	-31.76%	36.73%	151	95	68	45.03%
EAGLE RIDGE	69	69	45	39	-13.33%	56.52%	69	45	39	56.52%
SUBTOTALS	1,373	1,320	752	627	-16.62%	47.50%	721	556	473	65.60%

	Apartment Available	Apartment Occupied Spring 2017	Apartment Occupied Spring 2018	Percent of Change	Percent Occupancy
Family Housing					
EDNA WORK WING	0	0	0	0.00%	0.00%
WEST COURT	0	8	0	-100.00%	0.00%
SUBTOTALS	0	8	0	-100.00%	0.00%
TOTALS	1,373	1,320	760	-17.50%	47.50%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,373	1,320	1765-2625	2,144,265	1,342,492	62.61%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				20,000	0	0.00%
Other						
TOTALS				\$2,164,265	\$1,342,492	62.03%

* Residence Hall rental revenue is less waivers, refunds and receivables. Amounts shown represent actual income collected.

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: PERU STATE COLLEGE
TERM: SPRING 2018

REPORT DATE: June 19, 2018
Final 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										
ELIZA MORGAN	148	144	119	127	6.72%	88.19%	88	62	69	78.41%
DELZELL ***	146	151	0	107	N/A	70.86%	73	0	55	75.34%
CLAYBURN/MATHEWS **	120	119	100	0	-100.00%	0.00%	60	50	0	0.00%
DAVIDSON/PALMER	116	116	88	87	-1.14%	75.00%	58	44	25	42.24%
NICHOLAS/PATE	24	60	62	48	-22.58%	80.00%	30	31	44	146.67%
SUBTOTALS	554	590	369	369	100.00%	62.54%	309	187	193	62.30%

	Apartments Available	Apartments Occupied Spring 2017	Apartments 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%	
SUBTOTALS	0	19	19	0	100.00%	
TOTALS	554	609	388	388	1	63.71%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	554	369	2161-3773	\$1,156,995	\$730,117	63.10%
Student Apartments	11	11	1841-3227	\$77,322	\$51,093	66.08%
Faculty Apartments	8	8	3438-4500	\$32,679	\$17,051	52.18%
Summer, Guest Housing & Rentals					\$221	
Other					\$108	
TOTALS				\$1,266,996	\$798,590	63.03%

* Residence Hall rental revenue is less waivers, refunds and receivables.

**Clayburn/Mathews Halls closed for sprinkler system upgrade, reopen Fall 2018

***Delzell reopened Fall 2017

**REVENUE BOND FACILITIES
OCCUPANCY AND INCOME REPORT**

COLLEGE: WAYNE STATE COLLEGE
TERM: SPRING 2018

REPORT DATE: JUNE 19, 2018
FINAL 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	165	159	135	103	-23.70%	64.78%	66	64	57	86.36%
Anderson Hall	328	306	241	99	-58.92%	32.35%	159	149	68	42.77%
Berry Hall	432	420	0	341	N/A	81.19%	200	0	186	93.00%
Bowen Hall**	240	231	179	93	-48.04%	40.26%	119	109	64	53.78%
Morey Hall	185	161	130	139	6.92%	86.34%	91	83	86	94.51%
Neihardt Hall	142	139	118	120	1.69%	86.33%	75	70	70	93.33%
Pile Hall	147	140	105	97	-7.62%	69.29%	74	65	70	94.59%
Terrace Hall										
SUBTOTALS	1,639	1,556	908	992	9.25%	63.75%	784	540	601	76.66%

	Apartment Available	Apartment Occupied Spring 2017	Apartment Occupied Spring 2018	Percent of Change	Percent Occupancy
Family Housing					

SUBTOTALS	0	0	0	0	0	0
TOTALS	1,639	1,556	908	992	9.25%	63.75%

ACTUAL INCOME

	Original Design	Present Use	Current Rates	Total Potential Income	Actual Income	Percent of Potential Income
Residence Halls *	1,639	1,556	\$1820-\$3000	\$2,707,176	\$1,685,336	62.25%
Student Apartments						
Family Housing						
Faculty Apartments						
Summer, Guest Housing & Rentals				\$0	0	NA
Other				\$20,693	20,693	100.00%
TOTALS				\$2,727,869	\$1,706,029	62.54%

*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

June 19, 2018

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

Chadron State Contracts

- Rangeland Ag Pavilion (concrete) -- \$29,810
- Admissions (Lead generation for prospective students) -- \$18,658
- Sandoz Center (Over There: Americans Abroad in WWI) -- \$2,700
- Teaching and Learning Center (Sakai Hosting Services, Sakai Support Services, and Sakai Analytics Services) -- \$55,500

Peru State Contracts

- IT-Software Agreement (Blackboard license and service agreement renewal for software) -- \$52,000.01
- Administration Building (engineering services to review options of geothermal system) -- \$13,500
- Administration (consulting services) - not to exceed \$14,000 fees, not to exceed \$9,000 travel expenses
- Oak Bowl (construction drawings) -- \$0.00 change of dates of service only
- Residence Life (BIT Best Practices training) -- \$8,500
- Field House (indoor air quality assessment) -- \$1,490

Peru State Change Orders

- Al Wheeler Activity Center Condensate Line (#1-unable to bore under street; must cut street, dig, backfill and pour new concrete) -- \$19,251
- Theatre (#3-helical pier extra for helical piers drilled beyond 20' and additional materials ordered not used) -- \$57,452

Wayne State Contracts

- Campuswide (fire alarm and life safety monitoring services) -- \$3,211.50
- Memorial Stadium (install frosted film on west windows in locker room) -- \$378
- Connell Hall (window replacement and wood replication) -- \$549,433
- Student Center, Rec Center and Peterson Fine Arts (install lighting disconnects in elevator equipment rooms) -- \$585
- Campuswide (state-required elevator compliance work) -- \$2,770
- Brandenburg Education Building, Room 110 (install power and data for television) -- \$500
- Campus Grounds (install pipe bollards) -- \$3,450
- Gardner Business Building (re-roof, phase II) -- \$116,000
- Memorial Stadium (sewer line work) -- \$2,495
- Student Center (replace elevator door edges) -- \$2,321
- Pile Hall (repack elevator) -- \$2,688
- Campuswide (annual maintenance on all automatic doors) -- \$1,950

- Campuswide (annual elevator inspections [1 annual, 3 quarterly]) -- \$7,336

Wayne State Change Orders

- Criminal Justice Facility (#2-required changes for Fire Marshal's Code Review) -- \$3,275
- Criminal Justice Facility (#3-remove cooper piping and install new Pex, build soffit) -- \$684.40
- Center for Applied Technology (#3-geothermal well fencing, joint beam adjustment, parapet change) -- \$17,015.13

Nebraska State College System Contracts

- Nebraska State College System Office and Colleges (lobbyist services) -- \$39,544
- Nebraska State College System Office and Colleges (employee assistance program) -- \$24.70 per employee per year
- Nebraska State College System Office and Colleges (development of IT security policies) -- \$57,000
- Nebraska State College System Office (search for Chancellor position) -- \$65,000
- Nebraska State College System Office (ERM software licenses and services) -- \$51,620

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**

April 19, 2018

CONTRACTS – a) construction contracts for less than \$100,000; b) architect/engineer fees of less than \$70,000; 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.

Chadron State College	
Location on Campus:	Rangeland Ag Pavilion
Contracted Work:	Concrete
Contract Amount:	\$29,810.00
Fund Source:	Cash
Contractor:	R & J Industries
Location on Campus:	Admissions
Contracted Work:	Lead generation for prospective students
Contract Amount:	\$18,658.00
Fund Source:	Cash
Contractor:	Raise Labs Inc.
Location on Campus:	Sandoz Center
Contracted Work:	Over There: Americans Abroad in WWI
Contract Amount:	\$2,700.00
Fund Source:	Cash
Contractor:	National Archives and Records Administration
Location on Campus:	Teaching and Learning Center
Contracted Work:	Sakai Hosting Services, Sakai Support Services, and Sakai Analytics Services
Contract Amount:	\$55,500
Fund Source:	Cash
Contractor:	Longsight, Inc.

Attachment: CSC Contracts and Change Orders for Information (2216 : 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 \$70,000; 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: Contracted Work: Contract Amount: Fund Source: Contractor:	IT-Software Agreement Blackboard license and service agreement renewal for software \$52,000.01 Cash Funds Blackboard
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Administration Building Engineering services to review options of Geothermal system. \$13,500.00 LB309 Advanced Engineering Systems, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Administration Consulting Services Not to exceed: \$14,000.00 Fees, NTE \$9,000.00 Travel Expenses Cash Funds Financial Aid Services, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Oak Bowl Construction Drawings \$0.00 (Change in dates of service only) N/A Big Muddy Workshop, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Residence Life BIT Best Practices Training \$8,500.00 Cash Funds The NCHERM Group, LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Field House Indoor Air Quality Assessment \$1,490.00 Cash Funds AMI Environmental

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:	Al Wheeler Activity Center Condensate Line 1 - Unable to bore under the street; must cut street, dig, backfill and pour new concrete.
Change Order Amount:	\$19,251.00
Fund Source:	Cash Funds
Contractor:	Grunwald Mechanical Contractors & Engineers
Location on Campus: No. & Description:	Theatre Change Order #3-Helical pier extra for helical piers drilled beyond 20' and additional materials ordered not used.
Change Order Amount:	\$57,452.00
Fund Source:	Bond Proceeds LB957
Contractor:	Rogge General Contractors, Inc.

Attachment: PSC Contracts and Change Orders for Information (2216 : 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 \$70,000; 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.

Wayne State College	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-Wide Fire alarm & life safety monitoring services \$3,211.50 Cash/Revenue Bond Siemens Industry, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Stadium Install frosted film on west windows in locker room \$378.00 Cash The Glass Edge., Inc., Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Connell Hall Window Replacement & Wood Replication \$549,443.00 LB 309 Christiansen Construction Co., Pender, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student & Rec Centers and Peterson Fine Arts Install lighting disconnects in elevator equipment rooms \$585.00 Cash/Revenue Bond IES Commercial, Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus-Wide State-required elevator compliance work \$2,770.00 Cash/Revenue Bond O'Keefe Elevator Company, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Brandenburg Education Building, Rm. 110 Install power & data for television \$500.00 Cash IES Commercial Inc., Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Grounds Install pipe bollards \$3,450.00 Trust Funds Christiansen Construction Co., Pender, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Gardner Business Building Reroof, Phase II \$116,000.00 LB 309 McCoy Construction LLC, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Memorial Stadium Sewer line work \$2,495.00 Capital Improvement Fees Johnsons, Inc., Norfolk, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Student Center Replace elevator door edges \$2,321.00 Revenue Bond O'Keefe Elevator, Omaha, NE

Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Pile Hall Repack elevator \$2,688.00 Revenue Bond O'Keefe Elevator, Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Wide Annual maintenance on all automatic doors \$1,950.00 Cash/Revenue Bond M&O Door Products, Columbus, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Wide Annual elevator inspections (1 annual, 3 quarterly) \$7,336.00 Cash/Revenue Bond O'Keefe Elevator, Omaha, NE

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.

Wayne State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Criminal Justice Facility #2, required changes per Fire Marshal's Code Review \$3,275.00 Capital Improvement Fees/Wayne State Foundation Christiansen Constr. Co., Pender, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Criminal Justice Facility #3, remove copper piping & install new Pex; build soffit \$684.40 Capital Improvement Fees/Wayne State Foundation Christiansen Constr. Co., Pender, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Center for Applied Technology #3, Geothermal Well Fencing; Joint-Beam Adjust.; Roof Parapet Change \$17,015.13 Construction Bond Funds/Cash/Wayne State Foundation/Trust Hausmann Construction, Inc., Lincoln, NE

Attachment: WSC Contracts and Change Orders for Information (2216 : 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 \$70,000; 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.

Nebraska State College System	
Location on Campus:	Nebraska State College System Office and Colleges
Contracted Work:	Lobbyist Services
Contract Amount:	\$39,544
Fund Source:	Cash
Contractor:	Trent Nowka Company, Lincoln, NE
Location on Campus:	Nebraska State College System Office and Colleges
Contracted Work:	Employee Assistance Program
Contract Amount:	\$24.70 per employee per year
Fund Source:	Cash
Contractor:	Continuum Employee Assistance, Training, Consulting, Lincoln, NE
Location on Campus:	Nebraska State College System Office and Colleges
Contracted Work:	Development of IT Security Policies
Contract Amount:	\$57,000
Fund Source:	Cash
Contractor:	Professional Consulting Services & Solutions, LLC, Parker, CO
Location on Campus:	Nebraska State College System Office
Contracted Work:	Search for Chancellor Position
Contract Amount:	\$65,000
Fund Source:	Cash
Contractor:	Academic Search, Inc., Washington, DC
Location on Campus:	Nebraska State College System Office
Contracted Work:	ERM Software Licenses and Services
Contract Amount:	\$51,620
Fund Source:	Cash
Contractor:	LogicManager, Inc., Boston, MA

ITEMS FOR INFORMATION AND DISCUSSION FISCAL, FACILITIES, AND AUDIT

June 19, 2018

INFORMATION ONLY: Grant Applications and Awards

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

Chadron State Application

- CSC Study Abroad Expansion Exploration (Darold A. Newblom Foundation) -- \$2,088

Chadron State Award

- Axillary bud responses to defoliation at different growth stages in the rhizomatous grass, *Bromus inermis* (Mari Sandoz Heritage Society) -- \$888

Peru State Award

- Alcohol and Drug Prevention Education (Community Health Partnership - Drug Free Communities Support Program - Federal Drug-Free Communities Grant) -- \$1,000

Wayne State Application

- Remote Ischemic Preconditioning Effects on Blood Pressure (2018 Northland Chapter ACSM [American College of Sports Medicine] Innovative Student Research Grant) -- \$1,000

ATTACHMENTS:

- CSC Grant Award-Field Study (PDF)
- CSC Grant Application-Study Abroad Exploration (PDF)
- PSC Grant Award-Alcohol and Drug Prevention Education (PDF)
- WSC Grant Application-Remote Ischemic Preconditioning(PDF)

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

College: Chadron State College		Date: June 19, 2018
Notice of Intent	Application:	Accept Award: X
Name of Program: Axillary bud responses to defoliation at different growth stages in the rhizomatous grass, <i>Bromus inermis</i>		
Funding Source: Mari Sandoz Heritage Society Also indicate if the source is federal, state or private - Private		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$888.00	Amount Awarded:\$888.00	Funding Period: April 2018 – May 2019 Please indicate specific dates for the grant.
Closing Date for Application Submission: 3/30/18		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? No		Date Approved/Reviewed:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require State Matching Funds ?		Yes: No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Support ?		Yes: No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: X
How many FTE positions will the grant fund?		FTE: -0-
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: Smooth brome grass (<i>Bromus inermis</i>) encroachment in rangelands is a serious problem in the Great Plains. The purpose of this study is to examine the effects of defoliation at three different growth stages on belowground axillary bud activity and tiller recruitment of <i>Bromus inermis</i> .		
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. Aaron Field		
Administrator responsible for approving the application: Dr. Randy Rhine		

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

College: Chadron State College		Date: June 19, 2018
Notice of Intent	Application: X	Accept Award:
Name of Program: CSC Study Abroad Expansion Exploration		
Funding Source: Darold A Newblom Foundation Also indicate if the source is federal, state or private - Private		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$2,088	Amount Awarded:	Funding Period: August 20 – December 14, 2018 Please indicate specific dates for the grant.
Closing Date for Application Submission: 3/20/18		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? No		Date Approved/Reviewed:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require State Matching Funds ?		Yes: No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Support ?		Yes: No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: X
How many FTE positions will the grant fund?		FTE: -0-
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: If awarded, this funding will be used to explore new study abroad sites for CSC programs/students during the Fall 2018 semester. Sites were selected based on the results of a recent survey of current CSC students regarding their location preferences. This funding will be used for airfare and the International Studies Abroad group site visit fee to Australia for one CSC faculty member.		
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. James Margetts		
Administrator responsible for approving the application: Dr. Randy Rhine		

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

College: Peru State College		Date: 5-1-18
Notice of Intent	Application:	Accept Award: X
Name of Program: Alcohol and Drug Prevention Education		
Funding Source: Community Health Partnership – Drug Free Communities Support Program. They are funded by the Federal Drug-Free Communities Grant. Also indicate if the source is federal, state or private		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$1,000	Amount Awarded:\$1,000	Funding Period: July 1, 2017 – June 30, 2018 Please indicate specific dates for the grant.
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? No		Date Approved/Reviewed:
Does this grant include Indirect Cost Funds for the College's use?		Yes: No: x
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require State Matching Funds ?		Yes: No: x
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.):		
Will this grant require In-Kind Support ?		Yes: No: x
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?		Yes: No: x
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?		Yes: No: x
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE: 0
Briefly describe the purpose(s) of this application/award: \$1000 – to be used towards the \$1890 cost for the Alcohol-Wise Course. The course is an alcohol prevention course where the completion is required of all 1 st year students.		
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: Jesse Dorman, Vice President for Enrollment Management and Student Affairs		
Administrator responsible for approving the application: Debbie White, Vice President for Administration and Finance		

College: Wayne State College		Date: June 19, 2018
Notice of Intent	Application: X	Accept Award:
Name of Program: Remote Ischemic Preconditioning Effects on Blood Pressure		
Funding Source: 2018 Northland Chapter ACSM (American College of Sports Medicine) Innovative Student Research Grant Also indicate if the source is federal, state or private. Private		
Is this grant a Sub-Award ?	Yes:	No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$1,000.00	Amount Awarded:	Funding Period: 6/18 – 12/18 Please indicate specific dates for the grant.
Closing Date for Application Submission: March 6, 2018		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed:
Does this grant include Indirect Cost Funds for the College's use?	Yes:	No: X
If yes, indicate dollar amount and/or percentage rate allowed:		
Will this grant require State Matching Funds ?	Yes:	No: X
If yes, indicate dollar amount and specific uses of funds (i.e., salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.): While matching funds are not required, state funds of about \$1,200 would be needed to cover the remaining cost of an Oscar 2 Ambulatory Blood Pressure Monitor.		
Will this grant require In-Kind Support ?	Yes:	No: X
If yes, describe briefly (i.e., faculty release time, support personnel, use of office space, telephone, office supplies, etc.):		
Is State Maintenance of Effort or Future Fiscal Responsibility required?	Yes:	No: X
If yes, describe briefly		
Are there restrictions imposed by regulation on claiming indirect costs?	Yes: X	No:
How many FTE positions will the grant fund?	FTE: 0.00	
How many of these are new positions?	New FTE: 0.00	
Briefly describe the purpose(s) of this application/award: This grant proposal requests \$1,000 to purchase an Oscar 2 Ambulatory Blood Pressure Monitor. A study will be conducted to determine the effects of remote ischemia pre-conditioning (RIPC) on ambulatory blood pressure (ABP) which provides a 24-hour blood pressure measurement. Remote ischemia pre-conditioning (RIPC) and exercise appear to reduce inflammation believed to contribute to hypertension and many other diseases. This study aims to determine the effects of exercise conditioning on the ABP responses to RIPC.		
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: Levi Pofahl, Graduate Student, HHPS Department		
Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President, Administration and Finance		

Attachment: WSC Grant Application-Remote Ischemic Preconditioning (2217 : Grant Applications and Awards)



CHANCELLOR'S REPORT

Board of Trustees Meeting
June 2018

Spring Commencement

Spring Commencement was held on May 5, 2018 at all three Colleges. A total of 922 undergraduate degrees and 396 graduate degrees were granted. Breakouts for each of the State Colleges are as follows:

- Chadron State: 122 graduate degrees and 247 undergraduate degrees.
- Peru State: 124 graduate degrees and 278 undergraduate degrees.
- Wayne State: 150 graduate degrees and 397 undergraduate degrees.

Academic Leadership Retreat and Mental Health Conference

The third annual **NSCS Academic Leadership Retreat** was held at Peru State College on May 15-16, 2018. The three academic vice presidents and eleven deans from across the state colleges participated in the two-day retreat, which was planned and led by Jodi Kupper and Kristin Petersen. Each of the colleges shared information on recent academic initiatives taking place on campus. Topics of discussion included quality student advising; retention and persistence initiatives, transfer student issues, personnel challenges, faculty leadership training, and a newly developed rotational faculty evaluation process.

As part of the larger academic retreat activities, a Student Mental Health Awareness conference was organized by Angela Melton and Taylor Sinclair. The conference was attended by the vice presidents responsible for academic affairs and student affairs, faculty leadership, disability coordinators, Title IX coordinators, Counselors and directors of residence life. Scott Moore, a partner at Baird Holm law firm gave a presentation regarding ADA and disability accommodations related to mental disability. Jennifer Moffitt and Mindy Eggert of the Nebraska Chapter of the American Foundation for Suicide Prevention shared information about the videos and programming available for students and faculty on suicide awareness and prevention. Following the presentations, the attendees had an opportunity to ask questions of the presenters and later break out into smaller groups for additional discussion about next steps and future programming.

Teaching Excellence Award

The 2018 Teaching Excellence Award Recipient, Dr. Randy Bertolas, was announced during spring commencement at Wayne State College.

Dr. Bertolas is professor of geography and chair of the WSC Department of History, Politics, and Geography at Wayne State College. He came to WSC in 1995 and serves as faculty advisor to the Explorers Club, Pi Gamma Mu, and Phi Kappa Phi. He chartered the WSC chapter of Gamma Theta Upsilon in 2002, and later served that organization as International President in 2011-12. Bertolas earned his Ph.D. from State University of New York at Buffalo in 1995, his master's degree at University of Vermont in 1982, and his bachelor's degree at University of Minnesota-Duluth in 1980.

The annual award is given to a faculty member of one of the three state colleges in recognition of superior teaching and advising, innovative instructional practice, high educational standards, and engaging learning environments that inspire and motivate students.

Dr. Bertolas is invited to attend the November Board of Trustees Dinner in Wayne.

30 Most Affordable Online Bachelor's Degrees in the Nation Peru (11) and Chadron (21)

The Bachelor's Degree Center ranked the top 30 most affordable online bachelor's degrees. Peru and Chadron were included in the list. The list was compiled purely by tuition per credit hour, additional fees were not calculated into the cost. Data was collected from the [National Center for Education Statistics](#) and school websites. Only non-profit schools were ranked, and in order for a school to have made the list, they had to offer a variety of bachelor's degrees.

Here's what the Bachelor's Degree Center reported on Peru and Chadron:

11. **Peru State College**

When looking for online options in Business Administration and Criminal Justice, Peru offers some of the best options. There are eight degrees offered under Business Administration, including Accounting, Marketing, and Computer and Management Information Systems. Criminal Justice includes three degrees. Important facts to know about an online experience at Peru are their flexibility in eight or 16 week sessions and affordability—a straight price with no fees of \$279 per credit. If you happen to be making a U-turn in life, and are heading into a new career, Peru offers a generous transfer policy. Ninety credits accepted from accredited universities and 66 from community colleges and vocational schools. PSC also extends the opportunity to count life-credits, credits based on life experiences outside the classroom.

21. **Chadron State College**

Chadron State University offers online classes in an eight-week format with the goal to accelerate degree completion. Known as "Connect and Soar," online options include: bachelor's degree completion programs, complete master's degrees, elective or general studies courses, and alternative teacher certification courses. Degree options include: Applied Science, Education, Business, Counseling, GeoScience, and others. It should be noted that each program should be considered individually, as not all programs are entirely online, and may require some time on campus. Additionally, some programs are degree completion programs, and require prerequisites. For students who find a program that matches their educational goals, Chadron State is a great option, it is both affordable and personal.

The trend in online education continues to grow, and most colleges, including Chadron, Peru and Wayne, now offer online degrees that are academically equivalent to their brick-and-mortar counterparts. One of the major benefits of online education is they tend to be more flexible than on-campus programs. Students can often work at their own pace and within their own time frame.

Travel Report

In accordance with NSCS policy, the Chancellor was reimbursed for the following travel:

- April 19, 2018: Mileage to travel to the Board of Trustees Meeting at PSC
- May 23, 2018: Mileage to travel to North Platte for meeting with CSC President

MISCELLANEOUS ACTION AND INFORMATION ITEMS

June 19, 2018

***ACTION:* Board Nominating Committee Report and Election of Officers**

At the April 20, 2018 Board meeting, Chair Bieganski reported that Trustees Suarez, Peterson and Chaney would serve as the nominating committee for the election of Board and Facilities Corporation officers for 2018-2019.

The Committee will submit its nominations for consideration and action at the June 19, 2018 meeting.

The System Office recommends approval of the Board Nominating Committee Report and Election of Officers.

Presidents' Reports

Chadron State College June 2018

May 5 was a date I had been looking forward to all semester at Chadron State College. It did not disappoint. The Graduate and Undergraduate Commencement Ceremonies benefitted from insightful moments of reflection, eloquent graduate addresses, large crowds of family, friends and CSC employees cheering on the graduates, and not to mention perfect Northwest Nebraska weather. In all, Chadron State College's alumni base grew by 369 students. It was an honor to preside over the ceremonies and I wish all the graduates good luck with their future endeavors. While the commencement ceremonies are the crowning events of each semester, CSC had plenty of notable events and activities occur during the 2017-18 academic year. Following are some highlights related to students, employees, and campus endeavors at Chadron State College.

Spring Highlights

- During commencement ceremonies, 247 students earned their bachelor's degrees and 122 master's candidates received their graduate degrees. In addition, two Army ROTC cadets received their commissions as Second Lieutenants.
- Sixty students from five high schools participated in Best of the West Business Invitational in February. Also in February, 25 high schools participated in the 46th Annual High Plains Band and Choir Festival.
- Markus Jones, an assistant professor of English, was nominated for a prestigious Pushcart Prize in early February. The story that earned Jones a Pushcart nomination, "Creature of the Dark," is a flash fiction piece. His debut novel, "How the Butcher Bird Finds Her Voice," was also recently published.
- Three students were major award winners during the annual International Society of Range Management Convention in Sparks, Nevada, the last week of January. Missy Jech was first in a division of the photo contest, Will Krause earned first in a poster contest, and Jessica Hurd was fifth in extemporaneous speaking among at least 50 entries.
- Thirty-three Nebraska high school students have been selected for the Rural Health Opportunities Program. The list includes 26 participants and seven alternates in nine fields.
- Frank X Walker, former Poet Laureate for the state of Kentucky, gave a public reading to a standing room only crowd in mid-March at the Mari Sandoz High Plains Heritage Center. Walker, who has authored eight collections of poetry, is a Professor in the department of English and the African American and Africana Studies Program at the University of Kentucky.
- Poems written by two Chadron State College Social Work majors, Jeff Mugongo and Renee Spotted Thunder, as well as Associate Professor of Social Work Rich Kenney, were published in March as part of Social Work Month.
- Seven Chadron State College Phi Beta Lambda club members attended the Nebraska Phi Beta Lambda State Leadership Conference in Kearney in late March. CSC students earned top five finishes in 21 events, including six first, five second and six third place finishes. The top three finishers in objective tests and the top two finishers in all other events qualify to compete at the National Leadership Conference in Baltimore June 23-26. In addition to competitive events, Dawson Brunswick was elected the 2018-2019 Nebraska PBL President, and Cody Cooper was elected the 2018-2019 Nebraska PBL Vice President of Membership.

- After two years working to meet requirements, Dr. Lori Entzminger and Dr. John Buttiglieri, education faculty members, have successfully shepherded a student chapter of Association of Supervision and Curriculum Development (ASCD) into existence at Chadron State College. Entzminger and Buttiglieri co-sponsor the chapter, the second in Nebraska, and serve as advisers for the Education Club.
- This spring we wish a number of valuable employees all the best as they retire from CSC. Collectively, their service adds up to more than 300 years of service to the college, students and community. I want to personally thank Max Franey, Dale Grant, Jerry Haugland, Bruce Huckfeldt, Sally Katen, Yvonne Moody, Jeri Neuharth, Connie Rasmussen, Sheri Simons, Kathy Stokey, Una Taylor, Brad Wilburn, and Dale Williamson for their dedication to Chadron State.
- Dr. Kim Madsen, professor of Applied Science, received Chadron State College's Teaching Excellence Award during the annual Faculty and Staff luncheon in April. Madsen said she was honored, excited and humbled to receive the award.
- Chadron State College Art Professor Mary Donahue described her experience on the set of an Ethan and Joel Coen film set during her Graves Lecture April 10. Donahue will appear as an extra in the first season of the Netflix series, "The Ballad of Buster Scruggs," in the fifth episode, "The Gal Who Got Rattled." The exact airdate has not been announced, according to Donahue.
- Five Chadron State College students attended Sigma Tau Delta's international convention in Cincinnati, Ohio, March 21-24. Stephanie Gardener and Shaniya DeNaeyer, Student Representative and Assistant Student Representative for the High Plains Region, respectively, helped oversee a number of discussion sessions and panels, including one with guest speaker Mary Norris, a former copy editor for "The New Yorker."
- Sixteen Health Professions students advancing from Chadron State College to professional schools were honored at the annual Health Professions banquet April 19. A majority of the students will attend the University of Nebraska-Medical Center, but others will attend the Cleveland Chiropractic Clinic, the University of South Dakota, Pacific University's College of Optometry, Midwestern University of Arizona, and Clarkson University.
- Despite rainy weather, Shaunda French-Collins, faculty sponsor of The Big Event, said the sixth annual day of service in late April was successful. French-Collins said more than 410 Chadron State College students and employees served at 36 different job sites.
- Five students from the Chadron State College Justice Studies program have been accepted into law school programs for the coming school year, including one who is a member of the first cohort in the Rural Law Opportunities Program (RLOP). Kevin Zhang, who was already attending CSC when he was accepted to the initial RLOP group for the fall 2017 semester, will start at the University of Nebraska-Lincoln College of Law this fall. Fellow Justice Studies graduate Mikaela Fatzinger will be going to the University of Colorado Law School, Demonte Noble will attend Western Michigan University's Thomas M. Colley Law School, and Clayton Hinman will pursue his studies at the University of South Dakota School of Law. Also, Todd Roenfeldt has been accepted to the UNL College of Law.
- Chadron State College dedicated "You Feel Like Waving," a beaded sculpture created by Krista Birnbaum June 1 at the Rangeland Complex. The sculpture approximates the depth and shape of the root system of little bluestem, a native grass of the American prairie. The beads used in the sculpture are made from wood and gemstones, including agate, representing the natural resources of Nebraska.

- On May 14, Kari Gaswick was named the Vice President for Administration and Finance at Chadron State College. Gaswick, formerly the college's Comptroller, replaces Dale Grant, who retired May 11.

**Peru State College
June 2018**

Every year, Peru State College students lead the region and our nation in competition, advocacy and academics. The accomplishments of our students are the only proof necessary that Peru State and the Nebraska State College System make a huge impact. I have collected a few of these success stories for your review.

Noah Temme

Noah was named a 2018 Newman Civic Fellow, a national award focused on service learning through Campus Compact. Noah was recognized for his service in his community and on campus with organizations like Phi Alpha Theta and the Red Cross Club.

The Newman Civic Fellowship is a one-year experience emphasizing personal, professional and civic growth. Through the fellowship, Campus Compact provides a variety of learning and networking opportunities including meeting the other winners in Washington, D.C.

Noah was also named to ServeNebraska's Leadership Council this year. He was chosen for his work with Peru State's CHANCE Initiative and AmeriCorps.

Hailing from Fairmont, Nebraska, Noah Temme is a junior majoring in social studies education.

Bailey Bindle

Bailey serves as the Director of Feeding 44. Feeding 44 is Peru State College's partnership with the Lincoln Food Bank. Working under student leadership, Feeding 44 distributes groceries on a monthly basis to nearly 100 families in Nemaha County.

Bailey also serves as the Vice President of Communication for The SADD National College Advisory Council. In this role, she has written op-eds for the country about the dangers of drunk and buzzed driving. She has also twice been named a Traffic Safety Scholar at the annual National Lifesavers Conference.

Bindle is pursuing a degree in Criminal Justice, Counseling and Psychology and minoring in Substance Abuse Counseling. She is from Falls City.

Katie Tennant

Katie helped found the Bulldog Way after school program at Auburn Public Schools. For its first school year, she was co-director of the new program, working to academically enrich and stimulate elementary students while they wait to be picked-up by parents returning from work. In addition to leading this program, Katie began her student teaching at Calvert Elementary.

Katie also served this year as President of the Campus Activities Board. Her leadership has helped the College expand programming opportunities for students.

Katie is an elementary education major from Thornton, Colorado. She graduated in May and has accepted a teaching position in Colorado.

Gunnar Orcutt

Gunnar was captain of the 2017 Academic All-America® College Division football team as awarded by the College Sports Information Directors of America (CoSIDA). In earning the recognition, Orcutt became the second Bobcat in two years to earn the top honor given by CoSIDA.

Gunnar was named the CoSIDA Academic All-America® of the Year for College Division football. He became a two-time Academic All-America® selection with a 4.00 cumulative GPA studying biochemical science.

Gunnar was also named to the 2017 Allstate AFCA Good Works Team®. This award shines a spotlight on the incredible stories of selflessness and community service displayed by these student-athletes and honorary head coach, and honors their dedication to volunteerism and enriching the lives of others. He was recognized for the award at the 2018 Sugar Bowl in New Orleans.

He was previously named as the Heart of America Athletic Conference's (Heart) A.O. Duer winner – an honor which recognizes student-athletes for their academics, character and citizenship.

Gunnar graduated in May with a major in Natural Science and has been accepted into medical school. He is from Elkhorn.

Scott Riley

Scott Riley was elected to the FBLA-PBL national officer team as the Mountain Plains Regional Vice President in the summer of 2017. Riley is one of five regional vice presidents on the National Officer Team. He represents Texas, Oklahoma, Kansas, Nebraska, South Dakota, North Dakota, Colorado, Wyoming and New Mexico.

Scott was also President of Nebraska Phi Beta Lambda for the 2017-2018 year. Riley campaigned for the position at the 2016-2017 PBL State Leadership Conference.

Riley is from Auburn. He graduated in December after pursuing a Business Administration-Management major with a minor in Computer Management Information Systems.

Other Peru State student accomplishments for the 2017-18 academic year include:

- Quantice Hunter (Chicago) was named to the 2017-18 Division I Men's Basketball All-America Second Team by the National Association of Intercollegiate Athletics (NAIA).
- Alexandra Kenney (Milford) won first place in the Client Services contest at the Phi Beta Lambda National Leadership Conference. She also won first place at the Nebraska State Leadership Conference.
- Treyten “Trey” Nelson was awarded the Roy Smith Scholarship by the Nebraska Chamber of Commerce and Industry.
- Alexis Paulo-Meyers (Waianae, Hawaii) and Rachel Carlos (Kaneohe, Hawaii) were selected by the 2017 National Fastpitch Coaches Association (NFCA) to the NAIA All-American teams. Paulo-Meyers was named to the First Team as an At-Large honoree while Carlos was named to the Second Team as a First Baseman.
- Kira Shapiro (Omaha) and former football player Andrew Shackelford (Parrish, Fla.) have been recognized by the National Strength and Conditioning Association (NSCA) as 2018 All-American Strength and Conditioning Athletes of the Year.

Conclusion

It is not just our current students showing such leadership. Alumni have also been recognized this year for a wide range of professions and service.

- Alec Gorynski was named one of 2017's Ten Outstanding Young Omahans by the Omaha Jaycees.
- Julia Harney-Stamps is a finalist for a Romance Writers of America RITA award.
- Jill Johnson was named 2018 Assistant Principal of the Year by the Nebraska State Association of Secondary School Principals.

- Donna Neeman was named 2018 Alumnus of the Year by the Horatio Alger Association.
- Tim Oehring was one of five teachers honored at the Governor's Mansion with a Thank You Teacher Award.
- Randy Reeves was confirmed by the United States Senate as Under Secretary of Veterans Affairs for Memorial Affairs.

As members of the Board, you can take pride in all you have done to help students not only transition to college, but also succeed as members of the Peru State College community.

Wayne State College June 2018

Academic excellence forms the core everything we strive for at Wayne State. The 2017-18 academic year was marked by significant achievements that demonstrate the college's commitment to sustaining a learning community that breeds excellence among our students, faculty, and alumni.

The college's May 5 graduation conferred 150 graduate degrees and the baccalaureate ceremony included nearly 400 undergraduates. The undergraduate class included 24 Honors program graduates who presented research projects in the week leading up to graduation on such topics as public health, athletic performance, physical therapy for amputees, animal husbandry, culture and geography of the Hellenistic world, human trafficking in the Midwest, artificial intelligence, criminal justice, and the Israeli-Palestinian two-state solution. Three former student trustees, Jayme Krejci, Matt Mullins, and Henry Miller, were among the Honors program graduates.

The Rural Health Opportunities Program sent 18 students to University of Nebraska Medical Center to complete their studies. Five are pursuing medicine, one in medical lab science, two in dentistry, one in dental hygiene, three in nursing, two in pharmacy, two in physical therapy, one as a physician assistant, and one in radiography.

The Class of 2018 featured 174 students who graduated with honors. Students performed well in the classroom throughout the academic year with nearly 2,000 students recognized on the Dean's List for a GPA of 3.5 or higher in the fall and spring semesters.

Dr. Randy Bertolas Earns Teaching Excellence Awards

Dr. Randy Bertolas, professor of geography and chair of the Department of History, Politics, and Geography at Wayne State College, was presented the State Nebraska Bank & Trust Company Teaching Excellence Award and the Nebraska State College System (NSCS) Teaching Excellence Award at the college's May 5 commencement ceremony. Bertolas has taught at Wayne State since 1995.

Bertolas serves as faculty advisor to the Explorers Club, Pi Gamma Mu (the international honor society in the social sciences), and Phi Kappa Phi (the nation's oldest and most selective all-discipline honor society). He chartered the WSC chapter of Gamma Theta Upsilon (the international geography honor society) in 2002, and later served that organization as International President in 2011-12. He is a member of the American Association of Geographers (AAG), the National Council for Geographic Education (NCGE), and the Nebraska State Council for the Social Studies (NSCSS). He also serves as coordinator of the Geographic Educators of Nebraska (GEON).

Bertolas taught high school math and coached wrestling on Long Island, New York, prior to coming to Wayne State. He earned his Ph.D. from State University of New York at Buffalo in 1995, his master's degree at University of Vermont in 1982, and his bachelor's degree at University of Minnesota-Duluth in 1980.

Former Student Trustee Henry Miller Earns Fulbright Fellowship

Wayne State graduating senior and former Nebraska State College System Student Trustee Henry Dakota Miller of Crofton, Neb., received a Fulbright U.S. Student Program award for an English Teaching Assistantship (ETA) in Indonesia for the 2018-19 academic year from the U.S. Department of State and the J. William Fulbright Foreign Scholarship Board. Miller joins Anna Knezevic, a 2017 graduate, as the second Wayne State Fulbright recipient in two years.

Miller is one of more than 1,900 U.S. citizens who will study, conduct research, and teach abroad for the 2018-19 academic year through the Fulbright U.S. Student Program. Recipients of Fulbright awards are selected on the basis of academic and professional achievement as well as record of service and leadership potential in their respective fields.

“My interest in Indonesia emerged after studying abroad in Taiwan and China,” said Miller, who majored in sociology and communications. “Having been raised in rural Nebraska, the study abroad experience led me to place a high value on cultural immersion. This Fulbright award will enhance my cultural understanding, as well as create mutually beneficial relationships. It is a great honor to represent my country, and Nebraska, and this is not something I take lightly.”

Three Wayne State Alumni Win Prestigious Teaching Awards

Wayne State College graduates recently earned a number of remarkable teaching awards. Jon Pickinpaugh earned the Milken Educator Award. D.J. Smith received the Golden Apple Teaching Award. And Michelle Helt was named the Nebraska 2018 Teacher of the Year.

Pickinpaugh taught for eight years at South Sioux City as an eighth-grade science teacher. He also was the seventh- and eighth-grade wrestling coach and seventh-grade football coach. Pickinpaugh was recently hired as the principal of Macy Public Schools.

Pickinpaugh was surprised with the \$25,000 Milken Educator Award in front of students, administrators, and fellow teachers. Nebraska Lt. Gov. Mike Foley was there to name him as the winner. Pickinpaugh was the only honoree this year from Siouland or Nebraska. *Teacher* magazine called The Milken Educator Awards “the Oscars of Teaching.” The 40th Nebraskan to garner the award, Pickenpaugh completed studies to become a school administrator with a master of science in education Pre K-12th grade administration at Wayne State in May, which was his third degree from the college.

D.J. Smith, who earned his bachelor’s degree in music education in 2013 at Wayne State and is working on his graduate degree at the college, received the Golden Apple Award in South Sioux City. He credited Wayne State faculty with his success as a teacher.

Helt, a third-grade teacher at Cardinal Elementary School in South Sioux City, was named Nebraska 2018 Teacher of the Year, and a competitor for National Teacher of the Year. Nebraska Commissioner of Education Matt Blomstedt presented the award in October. Helt began teaching in 2002 as a resource and Title I reading teacher at Cardinal Elementary and St. Michael’s Catholic School. Helt was a founding member of the South Sioux City District Curriculum Council. She earned a master’s degree from Wayne State College.

A panel of Nebraska educators selected Helt as the 2018 Nebraska Teacher of the Year. The Teacher of the Year program recognizes the contributions of classroom teachers who are exceptionally dedicated, knowledgeable and skilled and who have the ability to inspire students of all backgrounds and abilities to learn.