



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 Chadron State College, Chadron, Nebraska on September 10, 2020

Executive Session	September 10 –	8:00 a.m.
Business Meeting	September 10 –	2:30 p.m.
Executive Session	September 11	9:00 a.m.

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

BOARD OF TRUSTEES MEETING

SEPTEMBER 10, 2020

CHADRON STATE COLLEGE
CHADRON, NEBRASKA

TUESDAY, SEPTEMBER 8

9:00 – 4:00 p.m. Council of Student Affairs Officers **Zoom**

10:00 – 5:00 p.m. Council of Academic Officers **Zoom**

WEDNESDAY, SEPTEMBER 9 - all meetings will be held in the Student Center unless otherwise noted

9:00 – 4:00 p.m. Council of Business Officers **Zoom-Bordeaux Room**

THURSDAY, SEPTEMBER 10

8:15 – 12:00 BOARD EXECUTIVE SESSION **Ponderosa Room**
Pending Litigation, Personnel Matters

9:00 – 11:00 Student Trustees Meeting **Bordeaux Room**

12:00 – 12:45 Lunch **Ballroom**

1:00 – 2:00 BOARD COMMITTEE MEETINGS
Academic & Personnel Committee Ponderosa Room
Fiscal, Facilities & Audit Committee Lakota Room
Student Affairs, Marketing & Enrollment Committee Bordeaux Room

2:30 BOARD OF TRUSTEES BUSINESS MEETING **Scottsbluff Room**

5:00 RIBBON CUTTING FOR TRACK FACILITY

6:00 DINNER **Ballroom**
Teaching Excellence Award Recognition

FRIDAY, SEPTEMBER 11

Call to Order

Approval of Meeting Agenda

Public Comments

Minutes Approval

- 1 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jun 16, 2020 1:15 PM
- 2 Board of Trustees of the Nebraska State Colleges - Regular Meeting - Jul 24, 2020 11:30 AM
- 3 Board of Trustees of the Nebraska State Colleges - Special Meeting - Aug 14, 2020 9:00 AM

1 Items for Consent Agenda

- 1.1 LB 309 Allocations and Retrievals (FFA)
- 1.2 Approve Authorization for Chancellor to Sign Contracts for Wayne State College (FFA)
- 1.3 Approve Appointment of Substantial Completion Committee for Indoor Athletic Complex Project for Wayne State College (FFA)

Items for Discussion and Action

2. Academic and Personnel

- 2.1 First and Final Round Approval of Revisions to Board Policy 2500; Institutional Organization
- 2.2 First and Final Round Approval of Revisions to Board Policy 5102; Faculty Employees Excluded from the SCEA Bargaining Unit; Board Policy 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit and Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit
- 2.3 Approve Addition of Rangeland Management - Unmanned Aircraft Systems for Remote Sensing Undergraduate Certificate for Chadron State College
- 2.4 Approve Addition of Theatre - Musical Theatre and Sport and Recreating Management - Strength & Conditioning Options for Chadron State College

3. Student Affairs, Marketing, and Enrollment

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

4. Fiscal, Facilities and Audit

Items for Information and Discussion

5. Chancellor Informational Items

- 5.1 Reports of Personnel Actions
- 5.2 College Organizational Charts
- 5.3 Foundation Employee Compensation Report
- 5.4 Capital Construction Quarterly Reports
- 5.5 LB 309 Project Status Reports
- 5.6 Contingency Maintenance Progress Reports
- 5.7 Contracts and Change Orders for Information
- 5.8 Year End Operating Expenditure Reports
- 5.9 Year End Financial Reports
- 5.10 Grant Applications and Awards for Information
- 5.11 Chancellor's Travel Report

6. College Informational Items

- i. Identify Board Representatives for Fall 2020 Commencement (TBD)**
- ii. Student Trustees' Reports**

Adjournment



Nebraska State College System

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Executive Session - June 16, 2020

Call to Order - Executive Session

The meeting was called to order at 9:30 AM by Chair Bieganski.

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

- Litigation
- Personnel matters

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

- Litigation
- Personnel matters

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

The Board went into executive session at 9:30 AM. The Board reconvened the open meeting at 12:11 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Bieganski at 12:11 PM.

June 16, 2020

Call to Order

The meeting was called to order at 1:15 PM by Chairman Gary Bieganski

Attendee Name	Title	Status	Arrived
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 Engles and seconded by Trustee Chaney to approve the Meeting Agenda. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

Public Comments

No public comment

Minutes Approval

Board of Trustees of the Nebraska State Colleges - Regular Meeting - Apr 23, 2020 9:30 AM

A motion was made by Trustee Peterson and seconded by Trustee Engles to approve the minutes of the April 23, 2020 meeting. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

1 Items for Consent Agenda

A motion was made by Trustee Peterson and seconded by Vice Chairman Zeiss to approve the following consent agenda item(s). Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

1.1 Approve Acceptance of Employee Salary Recommendations (AP)

The Chancellor and each President have submitted salary recommendations for the 2020-21 fiscal year. In addition, Board Policy 5405 calls for the employer contribution to the retirement plan to remain at 8.0% for FY 2020-21.

1.2 Approve Board Meeting Schedule for 2020-2021 (AP)

2020-2021 Proposed Board Meeting Schedule
(Five Meetings Per Year Plus a Retreat)

SEPTEMBER BOARD OF TRUSTEES MEETING-CHADRON September 10, 2020
Thursday

NOVEMBER BOARD OF TRUSTEES MEETING-WAYNE November 12, 2020
Thursday

JANUARY BOARD OF TRUSTEES MEETING-LINCOLN January 13, 2021

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Wednesday

MARCH BOARD OF TRUSTEES MEETING-PERU March 16-17, 2021
Tuesday-Wednesday

JUNE BOARD OF TRUSTEES MEETING-LINCOLN June 17, 2021
Thursday

JULY BOARD OF TRUSTEES RETREAT-NEBRASKA CITY July 29-30, 2021
Thursday-Friday

1.3 Approve Reorganization of Academic Affairs at Wayne State College (AP)

Over the past three years, Vice President Elliott has conducted annual budgetary exercises with the Deans, Vice Presidents, and his staff to identify gaps and increase efficiencies. Throughout these discussions, it became evident that a more efficient and equitable supervisory and reporting structure was needed for the future success of the academic Deans, departments, institutional research, and assessment. Due to the recent vacancies of two Dean positions in the two largest schools in the college (nearly 2/3 of WSC's total enrollment), it became imperative for Wayne State to position and present itself in a way that will not only best serve students, but also attract the most viable candidates for these critical leadership positions. The attached reorganization chart outlines the academic changes that would need to be adopted to increase administrative effectiveness and support student success.

1.4 Approve Depositories and Signatories (FFA)

1.5 Approve LB 309 Allocations and Retrievals (FFA)

The following LB 309 allocations and retrievals are presented for Board approval per Board Policy 8065.

Chadron State

1. Allocation of \$475,000 for HVAC Replacement design for Math/Science Building

Allocation Date/Amount	4/10/20	\$475,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$475,000.00

2. Retrieval of \$13,000 for HVAC Controls in Burkhiser Complex

Allocation Date/Amount	12/9/19	\$20,000.00
Retrieval Date/Amount	4/10/20	<u>13,000.00</u>
Estimated Project Cost		\$7,000.00

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3. Acceptance of \$50,000 for south wing roof repair on Burkhiser Complex		
Allocation Date/Amount	4/1/20	\$50,000.00
College Contribution		<u>00.00</u>
Estimated Project Cost		\$50,000.00

Peru State

1. Retrieval of \$13,976 for HVAC control upgrades in Campus Services Building		
Allocation Date/Amount	6/6/19	\$60,000.00
Retrieval Date/Amount	4/10/20	<u>13,976.00</u>
Estimated Project Cost		\$46,024.00

Items for Discussion and Action

2. Academic and Personnel

2.1 First Round Approval of Deletion of Board Policy 2101; Reports from Colleges

Board Policy 2101 is being recommended for deletion. As part of a comprehensive review of reporting mandates within NSCS policy, it was identified that the majority of the reports listed in this policy are more clearly delineated within other existing policies, and the few that are not are reports that include data which will be reported to the Board as part of Strategic Planning Reports.

A motion to approve the First Round Approval of Deletion of Board Policy 2101; Reports from Colleges was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.2 First and Final Round Approval of Revisions to Board Policy 4001; College Calendar

Board Policy 4001 is being revised to provide greater flexibility for the Chancellor and Presidents to create academic calendars in the future. The guidelines currently listed in Policy 4001 will be revised to aid in the decision making process.

The five-year academic calendar that was reported at the April 23, 2020, Board of Trustees meeting will be revised and shared with the Board.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 4001; College Calendar was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.3 First Round Approval of Revisions to Board Policy 4430: Transfer of Credits and Degrees

The revisions to Board Policy 4430 add the option for State Colleges to accept courses with grades of P (Pass), S (Satisfactory), and CR (Credit) under specific conditions.

A motion to approve the First Round Approval of Revisions to Board Policy 4430: Transfer of Credits and Degrees was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.4 Approve Authorization for Chancellor to Revise Policies to Address Unforeseen Issues with COVID-19 Pandemic

The COVID-19 Pandemic has created considerable uncertainty regarding disruptions that may occur in the 2020-21 academic year. Emergencies may require a quick administrative response to implement instructional changes; address health and safety needs; adjust staffing; alter campus operations; and/or make adjustments to academic deadlines or grading policies.

Authorizing the Chancellor to take emergency action to grant exceptions and waivers to Board of Trustees policies will allow the Colleges to meet student needs in a timely manner and maintain continuity of operations. Emergency authorization provisions have been added in Article XIV for consideration by the Board of Trustees.

A motion to approve the Authorization for Chancellor to Revise Policies to Address Unforeseen Issues with the COVID-19 Pandemic was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.5 Approve Chancellor and Presidents' Contract Extensions and Salaries

The Chancellor and Presidents' contracts will be extended until June 30, 2022.

- Paul Turman, NSCS Chancellor \$283,669
- Randy Rhine, Chadron State College President \$205,133
- Dan Hanson, Peru State College President \$210,707
- Marysz Rames, Wayne State College President \$222,971

A motion to approve the 2.5% increase of the Chancellor and Presidents' Contract Extensions and Salaries was recommended by the committee to the full

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Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.6 Approve Memorandum of Agreement with Nebraska Methodist College for Chadron State College

Per Board Policy 7015 which requires Board action for approval of all academic partnerships, Chadron State requests approval of the Nebraska Methodist College (NMC) Memorandum of Agreement (MOA). This MOA establishes a pathway of advisement and coordination to allow CSC students to complete a 3+1 Program that will result in dual degrees from the two institutions - a BS in Health Sciences from CSC and an AS in Respiratory Therapy from NMC.

A motion to approve the Memorandum of Agreement with Nebraska Methodist College for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.7 Approve a Contract Addendum with Virtual Education Software Inc. (VESi) for Chadron State College

A motion to approve the Contract Addendum with Virtual Education Software Inc. (VESi) for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.8 Approve Addition of Public History Undergraduate Certificate Offering for History Program for Peru State College

Per Board Policy 4200 which requires all new academic programs to be submitted to the Board for approval, Peru State seeks approval to add the following undergraduate certificate in the History program, beginning Fall 2020:

History - Public History certificate

A motion to approve the Addition of Public History Undergraduate Certificate Offering for History Program for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.9 Approve Affiliation Agreements with Lake Erie College of Osteopathic Medicine (LECOM) for the Early Acceptance Program for Wayne State College Students to Enter LECOM Medical, Pharmacy and Dental Programs

Per Board Policy 7015, which requires Board action for approval of all academic agreements, Wayne State requests approval of the Lake Erie College of Osteopathic Medicine (LECOM) Affiliation Agreements

which allow Wayne State students to enter Early Acceptance Programs in Medicine, Pharmacy or Dentistry.

A motion to approve the Affiliation Agreements with Lake Erie College of Osteopathic Medicine (LECOM) for the Early Acceptance Program for Wayne State College Students to Enter LECOM Medical, Pharmacy and Dental Programs was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

2.10 Approve S.T.E.P. Agreements with Norfolk Public Schools and Homer Community Schools for Wayne State College

Per Board Policy 7015, which requires Board action for approval of all academic partnerships, Wayne State requests approval of the Students to Teachers through Educator Pathways (S.T.E.P.) Partnership Agreements with Norfolk Public Schools and Homer Community Schools. This unique pathways initiative is designed to support high school students interested in becoming teachers, allowing greater accessibility to a variety of teaching endorsement options and opportunities while at Wayne State, thus increasing their marketability by adding valuable skill sets to their pedagogical repertoire to better serve future students and schools.

A motion to approve the S.T.E.P. Agreements with Norfolk Public Schools and Homer Community Schools for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

3. Student Affairs, Marketing, and Enrollment

3.1 Approve Sponsorship Agreement with the Nebraska School Activities Association (NSAA) for the Nebraska State College System

The System Office recommends that pursuant to Board Policy 7015, the Board approve a sponsorship Agreement between the NSAA and the Board. The Agreement allows the Nebraska State Colleges the exclusive rights to sponsor the Nebraska State Colleges Multi-Activity Student Award and to be a supporting partner of NSAA activities from August 1, 2020 to June 30, 2023. The cost of the Agreement is \$52,000 per year for three (3) years for a total of \$156,000. Such Agreement provides promotion and advertising opportunities throughout the term of the contract including individual ads for the Colleges throughout the academic year at all NSAA sponsored sports and activities.

A motion to approve the Sponsorship Agreement with the Nebraska School Activities Association (NSAA) for the Nebraska State College System was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4. Fiscal, Facilities and Audit

- 4.1 First Round Approval of Revisions to Board Policy 8060; Capital Construction Budget Requests; and Deletion of Policies 8061; Capital Construction; Needs Statements; 8062; Capital Construction; Program Statements; and 8063; Capital Construction; Construction Documents Related to Capital Projects Planning Requirements

Board Policy 8060 is being revised to update 8060 and incorporate the information from Board Policies 8061, 8062 and 8063. This will provide one policy location for the capital construction request and planning process, and better define requirements associated with planning documents such as program statements.

A motion to approve the First Round Approval of Revisions to Board Policy 8060; Capital Construction Budget Requests; and Deletion of Policies 8061; Capital Construction; Needs Statements; 8062; Capital Construction; Program Statements; and 8063; Capital Construction; Construction Documents Related to Capital Projects Planning Requirements was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

- 4.2 Approved Revised Operating Budgets for 2019-2020

A motion to approve the Revised Operating Budgets for 2019-2020 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

- 4.3 Approve Preliminary Operating Budgets for 2020-2021

The Colleges and the System Office have prepared recommended operating budgets for FY 2020-21, 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 2020-21.

A motion to approve the Preliminary Operating Budgets for 2020-2021 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, Zeiss

4.4 Approve Biennium Budget Requests for 2021-2023

The Board approved Budget Request Guidelines and Preliminary Capital Construction Requests at its January 12, 2020 meeting. The Colleges and System Office have prepared their requests based on these guidelines. Approval is requested for these biennium requests.

A motion to approve the Biennium Budget Requests for 2021-2023 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.5 Accept and Approve Design Development Documents for Math/Science Building Addition and Renovation at Chadron State College

BVH Architecture presented the Design Development documents for the CSC Math/Science Building Addition and Renovation project to the Board of Trustees on June 16, 2020.

The Program Statement was accepted and approved at the January 14, 2014, Board of Trustees meeting. In 2019, project funding was approved in LB297. Approval of the Design Development documents by the Board allows the construction drawings to be finalized for bidding, and establishment of the Guaranteed Maximum Price (GMP).

A motion to Accept and Approve Design Development Documents for Math/Science Building Addition and Renovation at Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.6 Approve Naming of Math Science Building for Chadron State College

Board Policy 8020 provides 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 seeks to name the Math Science Building the Math Science Center of Innovative Learning (MS COIL).

With the upcoming renovation and new addition to the existing Math Science building, it seems fitting for a new name that further defines the purpose of the building and its relation to the region and State.

Representatives from Chadron State faculty, students, staff and community participated in a group facilitated by a CSC alum with experience leading branding and re-branding efforts. The College believes this name represents the current Math/Science building well because it conveys the innovative learning that occurs while supporting concepts like integration, evolving and motion.

This naming request brings honor to Chadron State and to the Nebraska State College System.

The Chancellor supports this request and recommends approval.

A motion to approve the Naming of Math Science Building for Chadron State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.7 Approve Spirit Shop Contract for Peru State College

Peru State requests approval to contract with Dash Printing to provide a Spirit Shop to serve the College beginning July 1, 2020 through June 30, 2023 with the option to renew for two (2) additional one-year terms. PSC will receive a commission of six percent (6%) of monthly net sales.

A motion to approve the Spirit Shop Contract for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.8 Approve Acquisition and Demolition of Real Property for Wayne State College

Demolition of Structure at 1001 Schreiner Drive

Wayne State respectfully requests the authority to demolish the structure located at 1001 Schreiner Drive, Wayne, NE 68787. The structure is a single-dwelling house, which is in poor condition. The 2012 Campus Master Plan called for the creation of stronger entries and edges on the campus, particularly for visitors and prospective students who come to campus for the first time. The removal of the structure at a cost of \$6,990 will allow the College to create green space in this southeast corner of campus in the short term with possible plans to add parking in the future. The disposal of this property is in compliance with Board Policy 8004.

Acquisition of Real Property and Demolition of Structure at 1301 Schreiner Drive

Wayne State respectfully requests authorization to acquire real property and dispose of the structure located at 1301 Schreiner Drive, Wayne, Nebraska. The legal description of the property is the West 85 feet of Lots 7, 8, 9, 10, 11, and 12, Block 1, College Hill First Addition to Wayne, Wayne County, Nebraska; and the North 30 feet vacated East 13th Street adjacent to the West 85 feet of Lot 7; and the East half adjacent vacated alley and the South half vacated East 14th Street adjacent to the West 85 feet of Lot 12. The 2012 Campus Master Plan called for the expansion of the Student Center to the east as well as new/expanded/renovated parking and campus markers/entrance signs to the east of the Student Center. The appraised value of the property is \$216,000 and the cost for demolition is \$17,900. This property acquisition and structure demolition will allow the College to create green space in this area in the short term with possible plans to add parking and signage in the future. The acquisition and demolition of

this property is in compliance with Board Policy 8002 and 8004.

Acquisition of Real Property at 203 East 10th Street

Wayne State respectfully requests authorization to acquire real property located at 203 E 10th Street, Wayne, Nebraska. The legal description of the property is the West 30 feet of Lots 8, 9, 10, and 11, Block 2, Spahr's Addition to the City of Wayne, Wayne County, Nebraska. This property is located adjacent to the Criminal Justice Crime Scene Investigation facility, and has an appraised value of \$25,000. This acquisition will allow the College to create green space in this area in the short term with possible plans to add parking in the future. The acquisition of this property is in compliance with Board Policy 8002.

A motion to approve the Acquisition and Demolition of Real Property for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.9 Approve Use of Unappropriated Cash Funds on a One-Time Basis for Benthack Hall Renovation for Wayne State College

Board Policy 7001 discusses budgets and states: "If needed, revised budgets for the current fiscal year may be submitted to the Board for approval. Revised budget requests must clearly identify the funding source and be accompanied by a full explanation of the proposed program budget adjustments."

Wayne State requests Board approval to use an additional \$3,125,000 on a one-time basis from unappropriated cash funds for the Benthack Hall Renovation project. The total cash funding planned for the project is \$5,125,000. The Board previously approved the use of \$2,000,000 in cash funds to get the project started. Approval of this additional funding will allow the College to move forward with the project. The cash fund balance adequately supports this request.

With approval of the additional unappropriated cash funds, the revised overall funding for the Benthack Renovation project is:

College Cash	\$5,125,000
309 Task Force	\$2,875,000
Donations	\$1,000,000
 Total Project Funds	 \$9,000,000

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A motion to approve the Use of Unappropriated Cash Funds on a One-Time Basis for Benthack Hall Renovation for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.10 Approve Naming of Indoor Athletic Complex for Wayne State College

Board Policy 8020 provides for the naming of Nebraska State College System (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 President." Pursuant to this policy, Wayne State proposes to rename the building currently known as the Carlson Natatorium which was constructed in 1964 and housed the former swimming pool, offices, and locker rooms. The building is currently being renovated into a multi-use athletic and recreation space with artificial turf and a protective netting system.

The purpose of the Kirk Gardner Indoor Athletic Complex naming is to recognize Kirk Gardner's and the Gardner Foundation's long-time and substantial commitment, support, and generosity for Wayne State College and the Wayne State Foundation. Kirk was a football student athlete for Wayne State in the 1970s and currently serves as a Gardner Foundation Trustee. Lifetime giving of the Gardner Family Foundation exceeds \$8.8 million. Furthermore, the Gardner Foundation made a \$1.8 million pledge supporting athletic and academic scholarships, operations and facility upgrades in April of 2020. \$300,000 of this pledge is dedicated to renovating the Wayne State College Natatorium into the Indoor Athletic Complex as stated above.

This naming request brings honor to the donors and their family members, to Wayne State and to the Nebraska State College System.

The Chancellor supports this request and recommends approval.

A motion to approve the Naming of Indoor Athletic Complex for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.11 First and Final Round Approval of Revisions to Board Policy 6021; Income; Tuition, Online Rate and Dual Enrollment Rate

A proposed revision to Board Policy 6021 would add language to provide for the Board to establish special online undergraduate and/or graduate rates outside of the general ratio of 125% between the online undergraduate rate and the online graduate rate.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 6021; Income; Tuition, Online Rate and Dual Enrollment Rate was

recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

4.12 Approve Revised Online Rates for 2020-21

At its June 18, 2019 meeting the Board approved Online Rates for 2020-21 as follows:

Undergraduate Online \$304.00

Graduate Online \$380.00

In response to the impact of the coronavirus pandemic, and to better address the needs of the State of Nebraska during this time, the following revised online rates are proposed for 2020-21:

Undergraduate Online \$299.00

Graduate Online \$380.00

Special Graduate Online \$359.00*

*The Special Graduate Online Rate applies to the following programs only:

CSC

ME in Curriculum & Instruction

MAE in Education (History and Science/Math)

PSC

MSE in Curriculum & Instruction

WSC

MSE in Curriculum & Instruction

MSE in Special Education

A motion to approve the Revised Online Rates for 2020-21 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

Items for Information and Discussion

5. Chancellor Informational Items

5.1 Promotion and Tenure Report

The promotion and tenure information is provided to the Board for information.

- 5.2 Foundation Employee Compensation Report
Chadron State Foundation's employee salary information for 2020-2021 is attached as an information item as required by Board Policy 5501.
- 5.3 Reports of Personnel Actions
The personnel action reports are provided to the Board for information
- 5.4 Five-Year Academic Calendar
The revised five-year academic calendar is provided to the Board for information.
- 5.5 Annual Report on Internal Leases of Revenue Bond Buildings
Board Policy 9004 on revenue bond facilities states that the Board will establish and maintain such schedule of rates, fees and/or charges for the use of the facilities controlled by the Board. Although leased for College use, non-revenue bond use of revenue bond facilities by the Colleges is reported annually to the Board. Lease payments made for use of the revenue bond space is included in the revenue bond program.
- 5.6 Capital Construction Quarterly Reports
Pursuant to Board Policy 8050, Capital Construction Progress Reports from each of the Colleges are provided to the Board for information on a quarterly basis.
- Chadron
1. Math Science Addition & Renovation - Interim report
 2. Stadium Facility - Interim report
- Peru
1. Delzell Renovation - Interim report
 2. Field House Phase II - Final report
 3. Theater Renovation - Interim report
- Wayne
1. Benthack Hall Renovation - Initial report
 2. Center for Applied Technology - Interim report
 3. Natatorium Renovations - Initial report
 4. Press Box Replacement - Interim report
- 5.7 Spring Occupancy and Income Reports
The Spring 2020 Occupancy and Income reports from each of the Colleges are provided to the Board for information as per Board Policy

8050.

5.8 Contracts and Change Orders for Information

Pursuant to Board Policies 7015, 7016, and 8065, the following contracts and change orders are provided to the Board for information.

Chadron State Contracts

- President's Office (consultant) -- \$35,000
- Athletics (sponsorship) -- \$2,500 cash annually for sponsorships, \$3,500 gift in kind TBD, \$1,400 for advertising on the back of all athletics tickets
- Athletics (athletic apparel) - estimated \$55,000
- Andrews Hall (elevator upgrade) -- \$276,000
- Admissions (online orientation) -- \$16,995
- Athletics (sponsorship) -- \$12,500

Chadron State Change Orders

- Andrews Hall (#1-elevator upgrade specs modified) -- \$0.00
- Math Science Additional & Renovation (MSAR) (#2-addition of professional services for design and construction of temporary lab spaces) -- \$62,535
- Stadium Project (#6-incorporating the fence return) -- \$2,802

Peru State Contracts

- Delzell Hall/Campus Services (ADA routes) -- \$472,400
- Campuswide (roof repair due to hail damage) -- \$1,708,961
- Centennial Complex (water remediation in Mathews 2) -- \$6,588
- Al Wheeler Activity Center (women's bowling consultant) - not to exceed \$1,833.20
- Al Wheeler Activity Center (women's bowling consultant) - not to exceed \$11,000
- Arts and Sciences Department (workshops and consultations for speech and theater classes) -- \$1,200
- Marketing (web hosting) -- \$65,500

Peru State Change Order

- Student Center (#3-change in payment) -- (\$45,346.89)

Wayne State Contracts

- U.S. Conn Library (provide geotechnical engineering study for the addition of a canopy structure over the south terrace/patio area) -- \$1,500
- Anderson Hall (complete repairs to multiple sink drain lines) -- \$26,870
- Benthack Hall (complete abatement process of building) -- \$42,870
- Student Center (complete abatement process of South

- Mechanical Room [SCLL 30]) - not to exceed \$2,150
- Student Center (air handling unit replacement in South Mechanical Room - Phase 2) -- \$310,900
- Benthack Hall (provide asbestos PCM air clearance services for building renovation project) -- \$1,500
- Peterson Fine Arts Building (development of 2-3 renderings of promotional materials and fundraising publications regarding building renovation and addition) -- \$3,000
- Memorial Stadium Press Box (replace roof drain line and do interior finishing repairs to Room ST404 and ST302 where this drain line runs) -- \$3,200
- U.S. Conn Library (construct terrace canopy) -- \$525,700
- West of Peterson Fine Arts Building (all required grading, poured in place concrete paving and sidewalks, retaining walls, and site lighting for new parking lot) -- \$482,910
- Student Center (investigate ongoing water leak on east side of Student Center Atrium skylights) - not to exceed \$2,500
- Student Center (make repairs to Student Center Atrium skylights) - not to exceed \$2,500
- Campuswide (comprehensive federal grants consulting) -- \$69,850

Wayne State Change Orders

- Criminal Justice Crime Scene Investigation Facility (#1-monitoring module not needed for file panel) - (\$215)
- Campuswide (#1-law enforcement services to be suspended March 16-May 8, 2020 due to traffic reduction and other activities on campus due to COVID-19) - (\$5,095)
- Brandenburg Education Building (#1-additional hours needed to prepare Specifications book) -- \$950
- Indoor Athletic Complex (aka Natatorium) (#1-change door type and signage/convert corridor to storage/revised guardrail/relocate electrical panel/modify ceiling height/reuse supply grilles) -- \$12,910
- Indoor Athletic Complex (aka Natatorium) (#1-added design services associated with structural repairs due to construction damage) -- \$982.50
- U.S. Conn Library (#1-changes to welds for the steel structure of terrace canopy) (\$25,900)
- U.S. Conn Library (#1-added design services associated with adding electrical outlets and lighting to canopy project) -- \$3,020
- Student Center (#1-removal of construction administration services from Student Center Atrium skylight project - (\$2,956)
- WSC Student Health Clinic (#1-addition of verbiage indicating that any fees beyond the limit in the initial Agreement will require and Addendum to the Agreement) -- \$0.00

NSCS Contracts

- Nebraska State College System Office and Colleges (lobbyist services) -- \$41,547

- Nebraska State College System Office and Colleges (employee assistance program) -- \$24.70 per employee per year
- Nebraska State College System Office and Colleges (risk assessment training) -- \$9,000
- Nebraska State College System Office (managed IT services) -
- \$1,120 onboarding fee plus \$1,120 monthly fee
- Nebraska State College System Office (IQM2 subscription) --
\$7,977.02 for 2020-2021; \$8,182.34 for 2021-2022

NSCS Change Orders

- Nebraska State College System Office (#3 - data dashboards prep and maintenance) - \$9,000
- Nebraska State College System and Colleges (#1 - amendment to Agreement for additional three (3) years) --
\$9,834 for year 1; \$10,129 for year 2 and \$10,433 for year 3

5.9 Grant Applications and Awards

Board Policy 6024 requires the reporting of grant awards and applications to the Board as information, if they do not have a state maintenance of effort or future fiscal responsibility.

Chadron State Awards

- Small Business Administration NBDC (U.S. Small Business Administration) -- \$23,000
- Higher Education Emergency Relief Funds - CARES Act Student Funds (U.S. Department of Education) -- \$540,638
- Higher Education Emergency Relief Funds - CARES Act Institutional Funds (U.S. Department of Education) -- \$540,638

Peru State Awards

- Higher Education Emergency Relief Funds - CARES Act Student Funds (U.S. Department of Education) - \$413,672
- Higher Education Emergency Relief Funds - CARES Act Institutional Funds (U.S. Department of Education) -- \$413,672

Wayne State Applications

- Higher Education Emergency Relief Funds - CARES Act Institutional Funds (U.S. Department of Education) --
\$1,260,779
- Higher Education Emergency Relief Funds - Strengthening Institutions Program (U.S. Department of Education) --
\$123,516

Wayne State Awards

- Higher Education Emergency Relief Funds - CARES Act Student Funds (U.S. Department of Education) -- \$1,260,780
- Nebraska Business Development Center (U.S. Small Business

- Administration) -- \$73,000
- Nebraska EPSCoR Undergraduate Research Experience (National Science Foundation Infrastructure Grant) -- \$4,605
- John G. Neihardt Conference - *Youth Remembered, 1881-1901* (Humanities Nebraska) -- \$1,900
- Northeast Nebraska Growing Together Cooperative Education Scholarship Program (Aksarben Foundation) -- \$360,000

5.10 Chancellor's Travel

In accordance with NSCS policy, the Chancellor traveled on:

Date	Total Days of Travel	Destination	Description	Expenses Reimbursed
05/13/2020	1	Wayne	Campus Meetings	\$104
05/21/2020	1	Peru	Campus Meetings	\$48
05/27-29/2020	3	Chadron	Campus Meetings	\$365.60

Anticipated future travel plans by the Chancellor:

The Chancellor has limited travel planned at this time due to the COVID-19 pandemic.

Date	Total Days of Travel	Destination	Description
06/03/2020	1	Peru	Campus Meetings

As of 06/2/2020

Prepared for the June, 2020 Board of Trustees Meeting

6. College Informational Items

i. Election of Board Officers and Facilities Corp. Officers

Chair, Gary Bieganski

Vice Chair, Jess Zeiss

A motion to approve the Board Nominating Committee Report and Election of Officers was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, Blomstedt, and Zeiss.

ii. Student Trustees' Reports

CSC Student Trustee Klueber noted he wanted to begin by expressing how excited he was to work with each and every one of the individuals who sit on the board, as well as get to know each of them better. He is excited for the opportunities that are ahead for this upcoming year! He has been extremely pleased with how the college system has responded to the craziness of the world these last few months. From leaving the campuses, to attending classes online and preparing for a return to campus, he has seen such a flexible community and true desire to find ways to overcome these adverse times. As an ambassador for Chadron State College, he spent

the first half of the summer working to provide opportunities for potential future students to still see what the college has to offer. From virtual tours online, to sending mail with CSC merchandise, the college has been taking steps to adapt. He is extremely excited about the opportunities that are ahead for the college system and cannot wait to be back on campus doing the things we all love most!"

PSC Student Trustee Harms indicated the Peru Academic Liaisons (PALS) program was started after an orientation on March 20th. PALS had weekly Monday meetings via Zoom to talk about updates on students. If there was ever a nonacademic concern with a student, an alert was made on Bobcat 360. After the PALS talked to their students they would complete forms, also through Bobcat 360, that would give information on the interactions. During the remote learning period PALS logged 7,036 Bobcat 360 entries for 816 students. Thanks to the PALS program and the amazing faculty and staff at Peru, even though we were learning remotely we still remained a community through virtual events such as "virtual study hall" for those who learn better together, and several events in April for sexual assault awareness month. One of which, students, faculty, and staff could all take pictures and tag it #CatsforConsent to show support for sexual assault awareness.

WSC Student Trustee Jaixen noted the implementation of the COVIC-19 Honor Code: Building a Supportive Community provided the College's goal to build and maintain a campus culture that follows the recommendations and guidelines regarding public health to create a safe and welcoming community for our students, staff, and faculty. The focus is on four pillars of hygiene, masks, social distancing and self-screening which makes the students think about themselves and other students in their residence halls and also makes them more accountable for their actions. She also thanked the Board for approval of the Benthack Hall renovation which will provide great opportunities for future students and is a great step up for the future of the Family and Consumer Sciences program.

Adjournment

The meeting was adjourned at 2:44 PM

Paul Turman, Chancellor



Nebraska State College System

CHADRON | PERU | WAYNE

Executive Session - July 23, 2020

Call to Order - Executive Session

The meeting was called to order at 9:00 AM by Chair Gary Bleganski.

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

- Litigation
- Personnel matters

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

- Litigation
- Personnel matters

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

ABSENT: Jess Zeiss

The Board went into executive session at 9:03 AM. The Board reconvened the open meeting at 12:03 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Gary Bieganski at 12:03 PM.

Beginning at 1:15 PM, the Board discussed a number of retreat agenda items including marketing and engagement strategies; strategic plan update – targeted initiatives; campus strategies for fall re-opening; and short and long term budget reduction strategies.

Executive Session

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

- Litigation
- Personnel matters

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

- Litigation
- Personnel matters

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

ABSENT: Jess Zeiss

The Board went into executive session at 5:31 PM. The Board reconvened the open meeting at 6:15 PM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Gary Bieganski at 6:15 PM.

July 24, 2020

Executive Session

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

- Litigation
- Personnel matters

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

- Litigation
- Personnel matters

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

ABSENT: Jess Zeiss

The Board went into executive session at 8:36 AM. The Board reconvened the open meeting at 9:35 AM.

Adjournment - Executive Session

There being no further business, the meeting was adjourned by Chair Gary Bieganski at 9:35 AM.

Beginning at 9:40 AM, the Board discussed a number of retreat agenda items including Title IX regulations and policy revisions and interactive dashboard review and report.

Call to Order

The meeting was called to order at 11:30 AM by Chairman Gary Bieganski

Attendee Name	Title	Status	Arrived
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:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

Public Comments

No public comments

Items for Discussion and Action

1. Academic and Personnel

- 1.1 Final Round Approval of Deletion of Board Policy 2101; Reports from Colleges
Board Policy 2101 is being recommended for deletion. As part of a

comprehensive review of reporting mandates within NSCS policy, it was identified that the majority of the reports listed in this policy are more clearly delineated within other existing policies, and the few that are not are reports that include data which will be reported to the Board as part of Strategic Planning Reports.

A motion to approve the Final Round Approval of Deletion of Board Policy 2101; Reports from Colleges was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

1.2 Final Round Approval of Revisions to Board Policy 4430; Transfer of Credits and Degrees

The revisions to Board Policy 4430 add the option for the State Colleges to accept transfer courses with grades of P (Pass), S (Satisfactory), and CR (Credit) from accredited institutions, under specific conditions. COVID-19 has had an unanticipated impact as many post-secondary institutions have provided students with additional flexibility in their grading policies by allowing for grades of P, S, and CR to be awarded across an entire semester of coursework. Expanding the definition of acceptable transfer courses to include those with grades of P, S, or CR will allow the State Colleges to continue to meet the needs of students who wish to transfer and have their previous coursework accepted toward a baccalaureate degree.

A motion to approve the Final Round Approval of Revisions to Board Policy 4430; Transfer of Credits and Degrees was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

1.3 First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions

Board of Trustees Policy 7015 Contracts; Limitations, Exemptions provides contract guidance for the System. While an extensive list of "Exempt Contracts" is included in the policy, questions continue to surface regarding those contracts or formal agreements that need to be approved by the Board of Trustees, or require review by the Chancellor. The addition to Policy 7015 seeks to clarify that agreements with vendors or partners for international travel constitute a contract with the College and shall require Board of Trustees approval. However, engaging with vendors or partners to establish an "intent to travel" may be approved by the Chancellor.

A motion to approve the First and Final Round Approval of Revisions to Board Policy 7015; Contracts; Limitations, Exemptions was recommended by the

committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

1.4 Approve Agreement with College of St. Mary for Peru State College

Per Board Policy 7015, which requires Board action for approval of all academic agreements, Peru State requests approval of the College of Saint Mary Memorandum of Agreement, which allows graduates of Peru State's Kinesiology or Health/Physical Education baccalaureate programs direct acceptance into CSM's Master of Science in Kinesiology & Exercise Science graduate program.

A motion to approve the Agreement with College of St. Mary for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

1.5 Approve Authorization for Chancellor to Sign Temporary Custodial Services Contract for Peru State College

Peru State respectfully requests authorization for the Chancellor to sign the contract for temporary custodial services. The College published a request for proposal on June 26, 2020 to solicit sealed proposals from experienced firms to establish a ten (10) month contract through competitive negotiations for providing temporary custodial services. In addition to assisting with the cleaning needs due to the inability to fill positions, this contract will allow the College to provide the necessary cleaning and sanitation during COVID-19 to provide a safe environment.

A motion to approve the Authorization for Chancellor to Sign Temporary Custodial Services Contract for Peru State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

2. Student Affairs, Marketing, and Enrollment

2.1 First & Final Round Approval of Revisions to Board Policy 3020; Sexual Violence or Sex Harassment Reporting, Policies and Procedures; Board Policy 3100; Conduct & Discipline; Students; Board Policy 3200; Due Process -- Students; Board Policy 5007; Anti-Harassment/Discrimination Policy and Board Policy 5011; Sexual Harassment and Sex Discrimination Policy

New Title IX regulations were released by the U.S. Department of Education and become effective August 14, 2020. The new regulations narrow the scope of Title IX, change definitions, and make

substantial changes to notice and process requirements. In order to implement these changes, Policy 3020 has been rewritten to outline the requirements and process for Title IX matters involving students. Policy 5011 is a new policy, created in order to outline requirements related to Title IX matters involving employees. Additional revisions are also being made to Policies 3100, 3200, and 5007 in order to correct references and provide clarification.

A motion to approve the First & Final Round Approval of Revisions to Board Policy 3020; Sexual Violence or Sex Harassment Reporting, Policies and Procedures; Board Policy 3100; Conduct & Discipline; Students with one correction – deletion of the words “or sexual violence” from paragraph 10 on page 2 of the draft in your Board materials; Board Policy 3200; Due Process -- Students; Board Policy 5007; Anti-Harassment/ Discrimination Policy and Board Policy 5011; Sexual Harassment and Sex Discrimination Policy was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

2.2 Approve Contract with Clark Creative Group for Wayne State College

Board of Trustees Policy 7015; Contracts; Limitations, Exemptions requires that all contracts in excess of fifty thousand dollars (\$50,000) be approved by the Board. In accordance with this policy, Wayne State is requesting 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.

A motion to approve the Contract with Clark Creative Group for Wayne State College was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

3. **Fiscal, Facilities and Audit**

3.1 Final Round Approval of Revisions to Board Policy 8060; Capital Construction Budget Requests; and Deletion of Policies 8061; Capital Construction; Needs Statements; 8062; Capital Construction; Program Statements; and 8063; Capital Construction; Construction Documents Related to Capital Projects Planning Requirements

Board Policy 8060 is being revised to update 8060 and incorporate the information from Board Policies 8061, 8062 and 8063. This will provide one policy location for the capital construction request and planning process, and better define requirements associated with planning documents such as program statements.

A motion to approve the Final Round Approval of Revisions to Board Policy 8060; Capital Construction Budget Requests; and Deletion of Policies 8061; Capital Construction; Needs Statements; 8062; Capital Construction; Program Statements; and 8063; Capital Construction; Construction Documents Related to Capital Projects Planning Requirements was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

3.2 Approve Revised Room and Board Rates for 2020-21

The Board approved Room and Board Rates for 2020-21 at its January 14, 2020 meeting. Since that time, and in response to the COVID-19 pandemic, changes have been made in the dates for the regular fall session. In addition, the D session has been added. In response, the Colleges are proposing the attached room and/or board rates for the fall regular session and the fall D session, as described below.

ROOM RATE CHANGES

Chadron proposes to reduce its previously approved fall semester room rates for the fall regular session by \$100 for each room type; and then charge a flat \$150 for those staying for the D session.

Peru proposes to remain with the previously approved fall semester room rates for the regular fall session; and then allow students to remain for the D session at no additional charge.

Wayne has broken the previously approved fall semester rates between the regular fall session and the D session.

All three Colleges propose to remain with their previously approved semester charges for the Spring term.

BOARD RATE CHANGES

Peru State and Wayne State propose to remain with their previously approved Board Rates and allow students to select the plan that works the best for them based on whether they will only be on-campus for the regular fall session, or both the regular fall session and the D session. Chadron State plans to maintain its previously approved board rates for the fall regular session. Chadron does not plan to have dining services available during the D session since the number of feeding days with the new schedule is similar to the old schedule that included breaks.

The one exception to this is that Wayne proposes to add one additional board plan that provides unlimited meals +\$150 flex dollars for students attending the regular fall session only; as noted on Wayne State's attached proposal.

A motion to approve the Revised Room and Board Rates for 2020-21 was recommended by the committee to the full Board, which approved the motion. Voting **AYES:** Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

3.3 Approve Updated Biennium Budget Operating Request

At its June 16, 2020 meeting, the Board approved the preliminary operating and capital requests for the NSCS's 2021-23 biennium budget request. At that time, the strategic initiatives and some of the core needs items were still pending. The strategic initiative requests were delayed due to the COVID-19 pandemic and the related recess of the 2020 Legislative Session. Those requests are now completed. Budget Instructions for the 2021-23 biennium request have also now been received from the Department of Administrative Services' Budget Division. Therefore the Core Needs items that were pending until receipt of those instructions are also completed.

CORE NEEDS

Based on the Board's January, 2020 action, the NSCS has calculated the impact of the increases noted in the Guidelines. The biennium budget instructions request that we include a salary increase of 2% as a placeholder. The NSCS builds this in with the understanding that it is not indicative of the final impact of NSCS salary increases, which will be determined through the collective bargaining process. Core needs are as noted below:

	<u>FY2021-22</u>	<u>FY2022-23 above FY2021-22</u>
Salary Increases	\$1,207,784	\$1,240,880
Health Insurance Rate Increase	\$ 748,810	\$ 808,715
Utility Rate Increases	\$ 142,821	\$ 148,534
Other Operating Increases	\$ 684,096	\$ 711,460
DAS/Work Comp Rate Increases	\$ 77,664	\$ -0-
New Building Openings	\$ 26,683	\$ 24,128

STRATEGIC INITIATIVES

The first two strategic initiatives below are contingent based on action taken on the current deficit budget bill during the current legislative session. If funding is provided for these two initiatives, they will not be submitted and only the third strategic initiative will be requested.

	<u>FY2021-22</u>	<u>FY2022-23 above FY2021-22</u>
Career Scholarship Program	\$1,000,000	\$1,000,000
Corrections Workforce Development Pathways (CWDP)	\$ 982,151	\$ 221,576)
Industry Liaison Program	\$ 675,116	\$ (19,729)

The reductions in the second year are due to one-time capital outlays in the first year of the program that are not required after the first year.

A preliminary draft of the detailed requests will be provided to the Board at the meeting. As part of this approval, the Chancellor is authorized to continue to refine the requests as we approach the deadlines for submission to the Coordinating Commission on August 15, and the final submission to the State on September 15.

A motion to approve the Updated Biennium Budget Operating Request was recommended by the committee to the full Board, which approved the motion. Voting **AYES**: Bieganski, Chaney, Engles, Peterson, and Blomstedt.

ABSENT: Jess Zeiss

Items for Information and Discussion

4. Chancellor Informational Items

4.1 Selection of Collective Bargaining Teams

The current negotiated agreements 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) are set to expire July 1, 2021. Negotiations for the next biennium (2021-2023) are planned to commence in September 2020, and the NSCS Collective Bargaining Teams referenced below have been appointed by the Chancellor to begin preparation for the next round of collective bargaining sessions with each unit.

SCEA: Chief Negotiator - Kristin Divel, NSCS
System Representative - Jodi Kupper, NSCS
Campus Representative - James Powell, CSC
Campus Representative - Tim Borchers, PSC
Campus Representative - Steve Elliott, WSC

NSCPA: Chief Negotiator - Kristin Divel, NSCS
System Representative - Kara Vogt, NSCS
Campus Representative - Anne DeMersseman, CSC
Campus Representative - Eulanda Cade, PSC
Campus Representative - Candace Timmerman, WSC

NAPE/AFSCME: Chief Negotiator - Kristin Divel, NSCS
System Representative - Kara Vogt, NSCS
Campus Representative - Anne DeMersseman,
CSC
Campus Representative - Eulanda Cade, PSC

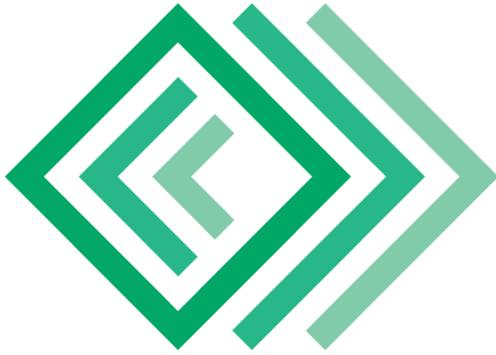
Campus Representative - Candace Timmerman,
WSC

Adjournment

The meeting was adjourned at 11:54 AM

Paul Turman, Chancellor

Minutes Acceptance: Minutes of Jul 24, 2020 11:30 AM (Minutes Approval)



Nebraska State College System

CHADRON | PERU | WAYNE

August 14, 2020

Call to Order

The meeting was called to order at 9:00 AM by Chairman Gary Bieganski

Attendee Name	Title	Status	Arrived
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	
Marjean Terrell	Trustee	Present	

Approval of Meeting Agenda

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

Public Comments

No public comment.

Items for Discussion and Action

1. Fiscal, Facilities and Audit

1.1 Approve Revised Distribution of Funds

The Original Distribution of Funds was approved at the April 23, 2020 meeting of the Board. This proposed revised distribution makes a change to the General Fund appropriation for the current fiscal year to reflect the increase provided in the deficit bill LB1008 (2020). The increase included for the NSCS in LB1008 (2020) is for the Career Scholarship Program in the amount of \$1,000,000. The changes to the Distribution of Funds are highlighted in red. While not included in the Distribution of Funds for the NSCS, LB1008 (2020) also included funding for the Peru State partnership with Tecumseh State Correction institution (TSCI) as described below.

CAREER SCHOLARSHIPS

In the attached distribution of funds, a portion of the Career Scholarship funds are distributed evenly to each College and the balance is based upon a three (3) year average of Bachelor's degree production at each of the Colleges. These new funds must be used in accordance with language contained in LB1008 (2020) and cannot be used for any other purpose. The NSCS has developed Career Scholarship guidelines that include the requirements contained in the bill and additional guidance developed in partnership with all three Colleges.

While not specified with LB1008 (2020), the Governor noted the intent to phase the program to \$4,000,000 over four (4) years. This was included in the "Mid-Biennium Adjustments 2019-2021" book published in conjunction with his proposed budget.

PSC PARTNERSHIP WITH TSCI

In addition to the funds appropriated for the Career Scholarship program, LB1008 (2020) also included funds appropriated to the Department of Corrections for the proposed partnership between Peru State College and TSCI. Although not directly appropriated to the NSCS, these funds will flow to PSC in support of the program in line with the budget developed in partnership with the Department of Corrections. LB1008 (2020) includes the appropriation of \$523,465 for the current fiscal year (FY2020-21). The bill also expresses the intent to increase that appropriation to the following amounts for the upcoming biennium:

FY2021-22 \$748,465

FY2022-23 \$973,465

These increases reflect the addition of \$225,000 additional for each year of the biennium toward scholarships to students accepted into the program each year. While the budget bill only looks to the coming biennium with the intent language, the budget is anticipated to move to \$1,198,465 for FY2023-24 to provide for a total of a four (4) year cycle of students being accepted into the program.

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

Adjournment

The meeting was adjourned at 9:17 AM

Paul Turman, Chancellor

The meeting notice and agenda have been distributed via email to members of the Board of Trustees, the presidents of the State Colleges, the Associated Press and selected Nebraska newspapers.

Minutes Acceptance: Minutes of Aug 14, 2020 9:00 AM (Minutes Approval)

ITEMS FOR CONSENT AGENDA

September 10, 2020

ACTION: **Approve Authorization for Chancellor to Sign Contracts for Wayne State College (FFA)**

Wayne State requests authorization for the Chancellor to sign contracts of \$100,000 or more, per Board Policy 8065, for the following upcoming project:

- Energy Plant Efficiency Boiler and Controls Upgrades

This project is planned to be funded by the 309 Task Force for Building Renewal.

Authorization for the Chancellor to sign contracts in amounts 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 Contracts for Wayne State College (FFA).

ITEMS FOR CONSENT AGENDA

September 10, 2020

ACTION: **Approve Appointment of Substantial Completion Committee for Indoor Athletic Complex Project for Wayne State College (FFA)**

The Indoor Athletic Complex project is nearing completion. Wayne State recommends appointment of the following committee to perform the substantial completion review in accordance with Board Policy 8069:

John Chaney, Chair of the Fiscal, Facilities and Audit Committee, Board of Trustees
Carter 'Cap' Peterson, Board of Trustees
Steve Hotovy, Vice Chancellor for Facilities and Information Technology, NSCS
Mike Powicki, Athletic Director, WSC
Angela Fredrickson, Vice President for Administration and Finance, WSC
Kyle Nelsen, Director-Facility Services, WSC
Jackson - Jackson & Associates, Inc. Representative, Registered Architect

The System Office and Wayne State College recommend approval of the Appointment of Substantial Completion Committee for Indoor Athletic Complex for Wayne State (FFA).

GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGES

POLICY: 2500 Institutional Organization

Page 1 of 1

BOARD POLICY

~~The Presidents are authorized to make decisions regarding institutional organization and structure after consultation and approval by the Chancellor. The Board will review and approve the institutional organization of each College and creation of new units of each college, annually in September, including but not limited to:~~

- ~~1. College organizational chart~~
- ~~2. Formation, elimination or consolidation of a division, school, department, institute, center or similar unit~~
- ~~3. Establishment, elimination or change in scope of an off-campus center~~

PROCEDURE

Proposals for reorganization and/or creation of new units, ~~or~~ centers ~~or institutes~~ shall:

- 1. Identify purpose and objectives
- 2. Describe relationships to college mission
- 3. Describe anticipated activities
- 4. Identify all agencies or organizations involved, including advisory committees
- 5. Identify annual cost of operations and source of support

Policy Adopted: 6/5/93
Policy Revised:

Attachment: Revisions to Board Policy 2500 (2779 : Revisions to Board Policy 2500; Institutional Organization)

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

September 10, 2020

ACTION: **First and Final Round Approval of Revisions to Board Policy 5102; Faculty Employees Excluded from the SCEA Bargaining Unit; Board Policy 5103; Professional Staff Employees Excluded from the NSCPA Bargaining Unit and Board Policy 5104; Support Staff Employees Excluded from the NAPE/AFSCME Bargaining Unit**

The revisions to Board Policies 5102, 5103 and 5104 will allow non-union employees to donate more leave hours to help other employees with low leave balances manage COVID-19 related absences. The Board approved changes for leave donations for union employees in the bargaining agreements in April 2020.

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

ATTACHMENTS:

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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BOARD POLICY

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

ABANDONMENT

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

APPOINTMENTS

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

BACKGROUND CHECKS

Offers of employment 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 by the Board and request family coverage, each individual will be required to contribute an amount equal to the contribution an employee makes toward single coverage. Employees who elect insurance must enroll in both the medical and dental plans.

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.

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the
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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.

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

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

DISCIPLINARY ACTION

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

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

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

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

DRUG AND ALCOHOL TESTING

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

GRIEVANCE PROCEDURE

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

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

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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

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

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

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

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

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

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

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the
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LAYOFFS

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

LEAVE

Bereavement Leave.

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

Civil Duty Leave.

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

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

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

Crisis Leave Sharing Program.

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

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

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**POLICY: 5102 Faculty Employees Excluded from the
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[Details of the Crisis Leave Sharing Program are available at the College Human Resources Office.](#)

Family and Medical Leave

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

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

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

A serious health condition is defined to include:

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5102 Faculty Employees Excluded from the
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The Board agrees to continue to pay its portion of insurance premiums during the term of FMLA leave. In the event both parents are eligible under this policy, the couple shall be entitled to a combined total of twelve (12) work weeks of leave for the birth and care of a newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Family Military Leave Act. 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. When the President declares the College closed, absences will not be charged against employee leave balances. The Chancellor is authorized to make inclement weather leave decisions for employees located in the NSCS Office.

Leave of Absence

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

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

Attachment: Revisions to Board Policy 5102 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 5102 Faculty Employees Excluded from the SCEA Bargaining Unit

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

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

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

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

Other Requested Absences

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

Sick Leave

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

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

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

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

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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PERFORMANCE EVALUATION

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

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

TUITION PROGRAMS

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

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

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

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

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

Policy Adopted:	3/19/82	
Policy Revised:	6/5/93	
Policy Effective:	7/1/09	Approved: 4/17/09
Policy Effective:	7/1/11	Approved: 3/25/11
Policy Effective:	7/1/13	Approved: 3/15/13
Policy Effective:	7/1/15	Approved: 1/21/15
Policy Revised:	11/13/15	
Policy Effective:	7/1/17	Approved: 3/24/17
Policy Effective:	7/1/19	Approved: 3/21/19

[Policy Revised:](#)

Attachment: Revisions to Board Policy 5102 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

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

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BOARD POLICY

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

ABANDONMENT

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

BACKGROUND CHECKS

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

BENEFITS

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

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

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
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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, their spouses, and dependents will be allowed to use those facilities belonging to the College that are used to promote wellness. Although there is no membership fee to access the facilities, the College may charge spouses and dependents (17 years and older) a fee for an identification card to access the facilities. Dependents under the age of 17 must be accompanied by an adult to use the facilities. 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 or who is unable to report to work due to pandemic quarantine measures. 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.

[Details of this program are available at the Human Resource Office and on the HR website.](#)

Employees located in the NSCS Office may contribute accrued 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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Family Military Leave Act. 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 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

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Documentation regarding the hospitalization may be requested.

An employee who is eligible for retirement in the NSCS will, upon separation of employment by reason of retirement, be entitled to a one-time payment of one-fourth (1/4) of their accumulated sick leave, with the rate of payment based upon their regular pay at the time of retirement. Upon the death of an employee, 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	20 days
11 th year	21 days
12 th year	22 days
13 th year	23 days
14 th year	24 days
15 th year	25 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

Attachment: Revisions to Board Policy 5103 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

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fully reimbursed. Upon separation from employment, employees who have been advanced vacation leave shall reimburse the Board for all advanced and unreimbursed vacation leave. The Board is authorized to deduct such amount from the final pay. The Chancellor may advance vacation leave to employees located in the NSCS Office.

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

Table with 2 columns: Policy Dates (Adopted, Revised, Effective) and Approval Dates (Approved). Includes a red line under 'Policy Revised:'.

Attachment: Revisions to Board Policy 5103 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

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BOARD POLICY

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

ABANDONMENT

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

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 by the Employer and request family coverage, each employee will be required to contribute an amount equal to the individual employee plan premium. If electing insurance coverage, an employee must be enrolled in both the medical and dental plans.

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

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percent (75%) of the aggregate costs of this coverage.

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

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

Employees, their spouses, and dependents will be allowed to use those facilities belonging to the College that are used to promote wellness. Although there is no membership fee to access the facilities, the College may charge spouses and dependents (17 years and older) a fee for an identification card to access the facilities. Dependents under the age of 17 must be accompanied by an adult to use the facilities. 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.

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

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

Types of Disciplinary Action.

Written Warning. Written warnings consist of a discussion between the employee and 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.

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.

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An employee recommended for dismissal for cause shall continue to be an employee until the appeal procedure up to and including the Chancellor 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.
- 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

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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.

LAYOFFS

The President or Chancellor, as appropriate, decides when a layoff is necessary, and which employees, positions, and geographic locations 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.

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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. 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.

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

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

Details of this program are available at the Human Resource Office.

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Employees located in the NSCS Office may contribute accrued vacation leave, accrued sick 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).
- 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.

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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.

Family Military Leave Act. 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 the Employer advanced notice as is practicable. The employee shall consult with the Employer to schedule the leave so as not to unduly disrupt College operations. The Employer may require certification 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 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 compensatory 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.

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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 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.

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 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.

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

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

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

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

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

1-5 years of continuous employment	12 days/year or 96 hours/year
6th year of continuous employment	15 days/year or 120 hours/year
7th year of continuous employment	16 days/year or 128 hours/year
8th year of continuous employment	17 days/year or 136 hours/year
9th year of continuous employment	18 days/year or 144 hours/year
10th year of continuous employment	19 days/year or 152 hours/year
11th year of continuous employment	20 days/year or 160 hours/year
12th year of continuous employment	21 days/year or 168 hours/year
13th year of continuous employment	22 days/year or 176 hours/year
14th year of continuous employment	23 days/year or 184 hours/year
15th year of continuous employment	24 days/year or 192 hours/year
16th year of continuous employment/thereafter	25 days/year or 200 hours/year
Maximum Accumulation	35 days/year or 280 hours/year

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

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

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, 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.

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

PAY

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

Salary base increases may be paid upon the completion of each academic degree earned after the commencement of employment. Base salary increases will be awarded only on July 1st following completion of the degree program. Official transcripts or other appropriate documentation from the awarding institution must be provided to the Human 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 have successfully completed their probation period and thereafter transfer to another position in another classification series or who are permitted to transfer to another College may be required, with sufficient written notice, to satisfy another probation period in the new position.

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.

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

RESIGNATION

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

RETIREMENT PROGRAMS

Voluntary Retirement Settlement Program. Eligible full-time employees (at least .75 FTE) who elect to surrender their right to continued employment and retire on June 30, 2020, 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

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federal Medicare program, at which time the paid premiums shall cease. Full-time employees who have completed at least ten (10) years of continuous service within the State College System, and who are sixty (60) years of age or older are eligible to participate in this program upon providing six (6) months of advanced written notice. The employee shall be responsible for membership fees required by NSEA. Part-time employees (less than .75 FTE) shall not be eligible for this program. In order to be eligible for this program, the employee has to meet the five (5) year Educator's Health Alliance continuous coverage requirement. If death occurs during the coverage period, the medical and dental benefit will terminate upon the date of death.

TUITION PROGRAMS

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

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.

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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: 6/19/18
 Policy Effective: 7/1/19 Approved: 3/21/19
Policy Revised:

Attachment: Revisions to Board Policy 5104 (2780 : Revisions to Board Policies 5102, 5103 and 5104)

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

September 10, 2020

ACTION: **Approve Addition of Rangeland Management - Unmanned Aircraft Systems for Remote Sensing Undergraduate Certificate for Chadron State College**

Per Board Policy 4200, which requires all new academic programs to be submitted to the Board for approval, Chadron State seeks approval to add the following undergraduate certificate beginning Fall 2021:

Rangeland Management - Unmanned Aircraft Systems for Remote Sensing Certificate

The System Office and Chadron State College recommend approval of the Addition of Unmanned Aircraft Systems for Remote Sensing UG Certificate for Chadron State College.

ATTACHMENTS:

- CSC Unmanned Aircraft Systems for Remote Sensing Certificate(PDF)

**Chadron State College
Proposal to Add an Undergraduate Certificate
in Unmanned Aircraft Systems for Remote Sensing (UASRS)
to the Rangeland Management Major**

1. Descriptive Information

- a. Name of Institution
Chadron State College
- b. Name of Program
Unmanned Aircraft Systems for Remote Sensing (undergraduate certificate)
Major: Rangeland Management
- c. Degrees/credentials to be awarded graduates of the program
Undergraduate Certificate
- d. Other programs offered in this field by the institution
No other similar program offered
- e. CIP code
36.0207
- f. Administrative units for the program
School of Professional Studies and Applied Sciences
Department of HPER, FCS, Range and MSL
- g. Proposed delivery site(s) and type(s) of delivery if applicable
Offered at Chadron State College campus, with AGRI 211 and AGRI 311 being offered online and AGRI 212 and AGRI 336 being offered in a face-to-face format
- h. Proposed date (term/year) the program will be initiated
Initial offering to begin fall 2021
- i. Description, including credit hours and other requirements (program of study) and purpose of the proposed program

This certification will prepare student to operate sUAS systems for a variety of agricultural missions and will address a growing need in the areas of agriculture, justice studies, and business.

Unmanned Aircraft Systems for Remote Sensing Certificate – Rangeland Management Major

Course Prefix	Course Number	Course Title	Course Credits
AGRI	211	Introduction to Unmanned Aerial Systems	3
AGRI	212	THE FAA Small, Unmanned Aircraft *(UAS) License Test	3
AGRI	311	Agriculture and Range Management UAS Applications	3
AGRI	336	UAS Training Laboratory	3
		Total	12

New Courses:**AGRI 211 INTRODUCTION TO UNMANNED AERIAL SYSTEMS (3 cr)**

This course introduces the student to remote sensing platforms for the carriage of sensors for gathering data to support a broad range of agriculture and range management missions. These platforms will include satellites, fixed-wing aircraft, rotary-wing aircraft (helicopters and multi-copters), and hybrid aircraft. Finally, the technology associated with multi-copters will be addressed.

Prerequisites: None

AGRI 212 THE FAA SMALL UNMANNED AIRCRAFT (sUAS) LICENSE TEST (3 cr)

This course is an introduction the Federal Aviation Administration (FAA) restrictions covering operation of sUAS (Code of Federal Regulations (CFR) Part 107), and Nebraska laws governing sUAS operation. In addition, the course will prepare the student to take and pass the FAA sUAS Certification Test.

Prerequisites: AGRI 211

AGRI 311 AGRICULTURE & RANGE MANAGEMENT UAS APPLICATIONS (3 cr)

This course introduces the student to the fifteen most common UAS missions associated with agriculture and range management, and the purpose of each mission and the desired outcomes of each mission. The student will become knowledgeable of the sensors needed to gather data for each mission.

Prerequisite: AGRI 212

AGRI 336 sUAS TRAINING LABORATORY (3 cr)

In this course, the student will develop a proficiency in the basic and safe operation of a multi-copter drone. In addition, a commercial-grade drone, its sensors and software that are specific to the agriculture and range management industry will be introduced.

Prerequisite: AGRI 311

2. Centrality to Role and Mission

This program will meet the 2019-23 Master Academic Plan addressing two of the focus areas (People and Place) of the MAP. The UASRS will provide opportunities for the residents of the panhandle to become licensed unmanned aircraft system (UAS) operators who can utilize the skill to fulfill personal or professional goals. This license will allow individuals to expand opportunities in ranching, as well as positively impact a number of other careers.

3. Evidence of Need and Demand

Unmanned aircraft systems provide new and needed technology that directly benefit farmers and ranchers across the state. These systems are being utilized by farmers to assist in precision agriculture where they can accurately track inputs and yields. With the right configuration they can survey pastures, map plant health, check weather damage, as well as monitor irrigation and cattle watering stations. Thermal cameras allow ranchers to spot cows under tree canopies. Offering a program that allows individuals to obtain the knowledge and skills necessary to be licensed to run these systems would be of clear benefit.

In addition to uses in agriculture, the Aircraft Owners and Pilots Association reported that the “FAA survey results on the types of commercial operations being undertaken are consistent with other data collected by private analysts: About one in five operations conducted under Part 107 (unmanned aircraft) are flown for filming and entertainment (including live event coverage), and a similar number fall into the research, training, and education category. Utility and industrial uses across the

electric and petroleum energy sectors have grown in number to represent about 16 percent of all Part 107 missions; real estate (13 percent) and construction industry applications (8 percent) are also leading use cases.”

FAA expects remote pilots will outnumber instrument-rated pilots (including private, commercial, and airline transport pilot certificate holders) by 2022 or 2023. RPs are set to experience tremendous growth following the growth trends of the non-model sUAS sector. Non-model activities may require almost 350,000 RPs in 5 years, a three-fold increase, providing tremendous opportunities for growth in employment associated with commercial activities of UAS. Potential for RPs may enhance even more if larger UAS are used in commercial activities and urban air mobility becomes a reality in the near future.”

4. Adequacy of Resources

a. Faculty and Staff Resources

These courses would be taught by adjunct faculty who possess the certification and experience necessary for instruction. AGRI 211 and 311 will be offered online and AGRI 212 and 336 will be offered in a face-to-face format. Each course will be offered once a year in an 8-week session. AGRI 211 and 212 will be offered in the fall and AGRI 311 and 336 will be offered in the spring.

These courses will be taught using adjunct instructors. The instructional rate for each course would be \$850.00 per credit hour, which is the established rate for adjunct instruction. See attached expenses and revenue tables for full details.

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

Initial new equipment (unmanned systems) will be required and will cost about \$30,000 for the implementation of the program. An additional \$10,000 every other year will be required for maintenance and equipment upgrades. Current Library holdings are appropriate.

d. Budget Projections

Budget projections are based upon a total of twelve students enrolling in the coursework each year and completing all four courses. These students are expected to be a combination of current degree-seeking students who wish to add the certificate to their programs, and non-degree seeking students from the area who wish to solely complete the certificate and seek the FAA license.

As the Expense Table reflects, the primary costs associated with offering this Certificate are the costs of instruction, which are projected at \$10,200 each year for adjunct instruction of 12 credits of coursework, and the initial and ongoing costs of equipment. Overall expenses for this program over the first five years is projected to be **\$110,000**.

As the Revenue Table reflects, the primary revenue is generated from the tuition and fees that students will pay to enroll in the courses required for this new Certificate. The annual tuition and

fees generated by the two on-campus courses is projected to be \$1544.16 per student, and the annual tuition generated by the two online courses is projected to be \$ 1794.00 per student. With enrollments for each course tentatively set at 12, total annual revenue is projected to be \$40,057.92. Total revenue for the program for the first five years is projected to be **\$200,289.60**.

5. Avoidance of Unnecessary Duplication

While no other institutions appear to offer an undergraduate certificate in this area, similar degree programs offered include the following:

- University of Nebraska Omaha has a B.S. in Aviation-Unmanned Aircraft Systems.
- Surrounding states have several degree programs (undergraduate and graduate), including the University of North Dakota, South Dakota State University, and Kansas State University.

The offering of a Certificate that includes coursework aligned to the current curriculum for taking the FAA license exam will be an affordable option for individuals who wish to obtain the knowledge and skills needed to fly unmanned aircraft. The certificate is very viable, as it can be added to an array of majors.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

Adding this certificate to the Rangeland Management degree will address the Coordinating Commission's goals for meeting the needs of the students and meeting the needs of the state. Students will benefit from the focus on student and workforce needs and the state will benefit from the building and sustaining of a knowledgeable and skill workforce in the panhandle.

Additionally, as stated above, this new program will address the 2019-23 Master Academic Plan in preparing students in the Panhandle to address an emerging skill set for ranchers and farmers. In addition, it will provide graduating students from business, criminal justice, and journalism added skills that will allow them to be more competitive in their fields. This program will be the only one in the CSC geographic area and will provide current students, as well as residents within the panhandle, the opportunity to complete the certificate in preparation for taking the FAA sUAS License test.

TABLE 1: PROJECTED EXPENSES - NEW INSTRUCTIONAL PROGRAM

Personnel	(FY19/20) Year 1		(FY20/21) Year 2		(FY21/22) Year 3		(FY22/23) Year 4		(FY23/24) Year 5		Total	
	FTE	Cost	FTE	Cost								
Faculty ¹ (Adjunct)	.5	\$10,200	.5	\$10,200	.5	\$10,200	.5	\$10,200	.5	\$10,200	2.5	\$60,000
Professional	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Graduate assistants	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Support staff	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Subtotal	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Operating												
General Operating	\$0		\$0		\$0		\$0		\$0		\$0	
Equipment ²	\$30,000		\$0		\$10,000		\$0		\$10,000		\$50,000	
New or renovated space	\$0		\$0		\$0		\$0		\$0		\$0	
Library/Information Resources	\$0		\$0		\$0		\$0		\$0		\$0	
Other ⁷											\$0	
Subtotal	\$0		\$0		\$0		\$0		\$0		\$50,000	
Total Expenses	\$40,200		\$10,200		\$20,200		\$10,200		\$20,200		\$110,000	

¹ Each of the four courses will be taught each year by adjunct faculty, and it is expected that one section of each course will meet the enrollments needs. Using the rate of \$850 per credit, the total for twelve (12) credits of coursework equates to \$10,200 per year. FTE is .5, as a full teaching load would be 24 credits per year.

² An initial cost of \$30,000 is needed to purchase the equipment to offer the program coursework. After that, a cost of \$10,000 is needed every other year for upgrades and maintenance.

TABLE 2: REVENUE SOURCES FOR PROJECTED EXPENSES - NEW INSTRUCTIONAL PROGRAM

	FY(21/22) Year 1	(FY22/23) Year 2	(FY23/24) Year 3	(FY24/25) Year 4	(FY25/26) Year 5	Total
Reallocation of Existing Funds	\$0	0	0	0	0	\$0
Required New Public Funds	\$0	0	0	0	0	\$0
1. State Funds	\$0	0	0	0	0	\$0
2. Local Tax Funds (community colleges)	\$0	0	0	0	0	\$0
Tuition and Fees ¹	\$40,057.92	\$40,057.92	\$40,057.92	\$40,057.92	\$40,057.92	\$200,289.60
Other Funding	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$40,057.92	\$40,057.92	\$40,057.92	\$40,057.92	\$40,057.92	\$200,289.60

¹ Tuition is calculated based using 2020-2021 tuition rates, and on a total of twelve students completing 6 credits of online coursework (AGRI 211 and AGRI 311) and 6 credits of on-campus coursework (AGRI 212 and AGRI 336) each year. Online tuition is \$299 per credit and includes all fees. On campus tuition is \$186 per credit, and on campus fees are \$71.36 per credit.

- 6 credits of online coursework = \$1794
- 6 credits of on campus coursework = \$1544.16
- Total tuition and fees per student = \$3338.16

ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

September 10, 2020

ACTION: **Approve Addition of Theatre - Musical Theatre and Sport and Recreating Management - Strength & Conditioning Options for Chadron State College**

Per Board Policy 4200, which requires all new academic programs to be submitted to the Board for approval, Chadron State seeks approval to add the following undergraduate options beginning Fall 2021:

Theatre - Musical Theatre Option

Sport and Recreation Management - Strength and Conditioning Option

The System Office and Chadron State College recommend approval of the Addition of Musical Theatre & Strength & Conditioning Options for Chadron State College.

ATTACHMENTS:

- CSC Musical Theatre Option in Theatre Proposal (PDF)
- CSC Strength and Conditioning Option in Sport Recreation Mgmt Proposal (PDF)

**Chadron State College
Proposal to Add a Musical Theatre Option
(Theatre Major)**

1. Descriptive Information

- a. Name of Institution:
Chadron State College
- b. Name of Program:
Theatre (Major)
New Option: Musical Theatre
- c. Degrees/credentials to be awarded graduates of the program:
Bachelors of Arts in Theatre
- d. Other programs offered in this field by the institution:
No similar programs offered
- e. CIP code:
50.0509 – Musical Theatre
- f. Administrative units for the program:
School of Liberal Arts
Department of Communication, Music, Art & Theatre
- g. Proposed delivery site(s) and type(s) of delivery if applicable:
Offered at Chadron State College campus with face-to-face delivery
- h. Proposed date (term/year) the program will be initiated:
Initial offering to begin Fall 2021
- i. Description, including credit hours and other requirements (program of study) and purpose of the proposed program

The Bachelor of Arts option in Musical Theatre is offered for students who, upon graduation, plan to pursue a specialized performance career on the musical theatre stage. Beyond Broadway and off-Broadway professional theatres across the country, this degree can lead to graduates being hired as performers for cruise ship entertainment, theme park entertainment, and theatre for young audiences. It can also lead to careers in directing or producing musical theatre. This new program provides the student with a thorough foundation in theatre complemented by structured and intensive career preparation in all areas of musical theatre.

THEATRE MAJOR - MUSICAL THEATRE OPTION REQUIREMENTS:

Course Prefix	Course Number	Course Title	Course Credits
Core Requirements:			
TH	134	PRINCIPLES OF ACTING	3
TH	141	CONSTUME CONSTRUCTION	3
TH	159/159L	TECHNICAL THEATRE/LAB	3
TH	229	PLAYSCRIPT ANALYSIS	3
TH	234	AUDITION TECHNIQUES & PRACTICES	3
TH	237	BEGINNING DIRECTING	3
TH	241 or 242/242L or 243	INTRODUCTION TO COSTUME DESIGN or INTRODUCTION TO LIGHTING DESIGN or INTRODUCTION TO SET DESIGN	3
TH	315	THEATRE PRACTICUM – repeatable up to four times	1/4
TH	336	THEATRE HISTORY I	3
TH	337	THEATRE HISTORY II	3
TH	412	SENIOR ASSESSMENT JURY	1
		TOTAL	32
Musical Theatre Option Requirements:			
MUS	100	PRIVATE VOICE – repeatable up to four times	1/4
MUS	103	CONCERT CHOIR – repeatable up to two times	1/2
MUS	268	BASIC PIANO SKILLS	3
TH	255	ACTING METHODS	3
TH	355	ACTING FOR MUSICAL THEATRE	3
TH	360	STAGE MOVEMENT	3
TH	365	VOICE AND DIALECTS	3
TH	441	STAGE COMBAT	3
		TOTAL	56

New Courses:**TH 141 Costume Construction**

This is a workshop-centric course where students will learn basic hand sewing, machine sewing, how to cut and alter a commercial pattern, pattern drafting, draping, and garment finishing techniques. Construction techniques will be applied to creating a garment based on the interpretation of a designer's sketch. Students will not only be able to familiarize themselves with modern and traditional tailoring tools and techniques, but also foster creative communication and collaboration in a group workshop environment. (Seeking Approval for ES5)

TH 229 Playscript Analysis *(replaces TH 429 Playscript Analysis)*

Making Playscript Analysis a lower division course will allow students to learn the basics of analysis so that it can be used in acting and design courses.

TH 241 Costume Design

Course consistently showed up in Assessment of graduating seniors as missing from curriculum and will complete the series of Tech/Design course options. (Seeking approval for ES5)

TH 255 Acting Methods *(replaces TH 334 Intermediate Acting)*

Process-oriented study centering around four or more acting methods.

TH 315 Advanced Theatre Practicum

Advanced participation in theatre department productions. All students enrolled in TH 315 who are interested in fulfilling the requirements for this class by participation in theatre activities must participate actively in one theatre activity per eight-week course. These activities include successfully fulfilling a design or directing assignment; successfully fulfilling a role in a theatre production; successfully fulfilling a production assignment; and successfully fulfilling a crew assignment.

TH 328 Stage Management

Course will focus on the skills and mechanics necessary to contribute to the production process as a stage manager with a focus on organization, leadership and communication. Course consistently showed up in Assessment of graduating seniors as missing from curriculum.

TH 355 Acting for Musical Theatre

Specialized acting instruction in Musical Theatre performance.

TH 360 Stage Movement

Students acquire the knowledge and skills for movement and apply these skills effectively to stage acting and performing. The course is designed to employ stage movement to express thoughts, feelings, and actions, and to analyze and describe the interdependence of all physical elements used on the stage.

TH 365 Voice and Dialects

Course will develop actors' speech skills through vocal practice and the study of phonetics for clear, strong articulation; connection to language; and effective, expressive use of the voice. Inclusion of the study of stage dialects.

2. Centrality to Role and Mission

The Theatre Program supports the following components of the CSC and NSCS missions.

- a) It directly impacts the liberal arts education of all CSC students and prepares its majors for a profession in teaching or theatre production.
- b) It provides the public schools in our area their only experience with professionally conducted workshops and programs for their students.
- c) It enriches the culture of our region by producing plays open to the general public.

3. Evidence of Need and Demand

According to the U.S. Department of Labor Bureau of Labor Statistics, employment of actors and other performance related jobs (directing, producing, etc.) is projected to grow 23.7% from 2018 to 2028, faster than the overall average for all occupations. Jobs for actors is projected to grow 7.7% and for producers and directors by 16%. Job growth in the motion picture and video industry is expected due to strong demand from the public for more movies and television shows. In addition, postsecondary teaching jobs in art/drama/music are expected to grow by 11.1%. (<https://www.bls.gov/emp/tables/emp-by-detailed-occupation.htm>)

Western Nebraska Community College (WNCC) Platte Valley Companies Performing Arts Center opened in July 2019 in Scottsbluff, NE. The Center is part of the community college's \$17.33 million "Expanding the Possibilities" Campaign. It will be the future home of the non-

profit Theatre West Summer Repertory. The Repertory expects to hire 20-25 theatre professionals (performance and production) annually, either completing or having completed a bachelor's degree in theatre. WNCC has expressed its commitment to the growth of a theatre program in Western Nebraska.

The CSC Theatre Program and WNCC Performing Arts Department will be meeting during the upcoming academic year to align the two institutions' programs. WNCC currently offers an Associate degree in Musical Theatre, so providing an academic program option that will allow those students to continue their Musical Theatre education at CSC would meet a growing regional need.

Three Professional theatres exist within CSC's region. Theatre West, The Black Hills Playhouse, and The Post Playhouse all produce musicals during the summer season, and CSC students have been hired as performers, designers, technical crew, and staff at all three each year. Should CSC offer a program that provides students with experience and knowledge of musical theatre training, these numbers could clearly increase in the coming years.

Theatre West currently produces two musicals and a Cabaret as part of its summer season each year and would welcome students with this educational background to participate. The Black Hills Playhouse produces 2-3 musicals during each summer season and hire 10-15 performers with musical theatre experience each year.

The Post Playhouse at Fort Robinson has acquired a building to renovate into an additional Theatre space in Crawford, Nebraska. The Post Playhouse currently produces five musicals each year during the summer. These numbers could double with the addition of a second performance space. Currently CSC and the Post Playhouse collaborate to produce the summer season performances. With an increased need for performers, this relationship will grow and provide more opportunities for CSC Theatre students. The Post Playhouse is expected to hire as many as 20-25 performers with musical theatre experience each year, not including musicians.

4. Adequacy of Resources

a. Faculty and Staff Resources

Current course offerings at Chadron State College include those required for the proposed option within the Theatre Degree. Cross curricular courses in Music are also currently being offered. While a number of new courses are listed as being added to Theatre offerings, some of these courses replace others that will no longer be offered. Overall, the series of courses required for this program can initially be offered within the full rotation of Theatre courses.

Initially, course rotations would increase for "foundation" courses, which include TH 134 Principals of Acting (additional section in Spring Semester) and TH 229 Playscript Analysis (offered every year rather than Bi-annually). As potential students become aware of the educational opportunities at CSC and professional performance opportunities in the region, CSC may find the need to offer more courses annually rather than bi-annually. Growth in this academic offering could lead to an additional faculty line added for the program, which would be considered as part of future budget planning and allocations.

- b. Physical Facilities
No additional physical facilities or renovations will be required.
- c. Instructional Equipment and informational resources
No additional equipment, resources or supplies will be required.
- d. Budget Projections for first five years of program
Projected budget and resource allocations are consistent with existing expenses and resources, with no indication of a need for initial increase if the degree option is added. As the Theatre program increases sections and course offerings, however, CSC will need to address the potential for additional faculty and staff. Faculty with experience and skills will be needed for costume design and costume construction, as well as acting for the musical theatre. The need for qualified instruction will initially come from a Guest Artist, with a faculty position in Musical Theatre being added when enrollment in this option grows to support a full time position.

5. Avoidance of unnecessary duplication

The following institutions offer similar programs in the state:

- Nebraska Wesleyan University offers a Bachelor of Fine Arts in Musical Theatre
- University of Nebraska Kearney Offers a Bachelor in Music, Musical Theatre Comprehensive degree
- University of Nebraska offers a Minor in Musical Theatre
- Creighton University offers a Bachelor of Fine Arts_in Musical Theatre

Chadron State College would be the only institution in Nebraska to offer a Bachelor of Arts in Theatre with a Musical Theatre Option.

Within the surrounding area of MHEC states, the University of South Dakota is the sole institution that currently offers a Bachelor of Fine Arts in Musical Theatre.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Musical Theatre Option within the Bachelors of Arts in Theatre will provide graduating students the skills required to gain employment with organizations and entities that produce and offer Musical Theatre Productions. The Theatre Degree with Musical Theatre option is the only Musical Theatre option in the CSC geographic area, and the degree supports the NSCS efforts to provide career-oriented training in areas of growing demand.

This proposal is consistent with the CCPE's Comprehensive Statewide Plan for Postsecondary Education. The new academic offering will meet the educational needs of students, as students will benefit from this new degree option and be eligible to be hired for a number of musical theatre productions that occur within the CSC region, both during their program and after graduation. The program will also meet the needs of the State, as this new degree option is the only one in the larger geographical area of Western Nebraska. Finally, the program will meet educational needs through partnerships and collaboration with the various professional Theatres that exist within the region that will allow students to apply their education by working with them throughout their 4-year program at CSC.

Chadron State College
Proposal to Add a New Option in Strength and Conditioning
(Sport and Recreation Management Major)

1. Descriptive Information

- a. Name of Institution:
Chadron State College
- b. Name of Program:
Sport and Recreation Management (Major)
New Option: Strength and Conditioning
- c. Degrees/credentials to be awarded graduates of the program:
Bachelors of Arts in Sports and Recreation Management
- d. Other programs offered in this field by the institution:
No other similar program offered on campus
- e. CIP code:
31.0505 - Kinesiology and Exercise Science
- f. Administrative units for the program:
School of Professional Studies and Applied Sciences
Department of HPER, FCS, Range and MSL
- g. Proposed delivery site(s) and type(s) of delivery if applicable:
Offered at Chadron State College campus with face-to-face delivery
- h. Proposed date (term/year) the program will be initiated:
Initial offering to begin Fall 2021
- i. Description, including credit hours and other requirements (program of study) and purpose of the proposed program

Strength and Conditioning Option

The Strength and Conditioning Option within the Bachelors of Arts in Sport and Recreation Management provides students the opportunity to become eligible for gaining professional certification as a Certified Strength and Conditioning Specialist from the National Strength and Conditioning Association (NSCA). Certification for Strength and Conditioning will only be available to students receiving degrees from an accredited program containing "Strength and Conditioning" in the degree or option title. With the lack of Strength and Conditioning specific 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 Exercise Science option that is currently offered as an option within the Sports and Recreation Management degree is a nationally recognized program by the NSCA. However, the NSCA has recently developed an accreditation process for recognized programs. The Exercise

Science option, while recognized, does not fully meet all the accreditation standards. This proposed Strength and Conditioning option will fully meet the newly established accreditation standards, and Chadron State College will begin the application process pending final approval of the new option. The Exercise Science option will remain, as an option, with slight modifications, to provide students a career path in the fitness and wellness industry, as opposed to the Strength and Conditioning option which focuses upon the coaching profession.

Students who complete the Sports and Recreation Management/Strength and Conditioning degree will be prepared to take the Strength and Conditioning certification exam administered by the NSCA.

Strength and Conditioning Option Course Requirements:

Course Prefix	Course Number	Course Title	Course Credits
Core Requirements			27
HPER	234	INTRODUCTION TO SPORT & RECREATION MGMT	3
HPER	333	LEADERSHIP IN RECREATION	3
HPER	335	ADMINISTRATION OF SPORT & RECREATION	3
HPER	337	RECREATION FOR DIVERSE POPULATIONS	3
HPER	437	LEGAL ASPECTS OF SPORTS & RECREATION	3
HPER	440	PREVENTION & CARE/ATHLETIC INJURIES	3
HPER	449	EVENT & FACILITY MANAGEMENT	3
HPER	490	INTERNSHIP IN SPORT & RECREATION MGMT	3
MKTG	231	PRINCIPLES OF MARKETING	3
Strength and Conditioning Option:			30
BIOL	121/121L	HUMAN BIOLOGY	3
HPER	209	TRAINING METHODS	3
HPER	220	THEORY & PSYCHOLOGY OF COACHING	3
HPER	232	APPLIED EXERCISE PHYSIOLOGY	3
HPER	336	FITNESS EVALUATION & EXERCISE PRESCRIPTION	3
HPER	429	MOTOR MOVEMENT	3
HPER	439/439L	BIOMECHANICS OF SPORTS/LAB	3
HPER	456	ESSENTIALS OF STRENGTH & CONDITIONING	3
HPER	320	PRACTICUM IN STRENGTH & CONDITIONING	3
FCS	447	NUTRITION FOR SPORT & WELLNESS	3
Total			57

New Courses:

HPER 204 Training Methods (3 cr)

Exploring the techniques involved in properly performing and instructing training methods in the field of strength and conditioning. Training methods will include resistance training, plyometrics, speed and agility training, flexibility, and proper warm-up and cool down techniques.

HPER 340 Practicum in Strength and Conditioning (3 cr)

Practicum in Strength and Conditioning will provide students with field experience within the Chadron State College Strength and Conditioning program. The field experience will be combined with classroom discussions dealing with research and practices relevant to the strength and conditioning professional. Prerequisite: HPER 232, HPER 209, and Junior status or above

HPER 456 Essentials of Strength and Conditioning (3 cr)

Essentials of Strength and Conditioning will provide the students with an overview of strength and conditioning. Emphasis is placed on the exercise sciences (including anatomy, exercise physiology, and biomechanics) and nutrition, exercise technique, program design, organization and administration, and testing and evaluation. Additionally, this course is designed to prepare students for the nationally accredited Certified Strength and Conditioning Specialist (CSCS) certification exam. Prerequisite: HPER 232

2. Centrality to Role and Mission

The Strength and Conditioning option in the Bachelors of Arts in Sport and Recreation Management meets the role and mission of CSC and NSCS through the following outcomes.

- Provides a stimulating, caring, and enriching learning experience
- Provides opportunities for applied research
- Emphasizes participation in public service and service learning
- Enriches 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.
- Aligns program with accrediting body - National Strength and Conditioning Association.

3. Evidence of Need and Demand

By the year 2030, only students receiving degrees from an accredited Strength and Conditioning program will be eligible to take the Certified Strength and Conditioning Specialist (CSCS) certification exam. In order to be eligible for accreditation, the academic program must have “Strength and Conditioning” in the degree or option title. Students receiving CSCS certification will be qualified to pursue careers in both high school and collegiate settings which require certified professionals.

As of summer 2020, no Strength and Conditioning specific degrees are offered in the state of Nebraska. Several institutions offer Exercise Science programs and others offer Human Performance however currently no other institutions in Nebraska offer the accredited Strength and Conditioning curriculum. The availability of an academic program that will meet the accreditation requirements of the NSCA and lead to certification is vital for individuals who wish to serve as strength and conditioning coaches, as recent NCAA legislation states that coaches must be certified as noted below:

11.1.7 Strength and Conditioning Coach Certification. Any individual designated as a strength and conditioning coach by the institution must be certified through a nationally recognized strength and conditioning program. If the institution does not designate a strength and conditioning coach, such certification is required of any individual who conducts strength and conditioning workouts (excluding individuals who conduct conditioning activities related to practice). (Adopted: 1/16/16 effective 8/1/16)

In addition, some states are adopting similar requirements in the public schools within their athletic programs so this program may also benefit individuals from border states such as South Dakota and Wyoming.

4. Adequacy of Resources

a. Faculty and Staff Resources

Current course offerings at Chadron State include all but three of the courses required for the proposed Strength and Conditioning option within the Sport and Recreation Management degree. Three additional courses have been included that are new for CSC, (see above) for title and description. Two courses from the original Exercise Science option will be eliminated from future course offerings pending approval of this academic offering. Two of the proposed courses will replace the discontinued courses and the final course will be a practicum graded out through the internship office. These course changes allow the courses for this proposal to be offered with no additional instructional costs.

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.

d. Budget Projections

As stated above, the changes in course offerings allow CSC to fully offer the courses required for this option with no additional instructional costs. Current courses have available seating for new students who attend CSC due to this new program offering, and CSC will monitor program and course enrollments to inform future budget allocations. An increase in enrollment may develop with the new option, as both new students to CSC may select this major, and some of the students who are currently majoring in Exercise Science may move to this new option. However, it is expected that current course offerings will accommodate the growth for the foreseeable future.

5. Avoidance of Unnecessary Duplication

As noted above, no degree programs in Strength and Conditioning are currently offered in the state of Nebraska, and currently no institutions in Nebraska offer the accredited Strength and Conditioning curriculum. Outside of Nebraska, several institutions in the surrounding states offer academic programs in Exercise Science and Human Performance; however, only the University of Kansas has a Strength and Conditioning certificate which is offered in an online format.

6. Consistency with the Comprehensive Statewide Plan for Postsecondary Education

The Strength and Conditioning option within the Sport and Recreation Management will provide the knowledge and skills established by the NSCA for accredited programs that lead to certification as a Strength and Conditioning Coach. This proposal is consistent with the CCPE's Comprehensive Statewide Plan for Postsecondary Education. The new academic offering will meet the educational needs of students, as students will benefit from this new degree option and be eligible to be certified as a Strength and Conditioning Coach. The program will also meet the needs of the State, as this new degree option will support the availability of individuals who are certified as Strength and Conditioning Coaches, which every K-12 school district in Nebraska employs to support their athletic programs. Finally, the program addresses the 2019-23 Master Academic Plan by fulfilling the purpose of CSC to meet the needs of the people and region.

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

September 10, 2020

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

Proposed revisions are intended to clarify the availability and application of waivers and remissions to various periods of time including terms, semesters, sessions, and academic year.

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

ATTACHMENTS:

- Revisions to Board Policy 3400 (PDF)

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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BOARD POLICY

It is the policy of the Board that financial assistance be made available to all qualifying students. In some instances, such assistance may be provided as tuition remission and/or waivers. Tuition remission represents a form of financial aid in which the College waives or foregoes all or a portion of a student's tuition charges. Tuition remission represents foregone revenue to the College and should be used strategically to attract students based on academic performance, financial need, and/or other skills or attributes that will enhance the student body. For the purposes of this policy tuition remission is considered distinct from a scholarship or grant-in-aid funded through other means than tuition and fee revenue.

All of the programs described below are tuition remission programs, although the terms "scholarship" or "award" may be used interchangeably by the Colleges with the term "remission" or "waiver" because it is a term that has meaning to prospective students and their families.

Beginning in fiscal 2019-20 total remissions for all categories/programs, unless specifically excepted and approved by the Chancellor generally shall not exceed twenty-two percent (22%) of the College's four-year average gross tuition. Remissions may be awarded up to the limits specified (if any) in each individual category below. Remissions provided on behalf of one of the other state colleges as part of a Joint Enrollment course are outside of the twenty-two percent (22%) limit. Nothing herein shall prohibit the creation of additional tuition remission programs which are outside of the twenty-two percent (22%) limit with the approval of the Chancellor.

For each semester/term, the total of all tuition waivers provided by a College to an individual student cannot exceed the amount of tuition charged to that student. Any tuition waivers outside the enumerated categories or beyond the limits specified in this policy require the written approval of the Chancellor. Tuition remissions awarded for online courses will not exceed the comparable amount provided for an on-campus course for a resident student. Unless otherwise stated herein or required by bargaining agreements, tuition remission and/or waivers apply to any academic session offered during the fall and/or spring terms during the applicable academic year.

SYSTEM REMISSION PROGRAMS

System remission programs include waivers with common eligibility guidelines and parameters established across all Colleges. For certain programs, Colleges are afforded the opportunity to determine the number and award amounts. In all other situations, approval is required from the Chancellor to deviate from system remission programs or those that are bound by system program agreements with external partners.

Board of Trustees' Scholarships

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

1. Have standardized test scores of at least 25 for the ACT or 1200 composite for SAT;
2. Are enrolling for the first time in a postsecondary institution; and
3. Such other factors which may be considered including grade point average and rank in class as appropriate.

The number of new Board of Trustees' scholarships to be awarded by each College for each academic year is based on the full-time equivalent (FTE) enrollment at that College for the fall semester of the preceding academic year. Each College may award up to twenty (20) scholarships for the first one thousand (1,000) FTE students and one (1) additional scholarship for every two hundred (200) FTE beyond one thousand (1,000) for each academic year. The number of scholarships offered should be determined by each College based on the number of scholarships available and the yield experienced in prior years.

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The scholarships are not transferable from one College to another. The scholarship will be the waiver of resident tuition up to eighteen (18) credit hours per ~~semester-term~~ not to exceed one hundred twenty-eight (128) credit hours. Each President, financial aid officer and/or scholarship committee shall act as an agent of the Board in administering the program as directed by the Board.

The scholarship is renewable to the total value of the equivalent of eight (8) consecutive ~~semesters-terms~~ (excluding summer). The recipient may use the scholarship during the five (5) academic years following the initial use with a one (1) year delay in initial use allowable with the College's permission. Should original recipients stop out for a term or academic year before using the full value of the scholarship, the balance of the scholarship's value may be re-awarded.

Board of Trustees' scholarships are renewable each academic year, provided the recipient maintains a 3.25 GPA and standards are met. The Chancellor may approve a waiver of this requirement for extenuating circumstances for an individual student on a one-time basis. Each College scholarship committee will review all renewal candidates and recommend action to the President.

Governor's Opportunity Award

The Governor's Opportunity Award is awarded by each College to one (1) resident student annually who graduated from a Nebraska high school or is a Nebraska resident and meets the following criteria:

1. Has a standardized test score of 21-24 for the ACT or 1060-1190 composite for SAT; and
2. Is enrolling for the first time in a postsecondary institution.

One (1) student from each College is provided this award each year. The award is not transferable from one (1) College to another. The award will be a waiver of one-half of resident tuition for four (4) years (up to eighteen [18] credit hours per semester up to a maximum of one hundred twenty-eight [128] hours toward an undergraduate degree.) The Governor's Opportunity Award is renewable each academic year, provided the recipient maintains a 3.25 GPA and standards are met. The President may approve a waiver of this requirement for extenuating circumstances for an individual student on a one-time basis. Any waivers granted must be reported to the Chancellor. No new awards will be made after the 2019-20 academic year and this program will sunset. All awards made up to and including the 2019 academic year will ~~be~~ honored consistent with the terms of this policy.

NSCS Advantage Program

The NSCS Advantage program is a system effort designed for students who enroll at one (1) of the Colleges as new first time freshmen and receive a federal Pell Grant. This program assures that qualified students will pay no tuition at any of the Nebraska State Colleges. Each participant in this program must:

- Be a Nebraska Resident;
- Receive a federal Pell Grant;
- Enroll as a new first-time freshman at one (1) of the Colleges; and
- Be enrolled in at least twelve (12) on-campus credit hours.

The award is limited to a maximum of sixteen (16) credit hours per semester. Additional limitations are in place for the award of any remissions for online courses taken in addition to the twelve (12) on-campus credit hours. No new awards will be made after the 2019-20 academic year and this program will sunset. All awards made up to and including the 2019 academic year will be honored consistent with the terms of this policy.

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

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

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

Employee Tuition Waivers

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

Immediate Family Tuition Remission

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

Survivors of Deceased Employees

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

Cooperative Schools Waivers

Each College is authorized to award waivers to students entering college for the first time from schools providing student teaching facilities, such waivers to be for one-half of the tuition costs per semester-term for up to eighteen (18) credit hours per semester-term, not to exceed one hundred twenty-eight (128) credit hours toward undergraduate degrees. The College may award one (1) such waiver for each three (3) student teachers served. Waivers are renewable each academic year, provided the recipient maintains a 2.5 GPA.

Clinical Practice Supervision Waivers

PK-12 educators who serve as clinical practice cooperating educators for the College's educator candidates will receive a tuition waiver for three (3) credits of graduate MSE coursework. The tuition waiver must be used within one (1) year of service in this role.

Public Health Early Admission Student Track (PHEAST) Waivers

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

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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Rural Health Opportunities Program (RHOP) Waivers

RHOP is a cooperative program between the University of Nebraska Medical Center (UNMC) and the Colleges to provide tuition waivers for selected students accepted into RHOP as determined in the program agreement. Selection of participants is determined by representatives of UNMC and the Colleges.

COLLEGE-DIRECTED REMISSIONS

College directed remissions provide the colleges flexibility in managing waivers for targeted student populations. Each College shall establish: 1) minimum guidelines and requirements for any additional remissions; 2) requirements for remaining in good academic standing; and 3) any renewal requirements for students. Policies and procedures for these awards shall be set by each College, approved by the President, and reported to the Chancellor. These College directed tuition remissions may apply to any academic session offered during the fall and/or spring terms during the applicable academic year as determined by the College, unless specifically stated herein. For reporting purposes, each of the categories below shall be used for tracking.

Corporate and Business Partnership Incentive

Tuition remission provided to employees of Corporate and Business Partners taking online courses as part of an agreement approved in advance by the Board of Trustees. Colleges considering such an agreement must obtain approval from the Chancellor in advance of any discussions with potential partners.

Athletic Waivers

Waivers made to athletes participating in varsity and junior varsity sport sanctioned through the conference or athletic association to which each College belongs. The Colleges, based on funding available, may award no more than thirty percent (30%) of their remissions toward athletic scholarships. A College may, with the Chancellor's approval, increase its athletic waivers up to the maximum allowed by the conference or athletic association to which each College belongs. Full or partial waivers to male or female athletes, residents or nonresidents, may be made at the discretion of each College within funding limits. Student athletes receiving renewable awards must maintain GPA requirements of the conference or athletic association.

Graduate Assistantships

The Colleges may provide a stipend established by the College and adjusted as necessary, in addition to a waiver of up to eighteen (18) hours of tuition per academic ~~year and the immediately following summer session~~ year, depending upon workload and term of appointment, to a student while employed as a graduate assistant. The waiver can be applied to any academic session offered during the academic year. Each College shall report its stipend policy to the Chancellor.

International Student Waiver

Waivers provided to qualified students who are citizens of other countries. The purpose is to provide opportunities to interact with the international community and bring diversity to the College.

Need-Based Tuition Waivers

Waivers provided based on student financial need or means based assessment by the Colleges. In most cases the waiver is used to supplement available federal financial or state assistance programs that include, but are not limited to: Pell, Supplemental Educational Opportunity Grant (SEOG), Nebraska Opportunity Grant (NOG), and foundation scholarship assistance.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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Phi Theta Kappa Community College Transfer Waiver

Tuition waivers to graduates of community colleges who have maintained a 3.5 grade point average and who were inducted into the Phi Theta Kappa Society. The purpose of the waiver is to encourage outstanding community college graduates to attend a State College. The waivers are renewable each academic ~~year~~ session, provided the recipient maintains a 3.25 GPA at the College. The waivers are equal to the basic tuition rate up to a maximum of sixty-four (64) credit hours toward the baccalaureate degree.

Special Activity Waivers

College waivers made to attract students who have talent in activities other than varsity and junior varsity sports, including but not limited to, music, art, theatre, or journalism.

Other Discretionary Waivers

Waivers developed by each College to provide opportunities for its students. Examples include Presidential Scholarships, the Peru State One Rate Any State waiver, and Senior Citizen waivers.

EXTERNAL REMISSION PROGRAMS

The State College System provides tuition remission through partnership with external entities who establish the eligibility requirements for entry and maintenance. Additionally, a number of state statutes require tuition remission for specific subsets of students with unique characteristics or attributes. Although no external support is provided to offset the tuition waiver, Colleges are obligated to grant waivers for students participating in the external remission programs outlined within this section.

TeamMates Program Award

The TeamMates Program Award is a collaborative program with TeamMates designed for students who enroll as first-time freshmen at one (1) of the Colleges. Recipients are identified by TeamMates and must meet TeamMates criteria. The College award will be a waiver of one-half resident tuition for four (4) years (up to eighteen [18] credit hours per semester up to a maximum of one hundred twenty-eight [128] hours toward an undergraduate degree).

It is the responsibility of each recipient to confer with a financial aid representative from the College granting the award to discuss details of the award and the impact of any other financial aid. This conversation should occur as soon as possible following notification of the award.

Each College is authorized to award three (3) new waivers annually to TeamMates students who are:

- Nebraska Residents
- Participated in the TeamMates program for a minimum of three (3) years
- Enrolled as new first-time freshmen at one (1) of the Colleges
- Enrolled in at least twelve (12) on-campus semester credit hours
- In good academic standing with a minimum of a 2.5 GPA
- Partnered with a TeamMates postsecondary mentor

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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The award is renewable each academic year for TeamMates students as long as they meet the following criteria during all semesters they are enrolled:

- Be a Nebraska Resident
- Be enrolled in at least twelve (12) on-campus semester credit hours
- Be in good academic standing with a minimum of a 2.5 GPA
- Be an active member of TeamMates, including being partnered with a TeamMates postsecondary mentor

Additional limitations are in place for online courses taken in addition to the twelve (12) on-campus credit hours.

The scholarships are not transferable from one College to another.

Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)

The Nebraska State College System is to provide tuition (and fees) assistance to eligible military veterans through the Yellow Ribbon Program. The Colleges will provide assistance in accordance with agreements in place with the Department of Veteran Affairs and in conjunction with education benefits provided by the federal government as a provision of the Post 9/11 Veterans Educational Act of 2008. [This waiver is available for fall, spring, and summer terms during the applicable academic year.](#)

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

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

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

Member of Active Selected Reserve

This remissions program is provided to Nebraska residents pursuant to the terms of [Neb. Rev. Stat. §80-901](#). Those who qualify are entitled to a credit of fifty percent (50%) of tuition charges. [This waiver is available for fall, spring, and summer terms during the applicable academic year.](#)

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

This remission program is provided pursuant to the terms of [Neb. Rev. Stat. §85-2304](#). The In the Line of Duty Dependent Education Benefit is established for children of law enforcement officers and firefighters killed in the line of duty on or after April 23, 2009. The benefit is for full-time undergraduate students pursuing a baccalaureate degree. The Colleges will waive tuition and fees remaining after the application of federal financial aid grants and state scholarships and grants awarded to the eligible dependent. [This waiver is available for fall, spring, and summer terms during the applicable academic year.](#) To remain eligible, the dependent must comply with all requirements of the institution for continued attendance and award of a baccalaureate degree. Verification of dependent eligibility is also made by obtaining a certificate of eligibility. Dependent eligibility includes children of members of emergency medical services ambulance squads that are not associated with a paid or volunteer fire department.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

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Law Enforcement Education Waiver

This remission program is provided to eligible law enforcement officers, pursuant to the terms of LB906 (2016). Those who qualify are entitled to a credit of 30% of tuition charges after subtracting awarded federal financial aid grants and state scholarships and grants. This waiver is available for fall, spring, and summer terms during the applicable academic year. For purposes of the program, a law enforcement officer is any person who is responsible for the prevention or detection of crime or the enforcement of the penal, traffic, or highway laws of the State of Nebraska or any political subdivision of the state for more than one hundred (100) hours per year and who is authorized by law to make arrests.

A law enforcement officer interested in the program is required to complete an application form and must provide a certificate verifying his or her satisfactory performance in accordance with LB906 (2016) as part of the application.

LB906 states that to qualify for the waiver, the law enforcement officer must be pursuing a baccalaureate degree program related to a career in law enforcement. The NSCS believes that all of its baccalaureate degree programs would benefit law enforcement officers in furtherance of their careers; and therefore, the tuition waiver can be applied toward any baccalaureate program whether the officer is enrolled full or part-time.

A law enforcement officer must comply with all College requirements for continued attendance. The officer may receive the waiver for up to five (5) years if he or she otherwise continues to be eligible for participation. The officer must reapply for the waiver annually.

Within forty-five (45) days after receipt of a completed application, the College shall give the officer written notice of his or her eligibility or ineligibility for the tuition waiver. If the officer is determined not to be eligible for the tuition waiver, the notice shall include the reason or reasons for such denial and the procedure for seeking reconsideration of the decision by the President. A copy of the notice shall also be sent to the President and the Chancellor.

An officer seeking reconsideration of a denial, must send a letter to the President within ten (10) business days of the date of the denial. The President shall provide written notice of the decision to the officer. If the President determines that the officer is not eligible for the waiver, the notice shall include the reason or reasons for the denial and the procedure for appealing the decision to the Chancellor. A copy of the notice shall also be sent to the Chancellor.

An officer seeking to appeal a denial, must send a letter to the Chancellor within thirty (30) business days of the date of the denial. The letter must include the reasons the officer believes the denial to be in error.

The Chancellor shall provide written notice of the decision to the officer consistent with the requirements set forth in LB906 (2016). If the Chancellor determines that the officer is eligible for the tuition waiver, the tuition waiver shall be provided as if the original application had been approved.

REPORTING

The Colleges shall report to the Chancellor by October 15 of each year the number of waivers granted and the waivers amounts for each of the categories established within this policy. In certain circumstances the academic standing (freshman, sophomore, junior, senior) may also be requested for specific waiver types. The Chancellor shall provide a summary of remissions to the Board.

STUDENT AFFAIRS, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 3400 Tuition Remission

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Legal Reference: RRS 80-411 Waiver of tuition at institutions of higher education; qualifications; application; Director of Veterans' Affairs; approval; effect; rules and regulations.
 RRS 85-504 State education institutions; fees; waiver
 RRS 85-501 State educational institutions; nonresident fees
 RRS 85-2304 *In the Line of Duty Dependent Education Benefit*; established; eligibility; waiver of tuition and fees; application; notice; determination; effect
 LB906 (2016) Law Enforcement Education Act

Policy Adopted: 1/28/77
 Policy Revised: 2/7/83
 Policy Revised: 10/16/86
 Policy Revised: 6/5/93
 Policy Revised: 9/26/97
 Policy Revised: 11/12/98
 Policy Revised: 4/13/00
 Policy Revised: 2/12/04
 Policy Revised: 6/2/06
 Policy Revised: 1/13/09
 Policy Revised: 4/17/09
 Policy Revised: 9/11/09
 Policy Revised: 1/12/10
 Policy Effective: 7/1/11
 Policy Revised: 3/25/11
 Policy Revised: 11/4/11
 Policy Revised: 6/15/12
 Policy Revised: 9/7/12
 Policy Revised: 9/6/13
 Policy Revised: 1/14/14
 Policy Revised: 4/25/14
 Policy Revised: 9/6/14
 Policy Revised: 11/7/14
 Policy Revised: 6/10/16
 Policy Effective: Fall Semester 2017
 Policy Revised: 11/17/17
 Policy Revised: 11/16/18
 Policy Revised: 9/12/19

Approved: 1/19/11

Approved: 1/17/17

Policy Revised:

Attachment: Revisions to Board Policy 3400 (2782 : Revisions to Board Policy 3400; Tuition Remission)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

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:

- CSC Personnel Report September 2020 (PDF)
- PSC Personnel Report September 2020 (PDF)
- WSC Personnel Report September 2020 (PDF)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR**COLLEGE:**

Chadron State College

MEETING DATE:

September 10, 2020

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
Bishop, Daphne	Business	Assistant Professor	\$58,000	State	08/13/2020-05/12/2021	1.00	New Appointment replaces Khalid	Tenure Track
Colen, Jung	Math	Assistant Professor	\$57,500	State	08/13/2020-05/12/2021	1.00	New Appointment replaces Wentworth	Tenure Track
Coughlin, Steven	English	Associate Professor	\$62,314	State	08/14/2014-05/13/2020	1.00	Resignation	NA
Curtis, Justin	Social Sciences	Assistant Professor	\$51,000	State	08/13/2020-05/12/2021	1.00	New Appointment replaces Knight	Tenure Track
Ellington, Elisabeth	English	Professor	\$73,201	State	08/21/2008-05/13/2020	1.00	Resignation	NA
Fette, Adam	Education	Instructor	\$50,000	State	08/13/2020-05/12/2021	1.00	New Appointment replaces Mooney	Tenure Track
Field, Aaron	Rangeland	Assistant Professor	\$53,587	State	06/20/2016-05/13/2020	1.00	Resignation	NA
Hayes, Joanne	Education	Assistant Professor	\$51,000	State	08/13/2020-05/12/2021	1.00	New Appointment replaces McCallum	Tenure Track
Kirsch, Kathleen	Communication	Professor	\$37,516	State	08/14/2020-05/12/2021	1.00	Sabbatical Academic Year	NA
Limbach, Barb	Business	Professor	\$87,861	State	08/24/1987-05/13/2020	1.00	Retirement	NA
Watt, Don	HPER	Professor	\$951	State	05/11/2020-06/18/2020	1.00	Additional Duties Maintenance 105.72 hours \$9.00 per hour	NA
Smith, Thomas	Social Sciences	Professor	\$75,031	State	08/14/2020-05/12/2021	1.00	Sabbatical Spring	NA

NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Balmat, Jennifer	Adjunct	NA	\$2,550	State	05/11/2020-07/03/2020	NA	Teaching: GEOS 130 (3 cr hr)	Special
Bishop, Daphne	Part Time Faculty	NA	\$2,300	State	07/13/2020-08/12/2020	NA	Early onboarding	Special
Brown, Linda	Adjunct	NA	\$2,550	State	05/11/2020-07/03/2020	NA	Teaching: EDAD 634 (3 cr hr)	Special
Brown, Linda	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: EDAD 634 (3 cr hr)	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE:

Chadron State College

MEETING DATE:

September 10, 2020

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
Coffey, Lauren	Adjunct	NA	\$2,550	State	05/11/2020-07/03/2020	NA	Teaching: COUN 523 (3 cr hr)	Special
Colen, Jung	Part Time Faculty	NA	\$2,800	State	07/06/2020-08/12/2020	NA	Early onboarding	Special
Curtis, Justin	Part Time Faculty	NA	\$2,800	State	07/06/2020-08/12/2020	NA	Early onboarding	Special
Eitemiler, Vicki	Adjunct	NA	\$1,700	State	05/11/2020-07/03/2020	NA	Teaching: COUN 133 (2 cr hr)	Special
Fette, Adam	Part Time Faculty	NA	\$2,800	State	07/06/2020-08/12/2020	NA	Early onboarding	Special
Haas, Jordan	Part Time Faculty	NA	\$800	State	08/03/2020-08/12/2020	NA	Early onboarding	Special
Harting, Courtney	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: EDUC 433 (3 cr hr)	Special
Hayes, Joanne	Part Time Faculty	NA	\$1,800	State	07/20/2020-08/12/2020	NA	Early onboarding	Special
Heath, Carly	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: ART 343 (3 cr hr)	Special
Jamison, Todd	Adjunct	NA	\$5,010	State	06/08/2020-07/31/2020	NA	Teaching: BIS 632 231 (6 cr hr)	Special
Johnson-Struempler, Kersten	Adjunct	NA	\$5,010	State	06/08/2020-07/31/2020	NA	Teaching: EDAD 629 637 (6 cr hr)	Special
Kiiskila, Jeffrey	Part Time Faculty	NA	\$1,800	State	07/20/2020-08/12/2020	NA	Early onboarding	Special
Leland, Dana	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: MGMT 610 (3 cr hr)	Special
Margetts, Colleen	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: MUS 233 (3 cr hr)	Special
Matich, Kayla	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: EDUC 224 (3 cr hr)	Special
Mooney Jr, Edward	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: EDUC 440/540 (3 cr hr)	Special
Morrell, Nicole	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: SPED 331 (3 cr hr)	Special
Petersen, Grace	Adjunct	NA	\$2,550	State	06/08/2020-07/03/2020	NA	Teaching: READ 635 (3 cr hr)	Special
Petersen, Grace	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: EDCI 631 (3 cr hr)	Special

Attachment: CSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College
MEETING DATE: September 10, 2020

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
Petersen, Grace	Adjunct	NA	\$2,550	State	07/06/2020-07/31/2020	NA	Teaching: READ 638 (3 cr hr)	Special
Plas, Aaron	Adjunct	NA	\$7,650	State	06/08/2020-07/31/2020	NA	Teaching: EDAD 629 632 633 (9 cr hr)	Special
Pollard, Tracie	Adjunct	NA	\$1,700	State	05/11/2020-07/03/2020	NA	Teaching: EDUC 321 (2 cr hr)	Special
Shatto, Maci	Adjunct	NA	\$4,250	State	05/11/2020-07/03/2020	NA	Teaching: EDUC 423 SPED 232 (5 cr hr)	Special
Taylor, Jennifer	Adjunct	NA	\$1,700	State	06/08/2020-07/03/2020	NA	Teaching: COUN 127 (2 cr hr)	Special
Taylor, Jennifer	Adjunct	NA	\$1,700	State	06/08/2020-07/31/2020	NA	Teaching: COUN 135 (2 cr hr)	Special
Tronstad, Larae	Adjunct	NA	\$2,550	State	06/08/2020-07/31/2020	NA	Teaching: CA 615 (3 cr hr)	Special
Whitney, Talma	Adjunct	NA	\$850	State	06/08/2020-07/03/2020	NA	Teaching: EDUC 271 (1 cr hr)	Special
Whitney, Talma	Adjunct	NA	\$1,700	State	07/06/2020-07/31/2020	NA	Teaching: EDUC 271 (2 cr hr)	Special

UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Blonien, Sharla	Project Coordinator	NA	\$39,394	State	07/01/2020-06/30/2021	1.00	Degree Completion	NA
Brummels, Leyna	Accountant	NA	\$40,613	State	08/08/2018-06/19/2020	1.00	Resignation	NA
Kreis, Earl	Head Strength and Conditioning Coach	NA	\$48,000 prorated \$8,000	State	05/01/2020-06/30/2020	1.00	4.2 Adjustment	NA
Nelson, Mariah	Assistant Director Residence Life	NA	\$36,457	Revenue Bond	07/01/2017-07/20/2020	1.00	Resignation	NA
Rolfsmeier, Steven	Director-Museum	NA	\$4,502	State	06/01/2020-06/30/2020	1.00	Additional duties Digitization Grant	NA

Attachment: CSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Chadron State College

MEETING DATE: September 10, 2020

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
Kienbaum, Nicholas	Custodian	NA	\$1,853.81/mo	Rev Bond	7/13/2020	1.00	New hire replaces High Hawk	Probationary
Medigovich, Tara	Custodian	NA	\$1,853.81/mo	State	11/28/2017-07/31/2020	1.00	Resignation	NA
Miller, Lee	Custodian	NA	\$1,808.67/mo	State	6/1/2020	1.00	New hire replaces Munguia	Probationary

Attachment: CSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Peru State College
MEETING DATE: September 10, 2020

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, Whitley	Assistant Coach	N/A	\$35,314.00	State	06/03/2019 thru 06/30/2020	1.000	Resignation	N/A
Broxson, Ricky	Assistant Coach	N/A	\$36,197.00	State	07/01/2020 thru 06/30/2021	1.000	New Appointment, replaces Whitley Albury	Specific
Garlobo, Gianfranco	Assistant Coach	N/A	\$36,197.00 prorated \$34,360.92	State	07/14/2020 thru 06/30/2021	1.000	New Appointment	Special
Hoffman, Justin	Assistant Coach	N/A	\$35,314.00	State	07/01/2019 thru 06/30/2020	1.000	Non-Renewal	N/A
Platt, Michael	Student Intervention Coordinator	N/A	\$36,351 prorated \$3,029.25	Grant	06/01/2020 thru 06/30/2020	0.890	New Appointment Replaces Angela Zarybnicky	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
Bayne, Deann	Registrar	N/A	\$72,874.00	State	06/01/2016 thru 06/19/2020	1.000	Resignation	N/A
Chism, Dwayne	Interim Dean	N/A	\$108,000.00 prorated \$107,483.70	State	07/06/2020 thru 06/30/2021	1.000	New Appointment	Special
Ellis, Keith	Director of Business Services	N/A	\$57,000.00 prorated \$3,238.64	State	6/10/2020 thru 06/30/2020	1.000	New Appointment replaces Erin Rieschick	N/A
Rieken, Jennifer	Assistant to the Vice President of Administration and Finance	N/A	\$60,000.00	State	07/06/2020 thru 06/30/2021	1.000	New Appointment	Special
Schneider, Steve	Head Football Coach	N/A	\$67,624.00	State	04/01/2009 thru 06/30/2020	1.000	Retirement	N/A

Attachment: PSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
COLLEGE: Peru State College
MEETING DATE: September 10, 2020

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
Boeve, Ashleigh	Office Assistant II	N/A	\$1,994.08/mo	State	5/21/2020	1.000	New Hire replaces Courtney Tanner	Probationary
DeBuhr, Jennifer	Accounting Clerk III	N/A	\$2,370.75/mo	State	03/01/2016 thru 7/21/2020	1.000	Resignation	N/A
Haith, Jeanne	Accounting Clerk III	N/A	\$2,917.83/mo	State	04/06/2009 thru 06/30/2020	1.000	Retirement	N/A
Isaacs, Noah	Custodian	N/A	\$1,853.92/mo	State	11/19/2018 thru 7/30/2020	1.000	Resignation	N/A
Robertson, Cheyenne	Accounting Clerk III	N/A	\$2,303.67/mo	State	06/01/2020 thru 06/30/2020	1.000	New Hire replaces Jeanne Haith	Probationary

NON UNIONIZED SUPPORT STAFF (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Arena, Cameron	Custodian	N/A	\$926.92/mo	State	08/05/2019 thru 07/24/2020	0.500	Resignation	N/A

Attachment: PSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: September 10, 2020

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
Albracht, Carolyn	Art and Design	Assistant Professor	\$250.00	State	05/20/20-06/12/20	NA	New Student Registration advising	Special
Aleman, Lidice	Language and Literature	Associate Professor	\$50.00	State	05/18/20	NA	New Student Registration advising	Special
Allen, Jeffrey	Technology and Applied Sciences	Associate Professor	\$100.00	State	06/12/20	NA	New Student Registration advising	Special
Armstrong, Matthew	Music	Assistant Professor	\$1,091.00	State	02/01/20-03/31/20	NA	Music for the play "Pirate of Penzance"	Special
Barnes, Johanna	Educational Foundations and Leadership	Associate Professor	\$1,500.00	State	05/14/20-08/13/20	NA	Lead & facilitator for the Community of Learning programs Summer 2020	Special
Bohnert, David	Music	Professor	\$5,628.00	State	05/26/20-08/13/20	NA	Summer Marching Band Director duties	Special
Boughn, Alison	Counseling	Assistant Professor	\$2,000.00	State	05/26/20-08/13/20	NA	South Sioux Practicum, CACREP Program Revamp, and Help Clinic coordination	Special
Curnyn, Molly	Computer Technology and Information Systems	Associate Professor	\$50.00	State	05/18/20	NA	New Student Registration advising	Special
DeBoer, Buffany	Life Sciences	Instructor	\$600.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special
Dendinger, Laura	Business and Economics	Professor	\$300.00	State	05/18/20-06/11/20	NA	New Student Registration advising	Special
Engebretsen, Barbara	Health, Human Performance, and Sport	Professor	\$450.00	State	05/18/20-06/11/20	NA	New Student Registration advising	Special
Erwin, Carol	Technology and Applied Sciences	Associate Professor	\$500.00	State	05/18/20-05/22/20	NA	New Student Registration advising	Special
Garvin, Sharon	Business and Economics	Professor	\$450.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special

Attachment: WSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: September 10, 2020

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
Hammer, Mark	Life Sciences	Professor	\$300.00	State	05/18/20-06/08/20	NA	New Student Registration advising	Special
Hicks, Aimee	Counseling	Assistant Professor	\$57,000.00	State	08/13/20-05/12/21	1.000	New Appointment replaces Steven Dinsmore	Tenure Track
Hix, David	Technology and Applied Sciences	Instructor	\$250.00	State	05/21/20-06/10/20	NA	New Student Registration advising	Special
Kietzmann, Glenn	Life Sciences	Professor	\$87,543.00	State	08/28/89-07/09/20	NA	Retirement	NA
Knezevic, Branislava	Counseling	Associate Professor	\$50.00	State	6/22/2020	NA	Review of student 15 credit hour program documents	Special
Knezevic, Branislava	Counseling	Associate Professor	\$62,314.00	State	08/15/13-08/12/20	NA	Resignation	NA
Kunz, Rachel	Criminal Justice	Assistant Professor	\$400.00	State	05/19/20-06/12/20	NA	New Student Registration advising	Special
Langdon, Jennifer	Physical Sciences and Mathematics	Professor	\$300.00	State	05/18/20-06/11/20	NA	New Student Registration advising	Special
Legler, Christian	Educational Foundations and Leadership	Assistant Professor	\$1,500.00	State	05/14/20-08/13/20	NA	Faculty liaison with all EDU 150 dual credit courses and STEP partners	Special
Lindsay, Alan	Technology and Applied Sciences	Instructor	\$200.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special
Lueders, Allyn	Communication Arts	Associate Professor	\$100.00	State	5/21/2020	NA	New Student Registration advising	Special
Mitchell, Alexander	Physical Sciences and Mathematics	Assistant Professor	\$250.00	State	05/18/20-05/22/20	NA	New Student Registration advising	Special
Mitchell, Alexander	Physical Sciences and Mathematics	Assistant Professor	\$500.00	State	06/19/20-07/31/20	NA	NOYCE Grant writing project	Special
Nelsen, Kristina	Educational Foundations and Leadership	Assistant Professor	\$51,000.00	State	08/13/20-05/12/21	1.000	New Appointment replaces Laura Franklin	Tenure Track

Attachment: WSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

MEETING DATE: September 10, 2020

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
O'Connor, Meghan	Art and Design	Associate Professor	\$62,314.00	State	08/18/16-06/05/20	NA	Resignation	NA
Parker, Charles	Business and Economics	Professor	\$300.00	State	05/21/20-06/12/20	NA	New Student Registration advising	Special
Pearcy, Shawn	Life Sciences	Professor	\$250.00	State	05/18/20-05/22/20	NA	New Student Registration advising	Special
Pease, Craig	Educational Foundations and Leadership	Associate Professor	\$350.00	State	06/04/20-06/25/20	NA	Grading comprehensive exams, providing feedback, and reviewing rewrite submissions	Special
Peekenschneider, Danielle	Life Sciences	Assistant Professor	\$500.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special
Peterson, Jeff	Counseling	Assistant Professor	\$60,000.00	State	08/13/20-05/12/21	1.000	New Appointment replaces Katherine Murphy	Tenure Track
Post, Cassandra	Criminal Justice	Instructor	\$450.00	State	05/20/20-06/12/20	NA	New Student Registration advising	Special
Ras, Gerard	Business and Economics	Professor	\$450.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special
Reed, Dustin	Counseling	Assistant Professor	\$50.00	State	6/22/2020	NA	Review of student 15 credit hour program documents	Special
Scruggs, Leigh	Special Education	Assistant Professor	\$150.00	State	6/17/2020	NA	Grading comprehensive exams, reading and assessing final research papers	Special
Scruggs, Leigh	Special Education	Assistant Professor	\$500.00	State	07/27/20-07/31/20	NA	Special Education Work Group	Special
Simmons, Midge	Educational Foundations and Leadership	Assistant Professor	\$500.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special

Attachment: WSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR

COLLEGE: Wayne State College

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RANKED FACULTY (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Simmons, Midge	Educational Foundations and Leadership	Assistant Professor	\$500.00	State	07/27/20-07/31/20	NA	Special Education Work Group	Special
Streff, Tobin	Counseling	Instructor	\$56,500.00	State	08/13/20-05/12/21	1.000	New Appointment replaces Andrew Burroughs	Non Tenure Track
Uhing, Robert	Educational Foundations and Leadership	Assistant Professor	\$300.00	State	06/17/20-06/25/20	NA	Grading comprehensive exams, providing feedback, and reviewing rewrite submissions	Special
Vander Weil, Greg	Technology and Applied Sciences	Assistant Professor	\$550.00	State	05/18/20-06/11/20	NA	New Student Registration advising	Special
Wanek, Lisa	Criminal Justice	Associate Professor	\$150.00	State	05/19/20-05/21/20	NA	New Student Registration advising	Special
Wormington, Jillian	Life Sciences	Assistant Professor	\$500.00	State	06/19/20-07/31/20	NA	NOYCE Grant writing project	Special
Young, Todd	Physical Sciences and Mathematics	Professor	\$500.00	State	05/18/20-06/12/20	NA	New Student Registration advising	Special
Zardeneta, Gustavo	Physical Sciences and Mathematics	Professor	\$73,201.00	State	08/19/10-05/13/20	NA	Resignation	NA

NON RANKED FACULTY (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Ballion, Tatiana	Psychology and Sociology	Lecturer	\$44,000.00	State	08/13/20-05/12/21	NA	New Appointment	Special

NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Applewhite, Stephanie	Adjunct	NA	\$2,550.00	State	06/22/20-08/12/20	NA	EDU 150-00W0 (3 cr hrs)	Special
Ballion, Tatiana	Part-Time Faculty	NA	\$2,800.00	State	07/06/20-08/12/20	NA	Early On-Boarding	Special

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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Bender-Brummels, Jennifer	Adjunct	NA	\$1,700.00	State	06/08/20-07/09/20	NA	EDU 217-00W0 (2 cr hrs)	Special
Bohn, Soshia	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CSL 440/540-00W0 (3 cr hrs)	Special
Bohn, Soshia	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	CSL 218-00W0 (3 cr hrs)	Special
Brasch, Stacy	Adjunct	NA	\$2,550.00	State	05/18/20-07/09/20	NA	BUS 208-00W0 (3 cr hrs)	Special
Burroughs, Andrew	Adjunct	NA	\$2,550.00	State	05/18/20-08/12/20	NA	CSL 497-H0/SSH1/40S (3 cr hrs)	Special
Burroughs, Andrew	Adjunct	NA	\$3,520.00	State	06/01/20-08/13/20	NA	Counseling Students in South Sioux City, up to 220 hours at an hourly rate of \$16.00	Special
Burroughs, Andrew	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CSL 670-00W1/SCW2 (3 cr hrs)	Special
Burroughs, Andrew	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	CSL 615-00W1/CSL 645-00W0 (3 cr hrs)	Special
Cerny, Jon	Adjunct	NA	\$5,100.00	State	07/13/20-08/12/20	NA	EDU 750-00W0 (3 cr hrs) and EDU 750-00W1 (3 cr hrs)	Special
Coffin, Lori	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 for Norfolk #5 Community of Learning at an hourly rate of \$25	Special
Coffin, Lori	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Norfolk #6 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Dickson, Cody	Adjunct	NA	\$1,388.00	State	04/10/20-05/13/20	NA	Counseling department in CACREP up to 55.50 hours at an hourly rate of \$25.00	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Dorcey, Jean	Part-Time Faculty	NA	\$3,000.00	State	05/18/20-07/07/20	NA	Early On-Boarding	Special
Dugan, Kristie	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 for Grand Island #4 Community of Learning at an hourly rate of \$25.00	Special
Dugan, Kristie	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Grand Island #4 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Galvin, Susan	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at Fremont #11 Community of Learning at an hourly rate of \$25.00	Special
Galvin, Susan	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Fremont #11 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Gutenschwager, Erica	Adjunct	NA	\$2,550.00	State	01/13/20-05/13/20	NA	IDS 399-0080/0081 (3 cr hrs)	Special
Hallberg, Ashley	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 for Fremont #11 Community of Learning at an hourly rate of \$25.00	Special
Hallberg, Ashley	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Fremont #11 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special

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REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Heinmann, Bill	Adjunct	NA	\$5,100.00	State	06/08/20-07/09/20	NA	EDU 666-00W0 (3 cr hrs) and EDU 666-00W1 (3 cr hrs)	Special
Henning, Samantha	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at Fremont #10 Community of Learning at an hourly rate of \$25.00	Special
Henning, Samantha	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Fremont #12 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Hicks, Aimee	Part-Time Faculty	NA	\$3,000.00	State	06/19/20-07/31/20	NA	Early On-Boarding	Special
Hurner, Casey	Adjunct	NA	\$5,100.00	State	07/13/20-08/12/20	NA	SPD 611-00W0 (3 cr hrs) and SPD 611-00W1 (3 cr hrs)	Special
Irlmeier, Jordyn	Adjunct	NA	\$561.00	State	05/18/20-08/12/20	NA	MUS 326-00W0 (0.66 cr hr)	Special
Jacobs, Dean	Adjunct	NA	\$4,250.00	State	01/13/20-05/13/20	NA	IDS 399-0082/0083 (5 cr hrs)	Special
Johnke, Jennifer	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at Norfolk #5 Community of Learning at an hourly rate of \$25.00	Special
King, Melissa	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	MUS 156-00W0 (3 cr hrs)	Special
Koch, Kiley	Adjunct	NA	\$2,550.00	State	05/18/20-07/09/20	NA	BUS 122-00W0 (3 cr hrs)	Special
Kriekemeier, Cheryl	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CSL 670-00W0/SCW3 (3 cr hrs)	Special

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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Lafleur, Ross	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at South Sioux City #14 Community of Learning at an hourly rate of \$25.00	Special
Layden, Scott	Adjunct	NA	\$5,100.00	State	05/18/20-07/09/20	NA	EDU 603-00W1 (3 cr hrs) and EDU 603-00W2 (3 cr hrs)	Special
Micek, Ashley	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at Grand Island #4 Community of Learning at an hourly rate of \$25.00	Special
Micek, Ashley	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Grand Island #4 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Montgomery, Kristopher	Adjunct	NA	\$4,000.00	State	05/18/20-08/12/20	NA	ITE 428-MC80 (3 cr hrs)	Special
Nelsen, Dustin	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	BUS 260-00W0 (3 cr hrs)	Special
Oehlerking, Mary Anne	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at South Sioux City #14 Community of Learning at an hourly rate of \$25.00	Special
Oehlerking, Mary Anne	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	South Sioux City #15 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special

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REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
O'Grady, Ryan	Adjunct	NA	\$125.00	State	01/13/20-05/13/20	NA	"Revised" Hours increased to 35 from 30 at Grand Island #3 Community of Learning at an hourly rate of \$25.00	Special
O'Grady, Ryan	Adjunct	NA	\$400.00	State	06/29/20-06/30/20	NA	Fremont #12 Community of Learning up to 16 hours at an hourly rate of \$25.00	Special
Paul, Kimberly	Adjunct	NA	\$5,100.00	State	07/13/20-08/12/20	NA	EDU 626-00W0 (3 cr hrs) and EDU 626-00W1 (3 cr hrs)	Special
Pepin, Suzanne	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	MUS 214-00W0 (3 cr hrs)	Special
Peterson, Jeff	Part-Time Faculty	NA	\$3,000.00	State	05/19/20-07/14/20	NA	Early On-Boarding	Special
Pofahl, Levi	Adjunct	NA	\$2,550.00	State	05/18/20-06/05/20	NA	PED 103-00W0 (3 cr hrs)	Special
Pofahl, Levi	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	PED 103-00W1 (3 cr hrs)	Special
Ridling, Joseph	Graduate Assistant	NA	\$5,472.00	Revenue Bond	05/11/20-08/21/20	NA	Grounds Crew up to 608 hours at an hourly rate of \$9.00	Special
Rodriguez-Kufner, Mytzy	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	ENG 426/526-00W0 (3 cr hrs)	Special
Schlickbernd, Sara	Adjunct	NA	\$5,100.00	State	06/08/20-07/09/20	NA	EDU 415/515-00H2 (3 cr hrs) and EDU 416/516-00H2 (3 cr hrs)	Special
Shelton, Jeff	Part-Time Faculty	NA	\$2,000.00	State	07/13/20-08/07/20	NA	Early On-Boarding	Special
Sieh, Michael	Adjunct	NA	\$5,100.00	State	07/13/20-08/12/20	NA	EDU 655-00W0 (3 cr hrs) and EDU 655-00W1 (3 cr hrs)	Special
Stark, Carmen	Adjunct	NA	\$5,100.00	State	06/08/20-07/09/20	NA	EDU 415/515-00H3 (3 cr hrs) and EDU 416/516-00H3 (3 cr hrs)	Special

REPORT OF PERSONNEL ACTIONS TO THE CHANCELLOR
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NON RANKED FACULTY (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Stogdill, Christopher	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	EDU 655-00W2 (3 cr hrs)	Special
Strohmyer, Brinton	Adjunct	NA	\$4,000.00	State	05/18/20-08/12/20	NA	BUS 471-MC80 (3 cr hrs)	Special
Tucker, Anne	Adjunct	NA	\$850.00	State	03/16/20-05/08/20	NA	EDU 457/557-00W1 (1 cr hr)	Special
Wheeler, Pamela	Adjunct	NA	\$2,550.00	State	07/13/20-08/12/20	NA	CSL 470-00W0 (3 cr hrs)	Special
Whitley, Megan	Adjunct	NA	\$5,100.00	State	06/08/20-07/09/20	NA	SPD 500-00W0 (3 cr hrs) and SPD 500-00W1 (3 cr hrs)	Special
Whitt, Joseph	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CNA 100-00W0 (3 cr hrs)	Special
Young, Mollie	Adjunct	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CNA 101-00W0 (3 cr hrs)	Special

UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Baron, Mark	Assistant to the Dean	NA	\$2,550.00	State	05/18/20-07/09/20	NA	EDU 603-00W0 (3 cr hrs)	Special
Clark, Kirk	Assistant Coach-Baseball	NA	\$356.67	State	01/19/20-01/26/20	NA	2020 Camp Pay	NA
Duke, Andrew	IT Technician	NA	\$42,028.00	State	01/14/19-06/26/20	NA	Resignation	NA
Fehringer, Carly	Assistant Coach-Cross Country/ Track and Field	NA	\$40,722.00	State	07/01/20-06/30/21	1.000	New Appointment replaces Brett Suckstorf	Specific
Greene, Kyle	Assistant Director-Residence Life	NA	\$2,057.00	Revenue Bond	08/19/19-05/08/20	NA	Additional Duties	NA
Holdsworth, Tara	Educational Support and Disability Services Coordinator	NA	\$45,000.00 Prorated \$3,750.00	State	06/01/20-06/30/20	1.000	New Appointment	Special
Jurasek, Cassie	Assistant Director-Residence Life	NA	\$35,568.00	Revenue Bond	08/26/19-06/30/20	NA	Resignation	NA
Kaufer, Bradley	Athletic Trainer	NA	\$40,275.00 Prorated \$39,108.00	State	07/13/20-06/30/21	1.000	New Appointment replaces Dylan Moore	Special
Moore, Dylan	Athletic Trainer	NA	\$39,293.00	State	06/01/18-06/30/20	NA	Resignation	NA

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UNIONIZED PROFESSIONAL STAFF (FULL-TIME/.75 FTE OR MORE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Nelson, Lisa	Director-Service Learning	NA	\$3,400.00	State	01/13/20-05/13/20	NA	IDS 399-0080/0081 (3 cr hrs) and IDS 399-0082/0083 (1 cr hr)	Special
Osnes, Thomas	Assistant Director-Residence Life	NA	\$1,661.00	Revenue Bond	08/19/19-05/08/20	NA	Additional Duties	NA
Suckstorf, Brett	Assistant Coach-Cross Country/Track and Field	NA	\$39,994.00	State	08/01/13-05/22/20	NA	Resignation	NA
Waggoner, Tabetha	Licensed Student Counselor	NA	\$850.00	State	03/16/20-05/08/20	NA	CSL 105-00W1 (1 cr hr)	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
Dorcey McIntosh, Alicia	Director of Counseling	NA	\$2,550.00	State	06/08/20-07/09/20	NA	CSL 202-00W0 (3 cr hrs)	Special
Jech, Brook	Director of Education and Counseling Services	NA	\$60,000.00 Prorated \$2,500.00	State	06/16/20-06/30/20	1.000	New Appointment replaces Phyllis Spethman	Special
Kaus, Annette	Director Financial Aid	NA	\$86,123.00	State	07/22/14-07/14/20	NA	Resignation	NA
Keibler, Michael	Executive Director of Cooperative Education and Industry Liaison	NA	\$75,000.00	State	07/01/20-06/30/21	1.000	New Appointment	Specific
Koch, Alex	Head Coach-Baseball	NA	\$357.72	State	01/19/20-01/26/20	NA	2020 Camp Pay	NA
Korth, Regina	Nurse	NA	\$51,071.00	State	07/01/09-06/12/20	NA	Resignation	NA
Rizzo, Peter	Director of Residence Life	NA	\$57,500.00 Prorated \$4,792.00	Revenue Bond	06/01/20-06/30/20	1.000	New Appointment replaces Quinneke Lee	Special
Spethman, Phyllis	Director Professional Education Services	NA	\$74,564.00	State	07/16/97-06/15/20	NA	Retirement	NA

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NON UNIONIZED PROFESSIONAL STAFF (PART-TIME/LESS THAN .75 FTE)								
Name	Title/Assignment	Rank	Salary	Funding Source	Period of Employment	FTE	Reason for Action	Type of Appointment
Kauffer, Bradley	Graduate Assistant	NA	\$4,125.00	State	06/01/20-08/01/20	NA	Assisting Athletic Training up to 275 hours at an hourly rate of \$15.00	Special
Larson, Dakota	Graduate Assistant	NA	\$720.00	State	04/01/20-05/08/20	NA	Assisting Athletic Grounds up to 72 hours at an hourly rate of \$10.00	Special
Larson, Dakota	Graduate Assistant	NA	\$4,050.00	State	05/09/20-08/16/20	NA	Assisting Athletic Grounds up to 450 hours at an hourly rate of \$9.00	Special
Tran, Thuy	Graduate Assistant	NA	\$6,688.00	State	05/11/20-08/21/20	NA	Assisting the Grounds Crew up to 608 hours at an hourly rate of \$11.00	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
Bargstadt, Joshua	Custodian	NA	\$1,808.67/mo.	Revenue Bond	04/22/20-06/30/20	1.000	New Hire replaces Franklin Mrsny	Probationary
Beckman, Cindy	Custodian	NA	\$2,118.00/mo.	State	01/04/11-01/08/21	NA	Retirement	NA
Jensen, Debra	Custodian	NA	\$2,066.33/mo.	Revenue Bond	05/14/12-05/29/20	NA	Resignation	NA
Leader, Nathan	Custodian	NA	\$1,860.17/mo.	State	04/22/20-06/12/20	NA	Resignation	NA
Messlerie, Shawna	Office Assistant III	NA	\$2,758.58/mo.	State	06/01/18-07/17/20	NA	Resignation	NA
Schram, Jonathon	Maintenance Repair Worker III	NA	\$2,822.67/mo.	State	07/06/20-06/30/21	1.000	New Hire replaces Lucas Woodward	Probationary
Sebade, Rhonda	Office Assistant III	NA	\$3,583.33/mo.	State	07/01/20-06/30/21	1.000	New Hire replaces Brook Jech	NA
Woodward, Lucas	Maintenance Repair Worker III	NA	\$2,559.25/mo.	State	12/21/16-05/04/20	NA	Resignation	NA

Attachment: WSC Personnel Report September 2020 (2774 : Reports of Personnel Actions)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: College Organizational Charts

Board of Trustees Policy 2500 Institutional Organization grants the authority for the College Presidents to make changes to their organizational structure after consultation and approval from the Chancellor. Organizational changes can be made at any time throughout the year, with changes reported to the Board annually in September. Updated organizational charts for each College are available in Attachment I, II and III, which reflect the changes as outlined below from the last time they were reviewed by the Board.

Chadron State College

Changes in Key Personnel

- James Powell - New Vice President for Academic Affairs
- Alaric Williams - New Dean of Curriculum & Accreditation; School of Professional Studies and Applied Sciences
- Wendy Waugh - New Dean of Graduate Studies; School of Business, Mathematics and Science
- Lee Miller - Interim Associate Vice President for Teaching and Learning

Alternate Reporting Lines

- Austen Stephens - Director of Housing & Residence Life, reporting to Vice President for Student Affairs

Peru State College

Changes in Key Personnel

- SaraBeth Donovan - New Peru State College Foundation Director
- Heather Rinne - New Registrar
- Dwayne Chism - New Dean of School of Education
- Darrin Reeves - New Director of Facility Services

New Positions and Reporting Lines

- Jennifer Rieken - New Assistant to the Vice President for Administration and Finance
- Keith Ellis - New Director of One Stop and Business Office reporting to Vice President for Administration and Finance

Wayne State College

Changes in Key Personnel

- Anne Power - New Dean of School of Business & Technology
- Ron Loggins - New Dean of School of Science, Health and Criminal Justice
- C.D. Douglas - New Vice President for Student Affairs

Unit Title Change

- School of Education & Behavioral Sciences (Replace School of Education and Counseling)
- School of Science, Health and Criminal Justice (Replace School of Natural & Social Sciences)

Position Title Change

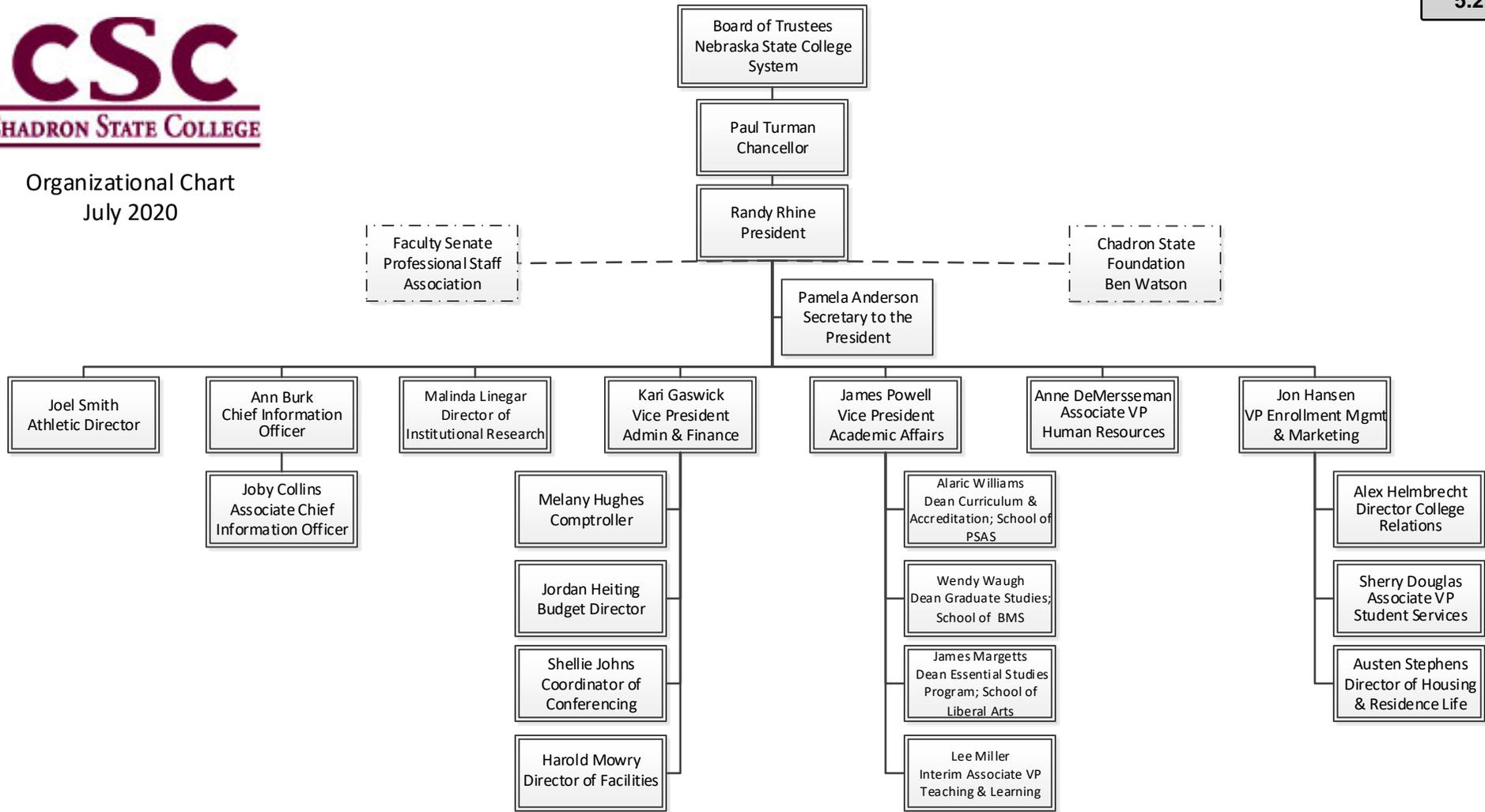
- Director of Institutional Research (Replace Institutional Research Analyst)
- Comptroller (Replace Director of Accounting)
- Director of Student Activities & Student Center (Replace Director of Student Activities)
- Director of Student Health & Counseling (Replace Director of Counseling)

ATTACHMENTS:

- CSC Organizational Chart (PDF)
- PSC Organizational Chart (PDF)
- WSC Organizational Chart (PDF)



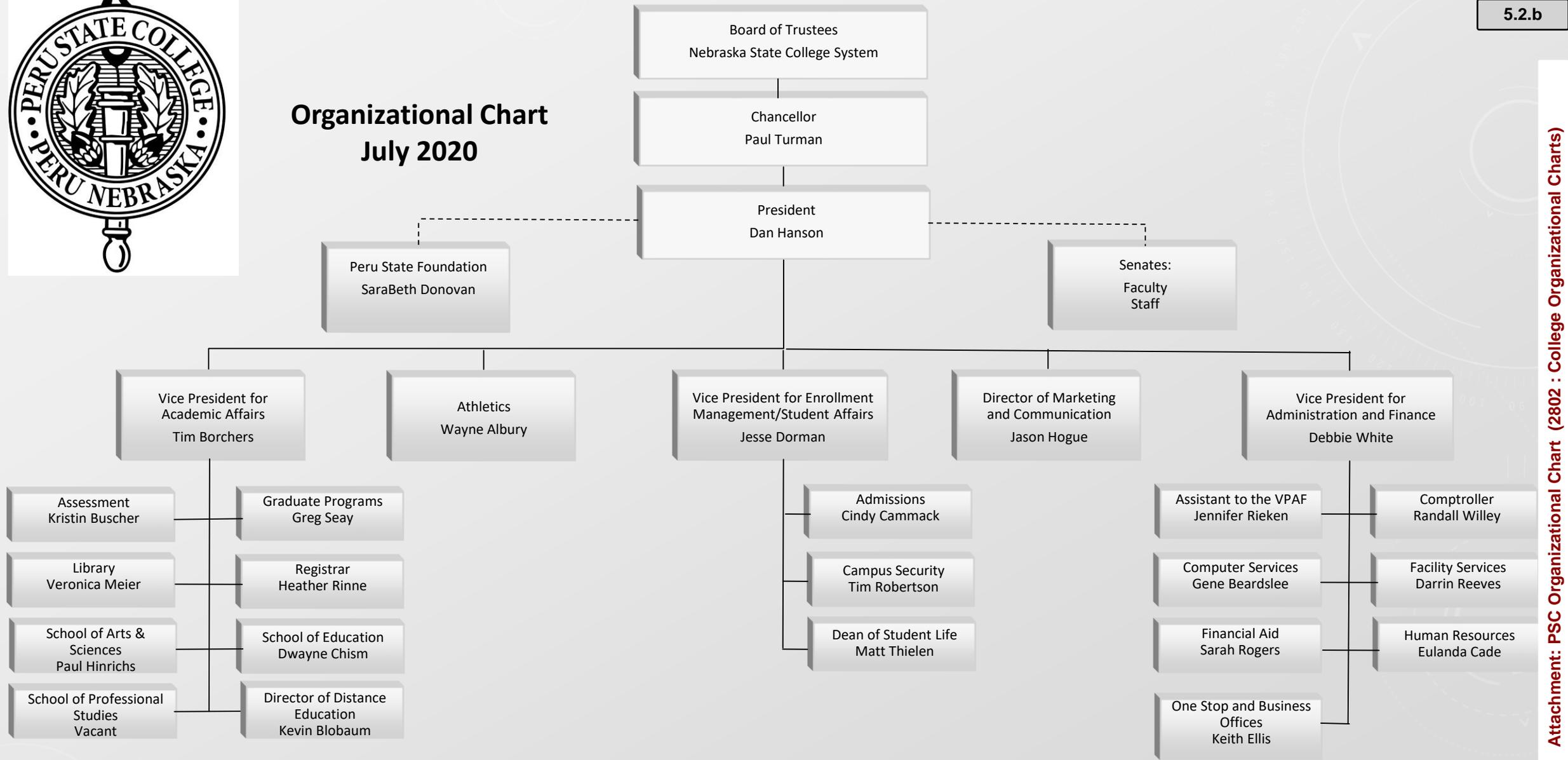
Organizational Chart
July 2020



Attachment: CSC Organizational Chart (2802 : College Organizational Charts)

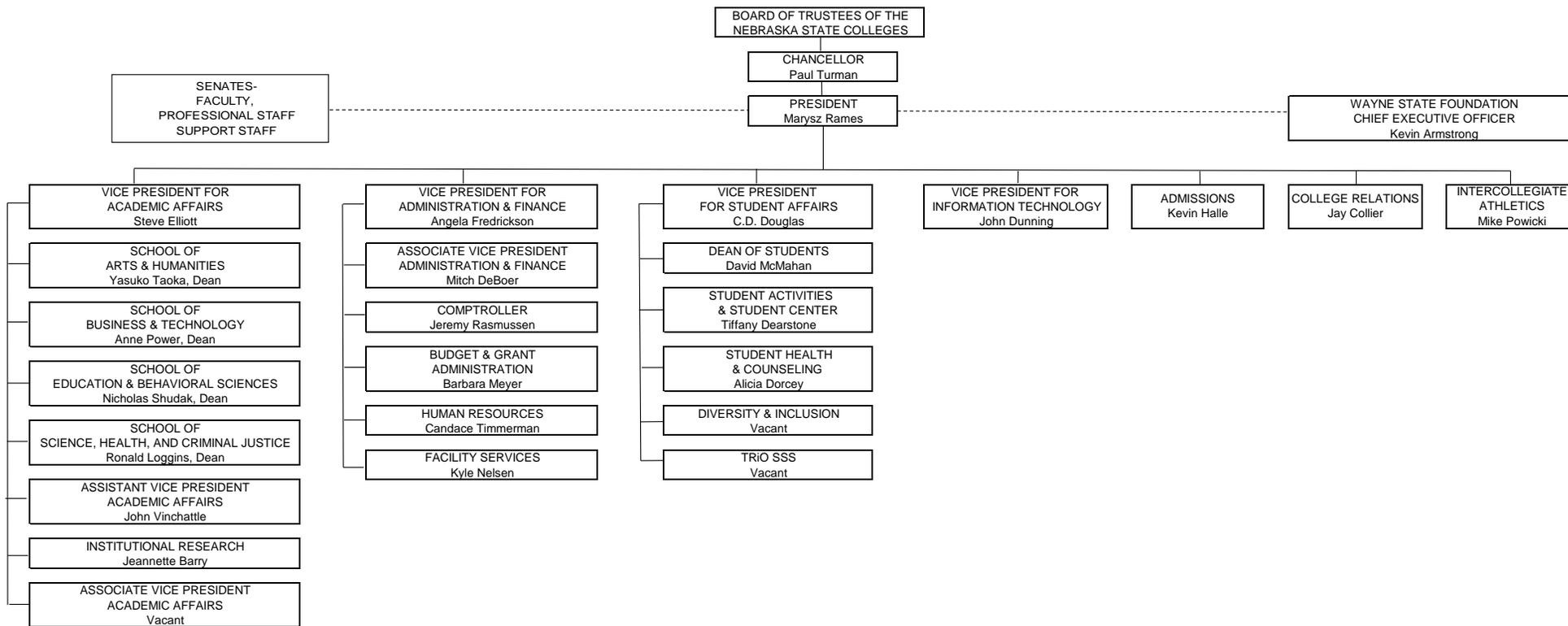


Organizational Chart July 2020





Organizational Chart Effective August 1, 2020



Attachment: WSC Organizational Chart (2802 : College Organizational Charts)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

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

Wayne State Foundation's employee salary information for 2020-2021 is attached as an information item as required by Board Policy 5501.

ATTACHMENTS:

- Wayne State Foundation Employee Compensation Report 20-21 (PDF)

WAYNE STATE COLLEGE FOUNDATION

Employee Name	Title	FTE	2019-2020 Total Annual Salary	Salary increase	Adjustments		2020-2021 Total Annual Salary	% Increase	NOTES
					Degree	Other			
<u>Professional Staff</u>									
Armstrong, Kevin	Chief Executive Officer	1.00	123,285	3,082			126,367	2.50%	
Jammer, Susan	Controller	1.00	66,625	1,666			68,291	2.50%	
Finn, Megan	Director of Athletic Development	1.00	61,500	3,500			65,000	5.69%	
Robinett, Laura	Director of Major Gifts	1.00	65,000	0			65,000	0.00%	
Sperry, Amber	Director Alumni Relations	1.00	50,000	0			50,000	0.00%	
	TOTAL	5.00	366,410	8,248	0	0	374,658		
<u>Support Staff</u>									
Bebee, Lori	Office Assistant	1.00	25,881	647			26,528	2.50%	
Chapman, Lana	Office Assistant	1.00	33,825	846			34,671	2.50%	
Clark, Stephanie	Office Assistant	1.00	32,800	2,200			35,000	6.71%	
		3.00	92,506	3,693	0	0	96,199		

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: **Capital Construction Quarterly Reports**

Pursuant to Board Policy 8050, Capital Construction Progress Reports from each of the Colleges are provided to the Board for information on a quarterly basis.

Chadron

1. Math Science Addition & Renovation - Interim report
2. Stadium Facility - Interim report

Peru

1. Delzell Renovation - Interim report
2. Theater Renovation - Interim report

Wayne

1. Benthack Hall Renovation - Interim report
2. Center for Applied Technology - Final report
3. Indoor Athletic Complex Renovations - Interim report
4. Press Box Replacement - Interim report

ATTACHMENTS:

- CSC Capital Construction Quarterly Status Report - MSAR (PDF)
- CSC Capital Construction Quarterly Status Report - Stadium Track (PDF)
- PSC Capital Construction Quarterly Reports-Delzell (PDF)
- PSC Capital Construction Quarterly Reports-Theatre (PDF)
- WSC Capital Construction Quarterly Status Report_Benthack (PDF)
- WSC Capital Construction Quarterly Status Report_CAT (PDF)
- WSC Capital Construction Quarterly Status Report_Indoor Athletic Complex (PDF)
- WSC Capital Construction Quarterly Status Report_Press Box (PDF)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF 6/30/2020**

College: Chadron State College		Meeting Date: September 10, 2020	
Project Information	Project Title:	Math Science Addition & Renovation	
	Program Number:	931	
	Professional Consultant:	BVH Architecture	
	General Contractor:	AP Midwest d.b.a. Adolfsen & Peterson Construction	
	Net Square Footage: 44,617	Gross Square Footage: 70,136 (per Design Development)	
	Bid Opening Date	8/7/19	
	Notice of Proceed Date		
	Estimated Completion Date	2/28/22	
Final Acceptance Date			
Project Dates	Professional Consultants:		
	Needs Statement	N/A	
	Program Statement	1/3/14	
	Professional Services Contract	7/1/19	
	Bonds Sold	4/30/20	
	Preliminary Plans		
	Design Development	6/16/20	
	Construction Contract	9/18/19	
	Substantial Completion		
Final Completion			
Report Information	Status	Initial Report: 4/23/2020	
		Interim Report: X	
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:	\$26,788,273.00	
	Federal Funds		
	LB 309 Funds	\$1,270,000.00	
	Cash Funds	\$1,000,000.00	
	Capital Imp. Fee Commitment	\$400,000.00	
	Other	\$2,600,000.00 (private funds)	
	Total Available	\$32,058,273.00	
Revenue Bond Buildings	Bonds Sold		
	Costs of Issuance/Reserves		
	Balances of Proceeds		
Revenue Sources for Construction	1. Bond Proceeds		
	2. Interest Earnings		
	3. Other		
	Total Available	\$0.00	
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$1,951,725.00	\$546,547.87	\$1,405,177.13
Life Cycle Cost Analysis			\$0.00
Construction	\$25,168,615.00	\$0.00	\$25,168,615.00
1. General, Mech., Elec.			\$0.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities			\$0.00
Moveable Equip./Furnishings	\$1,000,000.00		\$1,000,000.00
Special/Technical Equipment	\$1,000,000.00		\$1,000,000.00
Contingency	\$1,130,232.00		\$1,130,232.00
Artwork	\$217,000.00		\$217,000.00
Other Items			
1. Haz Mat Abatement	\$350,000.00	\$5,000.00	\$345,000.00
2. Relocation/Moving	\$150,000.00	\$20,000.00	\$130,000.00
3. Bond Payment FY21	\$1,030,851.00		\$1,030,851.00
4. Test/Survey/GeoTech	\$59,850.00		\$59,850.00
Change Orders			\$0.00
			\$0.00
TOTALS	\$32,058,273.00	\$571,547.87	\$31,486,725.13

This report is prepared on a cash basis.

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of June 30, 2020

Chadron State College		Meeting Date: September 10, 2020		
Project Information	Project Title:	Stadium Facility		
	Program Number:			
	Professional Consultant:	Bahr Vermeer and Haecker (BVH)		
	General Contractor:	Adolfson & Peterson Construction		
	Net Square Footage: 13,014	Gross Square Footage: 20,021 per Program Statement		
	Bid Opening Date	(enter dates)		
	Notice of Proceed Date Estimated Completion Date Final Acceptance Date			
Project Dates	Professional Consultants:	Bahr Vermeer and Haecker (BVH)		
	Needs Statement	5/20/14		
	Program Statement	8/13/15		
	Professional Services Contract	12/1/14		
	Bonds Sold	8/17/16		
	Preliminary Plans			
	Design Development	3/24/17		
	Construction Contract	10/17/16		
	Substantial Completion Phase I Final Completion	8/23/18		
Report Information	Status	Initial Report:	3/24/2017	
		Interim Report:		
		Final Report:		
Financial Information				
State Buildings	State Funds--LB No: 957	\$6,436,911.00		
	Federal Funds	\$0.00		
	LB 309 Funds	\$0.00		
	Sports Facility Cash Funds	\$900,000.00		
	Cash Funds	\$900,000.00		
	Capital Imp. Fee Commitment	\$850,000.00		
	Other	\$1,407,219.00		
Total Available	\$10,494,130.00			
Revenue Bond Buildings	Bonds Sold			
	Costs of Issuance/Reserves			
	Balances of Proceeds			
Revenue Sources for Construction	1. Bond Proceeds			
	2. Interest Earnings			
	3. Other			
	Total Available	\$0.00		
Expenditure Information	Proposed Budget	Expended to Date	Balance	
	Program Planning		\$0.00	
	Professional Fees	\$944,299.00	\$922,416.72	\$21,882.28
	Life Cycle Cost Analysis			\$0.00
	Construction			
	1. General, Mech., Elec.	\$9,442,986.00	\$8,971,507.55	\$471,478.45
	2. Fixed Equipment			\$0.00
	3. Sitework/Utilities	\$33,000.00	\$33,878.05	-\$878.05
	Furnishings/Moveable Equip.			\$0.00
	Contingency	\$48,919.00		\$48,919.00
	Artwork	\$24,926.00		\$24,926.00
	Other Items			
	1.			\$0.00
	2.			\$0.00
	Change Orders			
	1.			\$0.00
	2.			\$0.00
	TOTALS	\$10,494,130.00	\$9,927,802.32	\$566,327.68

This report is prepared on a cash basis.

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of June 30, 2020

College: Peru State College		Meeting Date: September 10, 2020		
Project Information	Project Title:	Delzell Renovation		
	Program Number:	829		
	Professional Consultant:	Jackson & Jackson		
	General Contractor:	F&B Constructors, Inc.		
	Current Net Square Footage:	Current Gross Square Footage:		
	Addition Net:	Addition Gross:		
	Renovation Net:	Renovation Gross:		
Bid Opening Date		3/18/2016		
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		\$8,220,407.30	
	2. Interest Earnings		\$0.00	
	3. Other		\$710,000.00	
	Total Available		\$8,930,407.30	
Expenditure Information				
	Proposed Budget	Expended to Date	Balance	
Program Planning				
Professional Fees	\$782,766	\$766,583	\$16,183	
Life Cycle Cost Analysis				
Construction	\$6,839,168	\$6,839,968	(\$800)	
1. General, Mech., Elec.				
2. Fixed Equipment				
3. Sitework/Utilities	\$607,321	\$607,321	\$0	
4. ADA	\$0	\$9,945	-\$9,945	
Furnishings/Moveable Equip.	\$200,000	\$200,000	\$0	
Contingency	\$153,846	\$86,042	\$67,804	
Artwork				
Other Items				
1. Construction Administration	\$226,150	\$216,334	\$9,816	
2. Relocation Costs				
Change Orders				
1 F& B	\$36,659	\$36,659	\$0	
2 F& B	\$21,979	\$21,979	\$0	
3 F& B	\$32,751	\$32,751	\$0	
4 F& B	(\$15)	(\$15)	\$0	
5 F& B	(\$45,880)	(\$45,880)	\$0	
6 F& B	\$16,790	\$16,790	\$0	
7 F& B	(\$4,806)	(\$4,806)	\$0	
8 F& B	\$3,176	\$3,176	\$0	
9 F& B	\$7,320	\$7,320	\$0	
10 F& B	\$6,682	\$6,682	\$0	
11 F& B	(\$3,500)	(\$3,500)	\$0	
1 Grace Plastering	\$50,000	\$50,000	\$0	
TOTALS	\$8,930,407	\$8,847,349	\$83,059	

CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
as of June 30, 2020

College: Peru State College		Meeting Date: September 10, 2020		
Project Information	Project Title:	Theater Project		
	Program Number:	904		
	Professional Consultant:	Architectural Design Associates, Inc.		
	General Contractor:	Rogge General Contractors		
	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		11/12/2018		
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	\$560,000.00		
	Cash Funds	\$200,000.00		
	Capital Imp. Fee Commitment	\$100,000.00		
	Other: Peru State College Foundation	\$600,000.00		
	Total Available	\$7,598,234.00		
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	629,191	\$30,306	
Life Cycle Cost Analysis				
Construction				
1. General, Mech., Elec.	\$ 5,542,397	\$5,542,397.00	\$0	
2. Fixed Equipment				
3. Sitework/Utilities	\$ 144,319	144,319	\$0	
Furnishings/Moveable Equip.	\$ 340,079	308,300	\$31,779	
Contingency	\$ 624,815	148,609	\$476,206	
1% Artwork	\$ 25,122	6,550	\$18,572	
Other Items				
1. Construction Administration	\$ 36,184	34,692	\$1,492	
2. Relocation Costs				
Change Orders				
1	\$ 15,211	15,211	\$0	
2	\$ 37,897	37,897	\$0	
3	\$ 57,452	57,452	\$0	
4	\$ 35,911	35,911	\$0	
5	\$ 47,114	47,114	\$0	
6	\$ 32,236	32,236	\$0	
7	\$ 28,737	28,737	\$0	
TOTALS	\$7,626,971	\$7,068,615	\$558,356	

Attachment: PSC Capital Construction Quarterly Reports-Theatre (2786 : Capital Construction Quarterly Reports)

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF JUNE 30, 2020**

College: Wayne State College		Meeting Date: September 10, 2020	
Project Information	Project Title:	Benthack Hall Renovation	
	Program Number:	905	
	Professional Consultant:	BVH Architects/Leo A Daly	
	General Contractor:	Hausmann Construction Inc.	
	Net Square Footage:	Gross Square Footage: 43,502	
	Bid Opening Date	N/A	
	Notice of Proceed Date Estimated Completion Date Final Acceptance Date	July 2021	
Project Dates	Professional Consultants:	Leo A Daly	
	Needs Statement	N/A	
	Program Statement	11/13/15; Revised September 2016	
	Professional Services Contract	10/28/19	
	Bonds Sold	N/A	
	Preliminary Plans		
	Design Development	4/23/2020	
	Construction Contract Substantial Completion Final Completion	11/20/2019; GMP-7/20/2020	
Report Information	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$2,875,000.00	
	Cash Funds	\$5,125,000.00	
	Capital Imp. Fee Commitment	\$0.00	
	Other-Foundation	\$1,000,000.00	
	Total Available	\$9,000,000.00	
Revenue Bond Buildings	Bonds Sold	N/A	
	Costs of Issuance/Reserves	N/A	
	Balances of Proceeds	N/A	
Revenue Sources for Construction	1. Bond Proceeds	N/A	
	2. Interest Earnings	N/A	
	3. Other	N/A	
	Total Available	\$0.00	
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$566,710.00	\$448,524.85	\$118,185.15
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$7,657,260.00		\$7,657,260.00
2. Fixed Equipment	\$0.00		\$0.00
3. Sitework/Utilities	\$0.00		\$0.00
Furnishings/Moveable Equip.	\$400,000.00		\$400,000.00
Contingency	\$272,230.00		\$272,230.00
Artwork	\$0.00		\$0.00
Other Items			
1. Advertising/Printing/Storage	\$14,000.00	\$7,720.28	\$6,279.72
2. Abatement	\$44,370.00		\$44,370.00
3. Data/Tele Cabling	\$25,430.00		\$25,430.00
4. Surveying/Testing/Sp Insp.	\$20,000.00	\$14,700.00	\$5,300.00
Change Orders			
1.			\$0.00
2.			\$0.00
TOTALS	\$9,000,000.00	\$470,945.13	\$8,529,054.87

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF JUNE 30, 2020**

College: Wayne State College		Meeting Date: September 10, 2020	
Project Information	Project Title:	Center for Applied Technology	
	Program Number:	905	
	Professional Consultant:	BVH Architecture	
	General Contractor:	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	11/15/18	
Final Completion	10/4/19		
Report Information	Status	Initial Report:	
		Interim Report:	
		Final Report:	X
Financial Information			
State Buildings	State/Bond Funds--LB No: 957	\$8,931,000.00	
	Federal Funds		
	LB 309 Funds		
	Cash Funds	\$4,431,743.72	
	Other-Foundation	\$1,469,217.38	
	Other-Trust	\$1,000,000.00	
Total Available	\$15,831,961.10		
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	\$1,037,833.94	\$1,037,833.94	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$12,345,513.00	\$12,345,513.00	\$0.00
2. Fixed Equipment		\$0.00	\$0.00
3. Sitework/Utilities	\$163,146.82	\$163,146.82	\$0.00
Furnishings/Moveable Equip.	\$702,719.46	\$702,719.46	\$0.00
Contingency	\$0.00	\$0.00	\$0.00
Artwork	\$35,189.50	\$35,189.50	\$0.00
Other Items			
1. Special technical/lab equip.	\$992,813.06	\$992,813.06	\$0.00
2. Misc.(adver., test., signage)	\$63,550.29	\$63,550.29	\$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	\$17,015.13	\$0.00
4.	\$40,703.30	\$40,703.30	\$0.00
5.	\$29,051.90	\$29,051.90	\$0.00
6.	\$92,471.68	\$92,471.68	\$0.00
7.	\$60,656.88	\$60,656.88	\$0.00
8.	\$44,571.32	\$44,571.32	\$0.00
9.	\$49,395.85	\$49,395.85	\$0.00
10.	\$32,507.31	\$32,507.31	\$0.00
11.	\$37,947.37	\$37,947.37	\$0.00
12.	\$28,098.93	\$28,098.93	\$0.00
13.	\$8,765.40	\$8,765.40	\$0.00
14.	\$37,812.74	\$37,812.74	\$0.00
15.	-\$9,965.00	-\$9,965.00	\$0.00
16.	\$643.00	\$643.00	\$0.00
TOTALS	\$15,831,961.10	\$15,831,961.10	\$0.00

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF JUNE 30, 2020**

College: Wayne State College		Meeting Date: September 10, 2020	
Project Information	Project Title:	Indoor Athletic Complex (formerly Natatorium) Renovations	
	Program Number:	954	
	Professional Consultant:	Jackson - Jackson & Associates	
	General Contractor:	OCC Builders	
	Net Square Footage:		
	Bid Opening Date	12/29/19	
	Notice of Proceed Date		
Estimated Completion Date	8/1/20		
Final Acceptance Date			
Project Dates	Professional Consultants:	Jackson - Jackson & Associates	
	Needs Statement		
	Program Statement		
	Professional Services Contract	8/29/19	
	Bonds Sold		
	Preliminary Plans		
	Design Development		
	Construction Contract	12/20/19	
Substantial Completion			
Final Completion			
Report Information	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$0.00	
	Capital Imp. Fee Commitment	\$0.00	
	Other-Foundation	\$0.00	
	Total Available	\$0.00	
Revenue Bond Buildings	Bonds Sold	N/A	
	Costs of Issuance/Reserves	N/A	
	Balances of Proceeds	N/A	
	Sports Facility Cash Funds	\$275,000.00	
	Revenue Bond Funds	\$517.60	
	Contingency Maintenance	\$420,000.00	
	Other-Foundation	\$664,447.00	
	Total Available	\$1,359,964.60	
Revenue Sources for Construction	1. Bond Proceeds	N/A	
	2. Interest Earnings	N/A	
	3. Other	N/A	
	Total Available	\$0.00	
Expenditure Information	Proposed Budget	Expended to Date	Balance
Program Planning			\$0.00
Professional Fees	\$96,012.50	\$83,711.25	\$12,301.25
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$1,224,030.00	\$733,077.00	\$490,953.00
2. Fixed Equipment	\$0.00		\$0.00
3. Sitework/Utilities	\$0.00		\$0.00
Furnishings/Moveable Equip.	\$17,388.58	\$1,791.14	\$15,597.44
Contingency	\$4,838.97		\$4,838.97
Artwork	\$0.00		\$0.00
Other Items			
1. Advertising/Printing	\$3,886.55	\$3,886.55	\$0.00
2. Abatement	\$898.00	\$898.00	\$0.00
3. Data/Tele Cabling			\$0.00
4. Surveying/Testing/Sp Insp.			\$0.00
Change Orders			
1.	\$12,910.00		\$12,910.00
2.			\$0.00
TOTALS	\$1,359,964.60	\$823,363.94	\$536,600.66

This report is prepared on a cash basis.

**CAPITAL CONSTRUCTION QUARTERLY STATUS REPORT
AS OF JUNE 30, 2020**

College: Wayne State College		Meeting Date: September 10, 2020	
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	7/25/17	
	Notice of Proceed Date	8/24/18	
Estimated Completion Date	8/24/18		
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	9/11/18	
Final Completion			
Report Information	Status	Initial Report:	
		Interim Report:	X
		Final Report:	
Financial Information			
State Buildings	State Funds--LB No:	\$0.00	
	Federal Funds	\$0.00	
	LB 309 Funds	\$360,000.00	
	Cash Funds	\$1,606,026.40	
	Capital Imp. Fee Commitment	\$612,915.38	
	Other-Sports Facilities Cash Fund	\$300,000.00	
	Other-Foundation	\$1,053,042.59	
	Total Available	\$3,931,984.37	
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	\$12,987.73	\$12,987.73	\$0.00
Professional Fees	\$228,150.49	\$228,150.49	\$0.00
Life Cycle Cost Analysis			\$0.00
Construction			
1. General, Mech., Elec.	\$3,862,792.60	\$3,855,792.60	\$7,000.00
2. Fixed Equipment			\$0.00
3. Sitework/Utilities	\$4,542.69	\$4,542.69	\$0.00
Furnishings/Moveable Equip.	\$130,156.70	\$107,120.89	\$23,035.81
Contingency	\$0.00		\$0.00
Artwork	\$0.00	\$0.00	\$0.00
Other Items			
1. Advertising/Printing	\$8,933.17	\$8,933.17	\$0.00
2. Testing/Spec Inspections	\$16,847.00	\$16,847.00	\$0.00
3. Data/Tele. Cabling/IT	\$71,321.66	\$31,084.16	\$40,237.50
Change Orders			
1.	-\$404,542.00	-\$404,542.00	\$0.00
2.	\$576.00	\$576.00	\$0.00
3.	\$218.33	\$218.33	\$0.00
TOTALS	\$3,931,984.37	\$3,861,711.06	\$70,273.31

This report is prepared on a cash basis.

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: LB 309 Project Status Reports

LB 309 Project Status Reports from each of the Colleges are provided to the Board for information according to Board Policy 8050.

ATTACHMENTS:

- CSC LB 309 Project Status Report (PDF)
- PSC LB 309 Project Status Report (PDF)
- WSC LB 309 Project Status Report (PDF)

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT							
Chadron State College							
Report Period: As of June 30, 2020			Meeting Date: September 10, 2020				
Project	Approval Date 1) LB 309 2) Board	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
#6512T072 Memorial Hall, Armstrong Gym, NPAC, Admin Building Faucets, Flush Valves, & Aerator Upgrade	1) 1/13/2020 2) 4/23/2020 3)	\$70,000.00		\$70,000.00	\$31,683.80	\$38,316.20	Complete
#6512T073 Burkhiser South Wing Roof Repair	1) 4/1/2020 2) 6/16/2020 3)	\$50,000.00		\$50,000.00	\$27,511.00	\$22,489.00	Complete
6512T071 Heating Plant Controls Upgrade MOR	1) 1/13/2020 2) 4/23/2020 3)	\$60,000.00		\$60,000.00	\$27,681.30	\$32,318.70	In Progress
#6512T067 NPAC Electrical Switchgear Replacement	1) 3/15/2019 2) 6/18/2019 3)	\$80,000.00	-\$50,462.02	\$29,537.98	\$29,537.98	\$0.00	Closed
#6512T069 Memorial Hall HVAC Compressor Replacement RTU #4	1) 10/4/2019 2) 4/23/2020 3)	\$35,000.00	-\$17,895.80	\$17,104.20	\$17,104.20	\$0.00	Closed
#6512T070 Burkhiser Building HVAC Controls Compressor Replacement MOR	1) 12/3/2019 2) 4/10/2020 3)	\$20,000.00	-\$13,000.00	\$7,000.00	\$7,000.00	\$0.00	Closed
#6512T068 Math Science Building HVAC Replacement (Design)	1) 9/17/2019 2) 4/10/2020 3)	\$475,000.00		\$475,000.00	\$475,000.00	\$0.00	Closed

This is a semi-annual report for the Board of Trustees:
 As of December 31 report is for March/April Board meeting.
 As of June 30 report is for September Board meeting.

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report:
 Funded - to be used when project has been funded but not yet under construction.
 In Progress - to be used when project is under construction.
 Complete - to be used when project construction has been completed.
 Closed - to be used when all payments made and LB309 has closed the allocation. Remove project from next report.

This report is prepared on a cash basis.

Revised: July 2018

Attachment: CSC LB 309 Project Status Report (2787 : LB 309 Project Status Reports)

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT							
Peru State College							
Report Period: As of June 30, 2020				Meeting Date: September 10, 2020			
Project	Approval Date 1) LB 309 2) Board	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
BU# 6512J118 CATS, Library, Hoyt & Campus Services Campus Fire Alarm Replacement	1) 07/28/2017 2) 09/15/2017	\$35,000.00	\$235,000.00	\$270,000.00	\$217,278.32	\$52,721.68	In Progress
BU# 6512J122 Campus Wide ADA Improvements	1) 01/10/2019 2) 03/21/2019	\$90,000.00	\$390,000.00	\$480,000.00	\$165,522.19	\$314,477.81	In Progress
BU# 6512J123 Campus Services Buildings HVAC Controls Upgrade	1) 05/28/2019 2) 09/12/2019	\$60,000.00	\$0.00	\$60,000.00	\$46,024.00	\$13,976.00	In Progress
BU# 6512J124 Campus Wide Roof Replacement	1) 11/26/2019 2) 01/14/2020	\$110,000.00	\$0.00	\$110,000.00	\$39,450.60	\$70,549.40	In Progress
BU# 6512J125 Library Masonry Repairs	1) 02/19/2020 2) 04/23/2020	\$50,000.00	\$0.00	\$50,000.00	\$21,791.00	\$28,209.00	In Progress

This is a semi-annual report for the Board of Trustees:
 As of December 31 report is for March/April Board meeting.
 As of June 30 report is for September Board meeting.

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report:
 Funded - to be used when project has been funded but not yet under construction.
 In Progress - to be used when project is under construction.
 Complete - to be used when project construction has been completed.
 Closed - to be used when all payments made and LB309 has closed the allocation. Remove project from next report.

This report is prepared on a cash basis.

LB 309 DEFERRED MAINTENANCE PROGRESS REPORT Wayne State College							
Report Period: As of June 30, 2020				Meeting Date: September 10, 2020			
Project	Approval Date 1) LB 309 2) Board	Original LB 309 Allocation	Sum of Allocation Changes (+/-)	Total Allocation	Expended	Allocation Balance	Status
6512N138 Energy Plant Efficiency Improvement Study	1) 07/28/17 2) 11/17/17	\$10,000.00	\$725,000.00	\$735,000.00	\$683,953.01	\$51,046.99	In Progress
6512N140 Brandenburg Education Foundation Wall Waterproofing	1) 03/15/19 2) 06/18/19	\$140,000.00	\$0.00	\$140,000.00	\$7,863.24	\$132,136.76	In Progress
6512N141 Benthack Hall HVAC, Building Code, ADA, Windows	1) 12/03/19 2) 01/14/20	\$975,000.00	\$0.00	\$975,000.00	\$0.00	\$975,000.00	In Progress
6512N142 Campuswide Steam System Repairs	1) 06/08/20 2) 09/10/20	\$140,000.00	\$0.00	\$140,000.00	\$0.00	\$140,000.00	In Progress

This is a semi-annual report for the Board of Trustees:
 As of December 31 report is for March/April Board meeting.
 As of June 30 report is for September Board meeting.

Descriptions to be used in Status column of LB 309 Deferred Maintenance Progress Report:
 Funded - to be used when project has been funded but not yet under construction.
 In Progress - to be used when project is under construction.
 Complete - to be used when project construction has been completed.
 Closed - to be used when all payments made and LB309 has closed the allocation. Remove project from next report.

This report is prepared on a cash basis.

Attachment: WSC LB 309 Project Status Report (2787 : LB 309 Project Status Reports)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

***INFORMATION ONLY:* Contingency Maintenance Progress Reports**

Contingency Maintenance Progress Reports from each of the Colleges are provided to the Board for information according to Board Policy 8050.

ATTACHMENTS:

- CSC Contingency Maintenance Progress Report (PDF)
- PSC Contingency Maintenance Progress Report (PDF)
- WSC Contingency Maintenance Progress Report (PDF)

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT

Chadron State College

Revenue Bond Facilities

Report Period: As of June 30, 2020

Date Prepared: 8/5/2020

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: 3/24/2017					
Projects:					
Andrews Hall Elevator Upgrade	\$35,000.00	\$14,439.93	-\$20,560.07	\$0.00	Deferred
Andrews Hall Fire Alarm Upgrade	\$105,000.00	\$174,060.25	\$69,060.25	\$0.00	Complete
Edna Work & Crites Hall Windows	\$400,000.00	\$421,650.00	\$21,650.00	\$0.00	Complete
High Rise Shower/Mechanical Renovation	\$94,000.00	\$111,426.00	\$17,426.00	\$0.00	Complete
Mechanical Room Infrastructure Upgrades	\$50,000.00	\$62,092.98	\$12,092.98	\$0.00	Complete
Revenue Bond Buildings Asbestos Abatement	\$20,000.00	\$46,698.63	\$26,698.63	\$0.00	Complete
Revenue Bond Buildings Campus Furnishings	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Lighting Retrofit	\$125,000.00	\$125,000.00	\$0.00	\$0.00	Complete
Revenue Bond Buildings Replacement Flooring	\$51,000.00	\$46,612.94	\$89,857.71	\$94,244.77	Open
Student Center Specialty Equipment	\$25,000.00	\$25,000.00	\$0.00	\$0.00	Complete
West Court Demolition	\$45,000.00	\$29,109.05	-\$15,890.95	\$0.00	Complete
Resolution Total	\$1,000,000.00	\$1,106,089.78	\$200,334.55	\$94,244.77	
Resolution Date: 4/20/2018					
Projects:					
Andrews Hall Elevator Upgrade	\$130,000.00	\$125,805.67	\$122,711.18	\$126,905.51	Open
Critews Hall ADA Ramp	\$80,000.00	\$80,000.00	\$0.00	\$0.00	Complete
Mechanical Room Infrastructure Upgrades	\$50,000.00	\$91,865.02	\$41,865.02	\$0.00	Complete
Revenue Bond Bldgs Asbestos Abatement	\$35,000.00	\$2,931.37	-\$12,068.63	\$20,000.00	Open
Revenue Bond Bldgs Door/Cabinet Repair/Replacement	\$45,000.00	\$350.33	-\$28,609.28	\$16,040.39	Open
Revenue Bond Bldgs Building Envelope Repair	\$45,000.00	\$91.08	-\$44,908.92	\$0.00	Complete
Revenue Bond Bldgs Furnishings	\$60,000.00	\$60,000.00	\$0.00	\$0.00	Complete
Revenue Bond Bldgs Replacement Flooring	\$50,000.00	\$0.00	\$0.00	\$50,000.00	Open
Student Center Lighting Upgrade	\$125,000.00	\$120,020.18	-\$4,979.82	\$0.00	Complete
Student Center Specialty Equipment	\$30,000.00	\$30,000.00	\$0.00	\$0.00	Complete
Resolution Total	\$650,000.00	\$511,063.65	\$74,009.55	\$212,945.90	
Resolution Date: 3/21/2019					
Projects:					
Andrews Hall Lighting Retrofit	\$10,000.00	\$2,812.00	\$0.00	\$7,188.00	Open
Crites Hall ADA Ramp	\$40,000.00	\$35,785.00	\$9,900.00	\$1,875.00	Open
Eagle Ridge Drainage System	\$10,000.00	\$5,056.80	\$0.00	\$4,943.20	Open
High Rise Mechanical Room/Infrastructure Upgrade	\$150,000.00	\$11,210.98	\$0.00	\$138,789.02	Open
High Rise Plumbing Upgrade	\$300,000.00	\$184,066.73	-\$115,933.27	\$0.00	Complete
Revenue Bond Bldgs Asbestos Abatement	\$25,000.00	\$0.00	\$0.00	\$25,000.00	Open
Revenue Bond Bldgs Entrance Upgrades	\$40,000.00	\$32,896.86	\$0.00	\$7,103.14	Open
Revenue Bond Bldgs Envelope Repair	\$20,000.00	\$386.20	\$0.00	\$19,613.80	Open
Revenue Bond Bldgs Furnishings	\$50,000.00	\$50,545.81	\$4,908.92	\$4,363.11	Open
Revenue Bond Bldgs Mechanical Room/Infrastructure Upgrade	\$50,000.00	\$17,993.34	\$0.00	\$30,742.19	Open
Student Center Flooring	\$20,000.00	\$0.00	\$0.00	\$20,000.00	Open
Student Center Lighting Retrofit	\$15,000.00	\$0.00	\$4,979.82	\$19,979.82	Open
Student Center Specialty Equipment	\$20,000.00	\$58,630.72	\$44,016.88	\$5,386.16	Open
Resolution Total	\$750,000.00	\$399,384.44	-\$52,127.65	\$284,983.44	
Resolution Date: 1/14/2020					
Projects:					
Andrews Hall Corridor Improvements	\$145,000.00			\$145,000.00	Open
Andrews Hall Elevator Upgrade	\$125,000.00			\$125,000.00	Open
Andrews Hall Lighting Retrofit	\$50,000.00			\$50,000.00	Open
Crites Hall Elevator Upgrade	\$10,000.00			\$10,000.00	Open
Eagle Ridge Drainage Repairs	\$10,000.00			\$10,000.00	Open
High Rise Mechanical Room Upgrades	\$20,000.00			\$20,000.00	Open
Kent Hall Elevator Upgrade	\$10,000.00			\$10,000.00	Open
Kent Hall Lighting Retrofit	\$10,000.00			\$10,000.00	Open
Residence Halls Asbestos Abatement	\$25,000.00			\$25,000.00	Open
Residence Halls Bathroom Improvements	\$25,000.00			\$25,000.00	Open
Residence Halls Campus Network Infrastructure Upgrades/Support	\$20,000.00			\$20,000.00	Open
Residence Halls Door/Cabinet Repair/Replacement	\$25,000.00			\$25,000.00	Open
Residence Halls Entrance Repair	\$25,000.00			\$25,000.00	Open
Residence Hall Envelope Repair	\$20,000.00			\$20,000.00	Open
Residence Halls Flooring	\$25,000.00			\$25,000.00	Open
Residence Halls Furnishings	\$50,000.00			\$50,000.00	Open
Residence Halls Mechanical Room/Infrastructure Upgrades	\$25,000.00			\$25,000.00	Open
Residence Halls Room Updates	\$25,000.00			\$25,000.00	Open
Student Center Equipment	\$30,000.00			\$30,000.00	Open
Student Center Food Service Renovations	\$40,000.00			\$40,000.00	Open
Student Center Flooring	\$25,000.00			\$25,000.00	Open
Student Center Furnishings	\$10,000.00			\$10,000.00	Open
Resolution Total	\$750,000.00	\$0.00	\$0.00	\$750,000.00	
Grand Total	\$3,150,000.00	\$2,016,537.87	\$222,216.45	\$1,342,174.11	

Attachment: CSC Contingency Maintenance Progress Report (2788 : Contingency Maintenance Progress Reports)

Descriptions to be used in Status column of Contingency Maintenance Projects Progress Report

Open - to be used when project is still in progress; Deferred - to be used when project will not be completed because funds have been used elsewhere; Complete - to be used when project has been completed.

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT Peru State College Revenue Bond Facilities					
Report Period: As of June 30, 2020			Date Prepared: 07/20/2020		
Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: 03/24/2017					
Projects:					
1. Apartments	\$30,000.00	\$30,000.00	\$0.00	\$0.00	Complete
2. Campuswide; R&R Infrastructure	\$10,000.00	\$17,648.05	\$7,648.05	\$0.00	Complete
3. Centennial Complex, Morgan Hall & Student Center; Install, R&R Fire Sprinklers and Fire Al	\$310,000.00	\$536,946.25	\$232,492.50	\$5,546.25	Open
4. Residence Hall, Apartment & Student Center; R&R Mechanical Systems, HVAC, Heat Syste	\$250,000.00	\$148,163.95	-\$101,836.05	\$0.00	Complete
5. Centennial Complex; Replace of Electrical Panels & Wiring	\$130,000.00	\$0.00	-\$130,000.00	\$0.00	Deferred
6. Student Center; Food Service Equipment	\$35,000.00	\$14,879.87	-\$7,100.00	\$13,020.13	Open
Resolution Total	\$765,000.00	\$747,638.12	\$1,204.50	\$18,566.38	
Resolution Date: 04/20/2018					
Projects:					
1. Apartments	\$104,000.00	\$104,000.00	\$0.00	\$0.00	Complete
2. Campuswide Furnishing	\$200,000.00	\$151,876.27	-\$48,123.73	\$0.00	Complete
3. Campuswide Repair & Maintenance	\$50,000.00	\$2,403.99	\$0.00	\$47,596.01	Open
4. Centennial Complex Switchboard	\$85,000.00	\$85,000.00	\$0.00	\$0.00	Complete
5. Residence Halls, Student Center and Apartments Repair and Infrastructure	\$241,000.00	\$279,946.00	\$64,559.78	\$25,613.78	Open
6. Student Center; Food Service Equipment	\$70,000.00	\$0.00	\$0.00	\$70,000.00	Open
	\$750,000.00	\$623,226.26	\$16,436.05	\$143,209.79	
Resolution Date: 03/21/2019					
Projects:					
1. Electrical Upgrades; Clayburn Matthews	\$172,920.00	\$194,421.10	\$21,501.10	\$0.00	Complete
2. Electrical Upgrades; Davidson Palmer	\$172,920.00	\$172,920.00	\$0.00	\$0.00	Complete
3. Electrical Upgrades; Nicholas Pate	\$151,160.00	\$197,658.90	\$46,498.90	\$0.00	Complete
	\$497,000.00	\$565,000.00	\$68,000.00	\$0.00	
Resolution Date: 01/14/2020					
Projects:					
1. Apartments; Repair & Maintenance	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Open
3. Student Center; Food Service	\$35,000.00	\$0.00	\$0.00	\$35,000.00	Open
4. Residence Hall; Furnishings	\$22,500.00	\$0.00	\$0.00	\$22,500.00	Open
5. Student Center; Furnishings	\$7,500.00	\$0.00	\$0.00	\$7,500.00	Open
6. Residence Hall; Repair & Maintenance	\$79,039.00	\$0.00	\$0.00	\$79,039.00	Open
7. Student Center; Repair & Maintenance	\$60,513.00	\$0.00	\$0.00	\$60,513.00	Open
	\$219,552.00	\$0.00	\$0.00	\$219,552.00	
Grand Total	\$2,231,552.00	\$1,935,864.38	\$85,640.55	\$381,328.17	

Descriptions to be used in Status column of Contingency Maintenance Projects Progress Report
 Open - to be used when project is still in progress
 Deferred - to be used when project will not be completed because funds have been used elsewhere
 Complete - to be used when project has been completed

This report is prepared on an accrual basis.

Attachment: PSC Contingency Maintenance Progress Report (2788 : Contingency Maintenance Progress

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT
Wayne State College
Revenue Bond Facilities

Report Period: As of June 30, 2020

Date Prepared: August 5, 2020

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/24/17) Projects:					
1. Anderson Hall - Common Area Ceiling Replacement	\$50,000.00	\$25,777.03	-\$24,222.97	\$0.00	Complete
2. Anderson Hall - Fire Sprinklers	\$91,000.00	\$91,000.00	\$0.00	\$0.00	Complete
3. Campuswide - Roof Repairs	\$13,000.00	\$7,785.11	\$0.00	\$5,214.89	Open
4. Campuswide - Grounds Improvements/Equipment	\$32,000.00	\$32,000.00	\$0.00	\$0.00	Complete
5. Campuswide - Fiber Improvements	\$100,000.00	\$100,000.00	\$0.00	\$0.00	Complete
6. Food Service - Repairs, Equipment	\$14,000.00	\$14,000.00	\$0.00	\$0.00	Complete
7. Natatorium - Pool Liner	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Complete
8. Neihardt Hall - Voice Over Fire Alarm/Panel Upgrade	\$130,000.00	\$108,450.00	-\$21,550.00	\$0.00	Complete
9. Rec Center - Equipment/Repairs/Furniture/Carpet	\$30,000.00	\$30,000.00	\$0.00	\$0.00	Complete
10. Residence Halls - Equipment/Repairs/Furniture/Carpet	\$250,000.00	\$274,222.97	\$24,222.97	\$0.00	Complete
11. Student Center - Equipment/Repairs/Furniture/Carpet	\$65,000.00	\$65,000.00	\$0.00	\$0.00	Complete
12. Student Center - HVAC upgrade	\$375,000.00	\$375,000.00	\$0.00	\$0.00	Complete
Resolution Total	\$1,200,000.00	\$1,173,235.11	-\$21,550.00	\$5,214.89	
Resolution Date: (04/20/18) Projects:					
1. Anderson Hall - Air Conditioning & Associated Electrical Upgrades	\$175,000.00	\$120,574.72	-\$54,425.28	\$0.00	Complete
2. Anderson Hall - Restroom Upgrades	\$130,000.00	\$130,000.00	\$0.00	\$0.00	Complete
3. Berry Hall - Fire Sprinklers	\$210,000.00	\$290,042.99	\$80,042.99	\$0.00	Complete
4. Bowen Hall - Ext Sealant/Elevator Door Roller Replacement	\$165,000.00	\$165,000.00	\$0.00	\$0.00	Complete
5. Campuswide - Roof Repairs	\$15,000.00	\$0.00	\$0.00	\$15,000.00	Open
6. Campuswide - Grounds/Improvements/Equipment	\$32,000.00	\$32,000.00	\$0.00	\$0.00	Complete
7. Morey Hall - Fire Sprinklers	\$210,000.00	\$210,000.00	\$0.00	\$0.00	Complete
8. Neihardt Hall - Hot Water Heater Replacement	\$95,000.00	\$72,832.00	-\$22,168.00	\$0.00	Complete
9. Rec Center - Equipment/Repairs/Furniture/Flooring	\$30,000.00	\$30,000.00	\$0.00	\$0.00	Complete
10. Residence Halls - Wireless Access Point Replacement	\$120,000.00	\$119,998.59	-\$1.41	\$0.00	Complete
11. Residence Halls - Lobby Upgrades	\$97,500.00	\$90,717.31	\$0.00	\$6,782.69	Open
12. Residence Halls - Equipment/Repairs/Furniture/Flooring	\$42,500.00	\$40,270.52	\$0.00	\$2,229.48	Open
13. Food Service - Repairs, Equipment	\$21,000.00	\$21,000.00	\$0.00	\$0.00	Complete
14. Student Center - Equipment/Repairs/Furniture/Flooring	\$57,000.00	\$57,000.00	\$0.00	\$0.00	Complete
Resolution Total	\$1,400,000.00	\$1,379,436.13	\$3,448.30	\$24,012.17	

Attachment: WSC Contingency Maintenance Progress Report (2788 : Contingency Maintenance Progress

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT
Wayne State College
Revenue Bond Facilities

Report Period: As of June 30, 2020 Date Prepared: August 5, 2020

Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
Resolution Date: (03/21/19)					
Projects:					
1. Anderson Hall - Door & Hardware Replacement	\$91,000.00	\$84,958.35	-\$6,041.65	\$0.00	Complete
2. Anderson Hall - Restroom Upgrades	\$118,000.00	\$73,548.27	\$0.00	\$44,451.73	Open
3. Berry Hall - Hot Water Heater Replacement	\$105,000.00	\$86,084.00	-\$18,916.00	\$0.00	Complete
4. Campuswide - Grounds/Improvements/Equipment	\$32,000.00	\$20,561.30	\$0.00	\$11,438.70	Open
5. Food Service - Repairs, Equipment	\$21,000.00	\$16,419.75	\$0.00	\$4,580.25	Open
6. Morey Hall - Fire Sprinklers	\$160,000.00	\$151,165.00	-\$8,835.00	\$0.00	Complete
7. Morey Hall - Restroom Upgrades	\$35,000.00	\$114,159.35	\$79,159.35	\$0.00	Complete
8. Natatorium - Tuckpointing	\$40,000.00	\$0.00	\$0.00	\$40,000.00	Open
9. Natatorium - Roof Replacement	\$350,000.00	\$283,956.70	\$0.00	\$66,043.30	Open
10. Rec Center - Equipment/Repairs/Furniture/Flooring	\$79,000.00	\$72,895.96	\$0.00	\$6,104.04	Open
11. Residence Halls - Equipment/Repairs/Furniture/Flooring	\$95,000.00	\$0.00	-\$10,800.00	\$84,200.00	Open
12. Student Center - Atrium Window Glazing	\$50,000.00	\$12,282.44	\$0.00	\$37,717.56	Open
13. Student Center - Equipment/Repairs/Furniture/Flooring	\$262,000.00	\$240,874.03	\$0.00	\$21,125.97	Open
14. Student Center - HVAC Upgrade - South Mechanical Room	\$25,000.00	\$34,261.00	\$9,261.00	\$0.00	Complete
15. Student Center - HVAC Upgrade - West Penthouse	\$207,000.00	\$170,474.00	-\$36,526.00	\$0.00	Complete
16. Terrace Hall - Air Conditioning & Assoc Electrical Upgrades	\$430,000.00	\$379,560.23	\$0.00	\$50,439.77	Open
Resolution Total	\$2,100,000.00	\$1,741,200.38	\$7,301.70	\$366,101.32	
Resolution Date: (11/20/19)					
Projects:					
1. Natatorium - Pool Infill	\$210,000.00	\$210,000.00	\$0.00	\$0.00	Open
2. Natatorium - Restroom/Office	\$210,000.00	\$208,401.30	\$0.00	\$1,598.70	Open
Resolution Total	\$420,000.00	\$418,401.30	\$0.00	\$1,598.70	
Resolution Date: (01/14/20)					
Projects:					
1. Anderson Hall - Drain Line Replacement	\$30,000.00	\$0.00	\$0.00	\$30,000.00	Open
2. Berry Hall - Window Feplacement North	\$405,000.00	\$0.00	\$0.00	\$405,000.00	Open
3. Bowen Hall - Elevator Cameras	\$30,000.00	\$0.00	\$0.00	\$30,000.00	Open
4. Campuswide - Grounds/Improvements/Equipment	\$33,000.00	\$0.00	\$0.00	\$33,000.00	Open
5. Campuswide - Technology Replacement	\$225,000.00	\$0.00	-\$15,000.00	\$210,000.00	Open
6. Food Service - Repairs/Equipment	\$18,300.00	\$0.00	\$0.00	\$18,300.00	Open
7. Morey Hall - Restroom Upgrades	\$195,000.00	\$28,730.02	\$68,800.00	\$235,069.98	O

CONTINGENCY MAINTENANCE PROJECTS PROGRESS REPORT					
Wayne State College					
Revenue Bond Facilities					
Report Period: As of June 30, 2020			Date Prepared: August 5, 2020		
Resolution Date and Project Description	Approved Amount	Current Expenditures	Reallocations	Balance	Status
8. Natatorium - Electric Door Access	\$14,000.00	\$0.00	\$0.00	\$14,000.00	Open
9. Natatorium - Tuckpointing	\$120,000.00	\$0.00	\$0.00	\$120,000.00	Open
10. Pile Hall - Waterproofing	\$18,000.00	\$0.00	\$0.00	\$18,000.00	Open
11. Pile Hall - Fire Alarm Panel Upgrade	\$25,000.00	\$0.00	\$0.00	\$25,000.00	Open
12. Rec Center - Equipment/Repairs/Furniture/Flooring	\$25,000.00	\$0.00	\$0.00	\$25,000.00	Open
13. Residence Halls - Equipment/Repairs/Furniture/Flooring	\$43,000.00	\$0.00	-\$43,000.00	\$0.00	Complete
14. Residence Halls - Replace Access Points	\$120,000.00	\$0.00	\$0.00	\$120,000.00	Open
15. Student Center - Asbestos Removal	\$20,000.00	\$0.00	\$0.00	\$20,000.00	Open
16. Student Center - Equipment/Repairs/Furniture/Flooring	\$223,700.00	\$0.00	\$0.00	\$223,700.00	Open
17. Student Center - HVAC Upgrade - East Penthouse	\$80,000.00	\$0.00	\$0.00	\$80,000.00	Open
18. Student Center - HAVC Upgrade - South Mechanical Room	\$300,000.00	\$215,586.00	\$0.00	\$84,414.00	Open
19. Terrace Hall - Air Cond & Assoc Elec Upgrades - South	\$475,000.00	\$0.00	\$0.00	\$475,000.00	Open
Resolution Total	\$2,400,000.00	\$244,316.02	\$10,800.00	\$2,166,483.98	
Grand Total	\$7,520,000.00	\$4,956,588.94	\$0.00	\$2,563,411.06	

Descriptions to be used in Status column of Contingency Maintenance Projects Progress Report
 Open - to be used when project is still in progress
 Deferred - to be used when project will not be completed because funds have been used elsewhere
 Complete - to be used when project has been completed

This report is prepared on an accrual basis.

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

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

Pursuant to Board Policies 7015, 7016, and 8065, the following contracts and change orders are provided to the Board for information.

Chadron State Contracts

- Math Science Addition & Renovation (MSAR) (asbestos abatement) - not to exceed \$218,704
- MSAR (asbestos abatement project design; asbestos air-monitoring services) -- \$60,000
- MSAR (moving services) -- \$85,064.59
- Brooks Hall (roof replacement) -- \$27,843
- Burkhiser (partial roof replacement) -- \$27,511
- Deans Green (asphalt removal concrete paving) -- \$85,000

Chadron State Change Orders

- MSAR (#1-add demolish remaining fixtures and misc. materials on each floor) -- \$64,200
- MSAR (#3-add furniture selection) -- \$78,640
- MSAR (#1-temporary lab phase) -- \$335,497
- Deans Green (#1-add curb and gutter work) -- \$1,000
- CSC Stadium (#7-replacement of 45 lf of trench grating) -- \$2,897
- CSC Stadium (#8-scope reduction of athletic surface encapsulation to broadcasting) - (\$17,235)

Peru State Contracts

- Arts & Sciences Department (consultant) - not to exceed \$18,902.70
- Al Wheeler Activity Center (men's bowling consultant) - not to exceed \$1,500
- Al Wheeler Activity Center (men's bowling consultant) - not to exceed \$9,000
- Health Center (staffing of Health Center-per COVID-19 guidelines) -- \$162,000
- Campuswide (snack vending machines-per COVID-19 guidelines) -- \$12.8% commission on gross sales less taxes for snack vending sales to College; 17.8% commission on gross sales less taxes for beverage vending sales to College
- Campuswide (beverage services-per COVID-19 guidelines) -- \$6,000 each year plus \$1.00 per gallon rebate to College
- Campuswide (scholarship and financial aid optimization and recruitment advising-per COVID-19 guidelines) - not to exceed \$123,500

Per State Change Orders

- Baseball Field (#1-furnish and install wood sheathing to have surface to nail to on dugouts at ball fields; baseball dugout) -- \$2,605

- Baseball/Softball Fields (#2-furnish and install wood sheathing to have surface to nail to on dugouts at ball fields; skybox sheathing) -- \$543
- Softball Field (#3-furnish and install wood sheathing to have surface to nail on dugouts at ball fields; softball dugout) -- \$1,619.15
- Campuswide (#2-extend custodial services until 7/31/20) - not to exceed \$90,000

Wayne State Contracts

- West of Peterson Fine Arts Building (additional services-construction engineering and landscape design for new parking lot) -- \$43,640
- Campuswide (sidewalk repair across campus) -- \$16,893
- Morey Hall (restroom remodel - Phase I) -- \$354,800
- Campuswide (add electronic door access equipment in multiple entry door locations across campus) -- \$81,564.30
- Brandenburg Education Building (foundation repairs) -- \$82,237
- Campuswide (engineering design services for preparation of contract documents for bidding purposes for steam system repairs and upgrades) -- \$25,000
- Campuswide (IT service management services) -- \$42,600
- Campuswide (garbage/recycling services) -- \$89,388

Wayne State Change Orders

- Student Center (#1-change out existing lights to LED light panels in the ESport venue and student mail rooms) -- \$900
- Anderson Hall (#1-include installation of 9 main isolation valves and 12 shower isolation valves in restroom tub rooms) -- \$3,305
- Morey Hall (#1-several construction-type items were deleted from the restroom remodel project base bid) - (\$10,145)
- Morey Hall (#1-include additional abatement of two pipe chases on the 2nd floor) - not to exceed \$4,550
- Morey Hall (#2-abatement work is altered to include stack pipes in 2nd floor chases for tie-in, attic valves and west shower chases from 3rd floor to above glass block on 2nd floor) -- \$0.00
- Residence Life (#1-development of financial analysis/modeling for student housing) - \$12,100
- Campuswide (#1-award management User Import Services - 31 month agreement) - \$8,525
- West of Peterson Fine Arts Building (#1-modify proposed sanitary sewer force main; remove and replace unsuitable fill material; remove and replace existing sidewalks as required to re-route 12" storm sewer to an existing manhole; excavate and remove an existing abandoned steam line for new parking lot) -- \$36,707
- Morey Hall (#3-additional abatement needed in the pipe chase from Room 315 to attic due to broken valve in Morey attic) - not to exceed \$1,355
- Student Center (#1-remove 1" steam pipe and relocate IT cables that are attached to pipe; remove existing storm piping in South Mechanical Room and associated hangers for AHU replacement - Phase 2 project) -- \$864
- Student Center (#2-install hinged curb cap kit for relief/exhaust fan for AHU replacement - Phase 2 project) -- \$1,235
- Brandenburg Education Building (#1-remove existing abandoned tunnel at the

- northeast corner of building as required to complete foundation repairs) -- \$839
- Benthack Hall (#1-guaranteed maximum price amendment) - not to exceed \$7,657,260

Nebraska State College System Contracts

- System Office and Colleges (Enterprise Risk Management Workshop) -- \$10,000
- System Office (EDUCAUSE domain) -- \$77

Nebraska State College System Change Orders

- System Office (#1-earlier IT systems start date - June 9, 2020) -- \$1,120
- System Office (#1-design and additional landing page template and dynamic content components for NSCS Office website and create a header item for all pages and update all templates) -- \$3,395

ATTACHMENTS:

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

CONTRACTS AND CHANGE ORDERS FOR INFORMATION

CONTRACTS – 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: Contracted Work: Contract Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) Asbestos Abatement of Math Science Addition and Renovation (MSAR) Not to exceed \$218,704.00 Facility Corp Bond Horsley Specialties, Inc
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) Asbestos abatement project design; Asbestos air-monitoring services \$60,000.00 Facility Corp Bond Dakota Industrial Hygiene, Inc
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) Moving Services \$85,064.59 Facility Corp Bond Pace Analytical Services, LLC
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Brooks Hall Roof Replacement \$27,843.00 Facility Corp Bond Twin City Roofing & Sheet Metal, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Burkhiser Partial Roof Replacement \$27,511.00 309 Task Force Weathercraft
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Deans Green Asphalt removal concrete paving \$85,000.00 Cash R & J Industries

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less 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 the Chancellor and reported at the next Board meeting.

Chadron State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) Addendum #1: Add demolish remaining fixtures and misc. materials on each floor. \$64,200.00 Facility Corp Bond Horsley Specialties, Inc.
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) Change Order #3: Add furniture selection \$78,640.00 Facility Corp Bond BVH Architecture
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Math Science Addition & Renovation (MSAR) GMP Amendment A-1 Temporary Lab Phase \$335,497.00 Facility Corp Bond A&P Construction
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Deans Green Amendment #1: Add curb and gutter work \$1,000.00 Cash R & J Industries
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	CSC Stadium Project Change Order #7: Replacement of 45 linear feet of trench grating \$2,897.00 Cash A&P Construction
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	CSC Stadium Project Change Order #8: Scope reduction of athletic surface encapsulation to broadcasting (\$17,235.00) Cash A&P Construction

Attachment: CSC Contracts and Change Orders for Information (2789 : 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:	Arts and Sciences Department Consultant NTE 18,902.70 Cash Funds BreakThroughs, Inc.
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Al Wheeler Activity Center Men’s Bowling Consultant NTE 1,500.00 Cash Funds Bob Benoit
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Al Wheeler Activity Center Men’s Bowling Consultant NTE 9,000.00 Cash Funds Bob Benoit
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Health Center Staffing of Health Center-per COVID-19 guidelines 162,000.00 Cash Funds Auburn Family Health Center
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Wide Snack Vending Machines-per COVID-19 guidelines 12.8% commission on gross sales less taxes for snack vending sales; 17.8% commission on gross sales less taxes for beverage vending sales N/A Mahaska Snack
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Wide Beverage Services-per COVID-19 guidelines \$6,000.00 each year plus \$1.00 per gallon rebate N/A Mahaska Bottling Company of Humboldt (Pepsi-Cola)
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campus Wide Scholarship and Financial Aid Optimization and Recruitment Advising-per COVID-19 guidelines Not to exceed \$123,500 Cash Whiteboard Communications, LLC

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less 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 the Chancellor and reported at the next Board meeting.

Peru State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Baseball Field 1 – Furnish and install wood sheathing to have surface to nail to on dugouts at ball fields; baseball dugout 2,605.00 Cash Funds McKinnis Roofing and Sheet Metal, Inc.
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Baseball/Softball Fields 2 - Furnish and install wood sheathing to have surface to nail to on dugouts at ball fields; skybox sheathing 543.00 Cash Funds McKinnis Roofing and Sheet Metal, Inc.
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Softball Field 3 - Furnish and install wood sheathing to have surface to nail to on dugouts at ball fields; softball dugout 1,619.15 Cash Funds McKinnis Roofing and Sheet Metal, Inc.
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Campus Wide 2-Extend custodial services until 7/31/20 NTE 90,000.00 Cash Funds QPS Employment Group, Inc.

Attachment: PSC Contracts and Change Orders for Information (2789 : 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:	West of Peterson Fine Arts Building Additional Services – Construction Engineering & Landscape Design for new parking lot \$43,640.00 Capital Improvement Fees JEO Consulting Group Inc., Wahoo, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Sidewalk repair across campus \$16,893.00 Contingency Maintenance Korth Construction Company, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Morey Hall Restroom Remodel - Phase 1 \$354,800.00 Contingency Maintenance / Revenue Bond L & L Builders Company, Sioux City, IA
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Add electronic door access equipment in multiple entry door locations across campus \$81,564.30 Cash Midwest Alarm Company, Inc., Sioux Falls, SD
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Brandenburg Education Building Foundation Repairs \$82,237.00 LB309 OCC Builders, LLC, Wayne, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Engineering design services for preparation of contract documents for bidding purposes for steam system repairs and upgrades \$25,000.00 LB309 / Revenue Bond Morrissey Engineering, Inc., Omaha, NE
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide IT Service Management Services \$42,600.00 Cash / Revenue Bond Pleasant Tents, LLC dba Legendary Consulting Group, Chocorua, NH
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Campuswide Garbage/Recycling Services \$89,388.00 Cash / Revenue Bond Gill Hauling, Inc., Jackson, NE

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less 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 the Chancellor and reported at the next Board meeting.

Wayne State College	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Student Center #1 – Change out existing lights to LED light panels in the ESport venue & student mail rooms \$900.00 Contingency Maintenance Korth Construction Company, Wayne, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Anderson Hall #1 – Include installation of 9 main isolation valves and 12 shower isolation valves in restroom tub rooms \$3,305.00 Contingency Maintenance Korth Construction Company, Wayne, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Morey Hall #1 – Several construction-type items were deleted from the restroom remodel project base bid (\$10,145.00) Contingency Maintenance / Revenue Bond L & L Builders Company, Sioux City, IA
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Morey Hall #1 – Include additional abatement of two pipe chases on the 2 nd floor Not to exceed \$4,550.00 Contingency Maintenance Environmental Services, Inc., Norfolk, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Morey Hall #2 – Abatement work is altered to include stack pipes in 2 nd floor chases for tie-in, attic valves & west shower chases from 3 rd floor to above glass block on 2 nd floor \$0.00 Contingency Maintenance Environmental Services, Inc., Norfolk, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Residence Life #1 - Development of financial analysis/modeling for student housing \$12,100.00 Revenue Bond Wachalski Advisory, Inc.
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Campuswide #1 - Award management User Import Services – 31 month agreement \$8,525.00 Cash Blackbaud, Charleston, SC
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	West of Peterson Fine Arts Building #1 – Modify proposed sanitary sewer force main; remove & replace unsuitable fill material; remove & replace existing sidewalks as required to re-route 12" storm sewer to an existing manhole; excavate & remove an existing abandoned steam line for new parking lot \$36,707.00 Capital Improvement Fees OCC Builders, LLC, Wayne, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Morey Hall #3 – Additional abatement needed in the pipe chase from Room 315 to attic due to broken valve in Morey attic Not to exceed \$1,355.00 Contingency Maintenance Environmental Services, Inc., Norfolk, NE

Location on Campus: No. & Description:	Student Center #1 – Remove 1” steam pipe and relocate IT cables that are attached to pipe; remove existing storm piping in South Mechanical Room and associated hangers for AHU replacement – Phase 2 project
Change Order Amount: Fund Source: Contractor:	\$864.00 Contingency Maintenance Tessier’s Inc., Mitchell, SD
Location on Campus: No. & Description:	Student Center #2 – Install hinged curb cap kit for relief/exhaust fan for AHU replacement – Phase 2 project
Change Order Amount: Fund Source: Contractor:	\$1,235.00 Contingency Maintenance Tessier’s Inc., Mitchell, SD
Location on Campus: No. & Description:	Brandenburg Education Building #1 – Remove existing abandoned tunnel at the Northeast corner of building as required to complete foundation repairs
Change Order Amount: Fund Source: Contractor:	\$839.00 LB309 OCC Builders, LLC, Wayne, NE
Location on Campus: No. & Description:	Benthack Hall #1 - Guaranteed Maximum Price Amendment
Change Order Amount: Fund Source: Contractor:	Not to exceed \$7,657,260.00 Cash / LB309 / Wayne State Foundation Hausmann Construction, Inc., Lincoln, NE

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: Contracted Work: Contract Amount: Fund Source: Contractor:	Nebraska State College System Office and Colleges Enterprise Risk Management Workshop \$10,000 Cash United Educators Management Co., Bethesda, MD
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	Nebraska State College System Office EDUCAUSE Domain \$77 Cash EDUCAUSE, Denver, CO
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	
Location on Campus: Contracted Work: Contract Amount: Fund Source: Contractor:	

CHANGE ORDERS – (including architect/engineer fees, construction contracts, equipment purchases and all other miscellaneous expenditures) which are less 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 the Chancellor and reported at the next Board meeting.

Nebraska State College System	
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Nebraska State College System Office #1—Earlier IT Systems start date – June 9, 2020 \$1,120 Cash DataVizion, Lincoln, NE
Location on Campus: No. & Description: Change Order Amount: Fund Source: Contractor:	Nebraska State College System Office #1—Design additional landing page for website and update all templates \$3,395 Cash Proteus

Attachment: NSCS Contracts and Change Orders for Information (2789 : Contracts and Change Orders for Information)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: Year End Operating Expenditure Reports

Year End Operating Expenditure Reports for FY2019-20 from each of the Colleges and the System Office are provided to the Board for information.

Board Policy 6011 requires the submission of expenditure reports every six months of the fiscal year. Each of the Colleges and System Office have prepared reports for the Board's review.

The format followed by the Colleges provides expenditure information on each of the eight programs included in higher education institutional budgets. Those programs can be found in the heading of each column. Other data provided includes the number of FTE employees during the fiscal year in each program, as well as dollars expended for personal services, operations, travel and capital outlay (equipment). There is one section that identifies the amount of federal funds spent for each program through the institution's grants, as well as the number of FTE employees supported by federal funds.

The display also provides information on percentage of general/cash fund expenditures compared to the budgeted amounts. The spending level is less than 100% to accommodate encumbrances and payables as of June 30, 2020; and any planned carry forward into the current fiscal year.

ATTACHMENTS:

- CSC Year End Expenditures Report (PDF)
- PSC Year End Expenditure Report (PDF)
- WSC Year End Expenditures Report (PDF)
- System Office Year End Expenditures Report (PDF)

**Chadron State College
Expenditure Report -- Fiscal Year 2020
For the Fiscal Year Ending June 30, 2020**

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVCS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
PERSONAL SERVICES									
<u>Permanent Staff</u>									
Faculty FTE	94.00								94.00
Professional Staff FTE	3.54		2.00	31.00	34.20	39.13	0.75		110.62
Support Staff FTE			0.50	9.00	4.75	13.75	36.25		64.25
Salaries	7,145,828	-	61,847	2,124,631	2,106,061	2,706,235	1,194,574	-	15,242,625
Benefits	2,089,180	-	36,497	765,877	674,273	1,030,254	523,419	-	5,216,049
TOTAL PERM SALARIES & BENEFITS	9,235,008	-	98,344	2,890,508	2,780,334	3,736,489	1,717,993	-	20,458,674
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Part-time Faculty FTE*	21.75								21.75
Graduate Assistant FTE	9.00								9.00
Federal Work-Study FTE	12.00	-	-	4.00	3.00	2.50	-	-	21.50
All Other Straight-time FTE	1.00	0.20	4.60	3.43	3.40	3.00	3.00	-	18.63
Salaries	723,033	1,000	62,401	52,130	505,680	158,047	84,254	-	1,586,545
Benefits	55,312	-	4,774	3,988	38,685	12,091	6,445	-	121,295
TOTAL TEMP SALARIES & BENEFITS	778,345	1,000	67,175	56,118	544,365	170,138	90,699	-	1,707,840
TOTAL PERSONAL SERVICES	10,013,353	1,000	165,517	2,946,626	3,324,699	3,906,627	1,808,692	-	22,166,514
Total Operating Expenses	407,703	2,338	49,564	1,127,266	1,046,074	1,487,526	1,763,983	-	5,884,454
Total Travel	78,953	(271)	1,344	15,232	535,730	51,922	820	-	683,730
Total Capital Outlay	114,575	-	-	388,173	13,223	16,000	6,070	-	538,041
Tuition Remissions and Exemptions	38,925	-	-	-	(111,242)	(1,205)	-	339,901	266,379
TOTAL GENERAL/CASH EXPENDITURES	10,653,509	3,067	216,425	4,477,297	4,808,484	5,460,870	3,579,565	339,901	29,539,118
TOTAL GENERAL/CASH BUDGET	12,317,537	33,700	459,746	4,639,046	5,909,430	6,444,446	4,156,736	401,000	34,361,641
% OF GENERAL/CASH BUDGET EXPENDED	86.49%	9.10%	47.07%	96.51%	81.37%	84.74%	86.11%	84.76%	85.97%
Federal FTE	-	-	0.50	-	6.675	-	-	-	7.175
TOTAL FEDERAL FUNDS	-	67,182	33,868	-	1,104,277	-	-	12,150,268	13,355,595
TOTAL EXPENDITURES	10,653,509	70,249	250,293	4,477,297	5,912,761	5,460,870	3,579,565	12,490,169	42,894,713
<u>Fund Sources</u>									
General Funds	8,473,621	-	-	2,663,053	2,633,037	2,910,901	1,505,000	-	18,185,612
Cash Funds	2,179,888	3,067	216,425	1,814,244	2,175,447	2,549,969	2,074,565	339,901	11,353,506
Federal Funds	-	67,182	33,868	-	1,104,277	-	-	12,150,268	13,355,595
TOTAL FUNDS	10,653,509	70,249	250,293	4,477,297	5,912,761	5,460,870	3,579,565	12,490,169	42,894,713

General Funds: Includes new appropriation of 18,185,612

Cash Funds: Includes new appropriation of 13,534,167, cash adjustment (300,000), tuition and fees adjustment (756,863), adjustment for NOG funding 401,000, and carryforward encumbrances of 3,297,726

Federal Funds: Does not include program 809 expenditures of 465,829

Attachment: CSC Year End Expenditures Report (2791 : Year End Operating Expenditure Reports)

PERU STATE COLLEGE
Expenditure Report - Fiscal Year 2020
For the Fiscal Year Ending June 30, 2020

<u>Expenditure Type</u>	<u>PCS 1.0 Instruction</u>	<u>PCS 2.0 Research</u>	<u>PCS 3.0 Public Svc</u>	<u>PCS 4.0 Acad Supp</u>	<u>PCS 5.0 Student Svc</u>	<u>PCS 6.0 Gen Admin</u>	<u>PCS 7.0 Plant O&M</u>	<u>PCS 8.0 Student Aid</u>	<u>Total</u>
<u>Personal Services</u>									
<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	10.59	0.00	0.00	15.33	18.46	24.10	2.00	0.00	70.48
Support Staff FTE	3.00	0.00	0.00	2.00	2.00	6.00	19.75	0.00	32.75
Salaries	4,227,843	0	0	1,149,350	1,196,852	1,929,811	641,126	0	9,144,982
Benefits	1,359,126	0	0	387,622	408,567	759,613	248,736	0	3,163,664
Total Permanent Salaries & Benefits	5,586,969	0	0	1,536,972	1,605,419	2,689,424	889,862	0	12,308,646
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Part-time Faculty FTE	22.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.25
Graduate Assistant FTE	0.00	0.00	0.00	0.00	0.87	0.00	0.00	0.00	0.87
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	0.25	0.25	0.00	0.00	0.00	0.50
Other Straight-time FTE	0.00	0.00	0.00	0.00	1.45	0.65	0.00	0.00	2.10
Salaries	592,486	0	2,277	100,396	172,232	42,339	9,307	0	919,037
Benefits	45,325	0	122	7,680	13,176	3,239	712	0	70,254
Total Temporary Salaries & Benefits	637,811	0	2,399	108,076	185,408	45,578	10,019	0	989,291
Total Personal Services	6,224,780	0	2,399	1,645,048	1,790,827	2,735,002	899,881	0	13,297,937
Total Operating Expenses	285,954	0	0	1,083,346	617,678	1,069,757	955,996	0	4,012,731
Total Travel	37,647	0	0	27,329	193,933	57,455	193	0	316,557
Total Capital Outlay	50,674	0	0	0	0	(6,549)	15,350	0	59,475
Tuition Remissions and Exemptions	5,000	0	0	1,000	253,752	(8)	0	408,051	667,795
Total General/Cash Expenditures	6,604,055	0	2,399	2,756,723	2,856,190	3,855,657	1,871,420	408,051	18,354,495
Total General/Cash Budget	7,720,858	0	20,694	3,273,877	3,041,714	4,753,934	2,130,152	469,543	21,410,772
% of General/Cash Budget Expended	85.54%	0.00%	11.59%	84.20%	93.90%	81.10%	87.85%	86.90%	85.73%
Federal FTE	0.00	0.00	0.00	0.00	3.52	0.00	0.00	0.00	3.52
Total Federal Funds	0	6,390	0	0	703,567	0	0	10,966,402	11,676,359
Total Expenditures	6,604,055	6,390	2,399	2,756,723	3,559,757	3,855,657	1,871,420	11,374,453	30,030,854
<u>Fund Sources</u>									
General Funds (1)	5,321,074	0	0	1,022,386	1,398,824	1,781,756	665,570	0	10,189,610
Cash Funds (2)	1,282,981	0	2,399	1,734,337	1,457,366	2,073,901	1,205,850	408,051	8,164,885
Federal Funds (3)	0	6,390	0	0	703,567	0	0	10,966,402	11,676,359
Total Funds	6,604,055	6,390	2,399	2,756,723	3,559,757	3,855,657	1,871,420	11,374,453	30,030,854

(1) General Funds Appropriation \$10,189,610

(2) Cash Funds \$7,928,827 BAA Funds \$275,000 NOG \$454,583 Total of \$8,658,410 Carry Forward \$2,562,752 Total \$11,221,162

(3) Federal Funds Appropriation \$12,820,000 Carry Forward \$55,763

Attachment: PSC Year End Expenditure Report (2791 : Year End Operating Expenditure Reports)

Wayne State College
Expenditure Report -- Fiscal Year 19-20
For the Fiscal Year Ending June 30, 2020

EXPENDITURE TYPE	PCS 1.0 INSTRUCTION	PCS 2.0 RESEARCH	PCS 3.0 PUBLIC SERVICE	PCS 4.0 ACAD SUPPORT	PCS 5.0 STUDENT SRVS	PCS 6.0 ADMIN	PCS 7.0 PHYSICAL PLANT	PCS 8.0 STUDENT AID	TOTAL
PERSONAL SERVICES									
<u>Permanent Staff</u>									
Faculty FTE	120.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.12
Professional Staff FTE	9.12	0.00	0.00	25.56	42.32	39.28	3.00	0.00	119.28
Support Staff FTE	10.96	0.00	0.00	5.98	8.41	17.72	32.04	0.00	75.11
Salaries	10,601,387	0	45,648	1,971,757	2,918,109	3,307,444	1,422,162	0	20,266,507
Benefits	3,229,564	0	6,692	589,527	994,516	1,409,229	619,648	0	6,849,176
TOTAL PERMANENT SALARIES & BENEFITS	13,830,951	0	52,340	2,561,284	3,912,625	4,716,673	2,041,810	0	27,115,683
<u>Students, Part-time Faculty, Graduate Assistants</u>									
Part-time Faculty FTE*	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Faculty FTE	38.90	0.00	0.02	0.08	0.06	0.00	0.00	0.00	39.06
Graduate Assistant FTE	5.73	0.00	0.00	0.00	3.27	0.00	0.00	0.00	9.00
Federal Work-Study FTE	0.26	0.00	0.00	0.58	0.03	0.06	0.00	0.00	0.93
All Other Straight-time FTE	1.80	0.00	0.52	7.39	11.30	6.41	2.85	0.00	30.27
Salaries	1,145,348	0	19,303	158,856	356,644	154,595	51,573	0	1,886,319
Benefits	79,352	0	862	2,206	10,616	5,112	2,091	0	100,239
TOTAL TEMPORARY SALARIES & BENEFITS	1,224,700	0	20,165	161,062	367,260	159,707	53,664	0	1,986,558
TOTAL PERSONAL SERVICES	15,055,651	0	72,505	2,722,346	4,279,885	4,876,380	2,095,474	0	29,102,241
TOTAL OPERATING EXPENDITURES	685,600	0	71,531	1,338,727	662,049	2,688,394	2,166,748	0	7,613,049
TOTAL TRAVEL	97,934	0	633	51,398	602,652	116,935	8,860	0	878,412
TOTAL CAPITAL OUTLAY	82,043	0	0	86,168	0	0	200,891	0	369,102
REMISSIONS AND EXEMPTIONS	-1,260,386	0	0	0	188	0	0	914,425	-345,773
TOTAL GENERAL/CASH EXPENDITURES	14,660,842	0	144,669	4,198,639	5,544,774	7,681,709	4,471,973	914,425	37,617,031
TOTAL GENERAL/CASH BUDGET**	18,903,338	0	459,398	4,577,643	6,114,404	8,582,384	5,386,618	924,777	44,948,562
% OF GENERAL/CASH BUDGET EXPENDED	77.56%	#DIV/0!	31.49%	91.72%	90.68%	89.51%	83.02%	98.88%	83.69%
Federal FTE	1.14	0.00	0.00	0.00	4.59	0.00	0.00	3.39	9.12
TOTAL FEDERAL FUNDS	108,271	1,906	0	0	362,182	0	0	20,803,994	21,276,353
TOTAL EXPENDITURES	14,769,113	1,906	144,669	4,198,639	5,906,956	7,681,709	4,471,973	21,718,419	58,893,384
<u>Fund Sources</u>									
General Funds	10,159,396	0	0	2,503,660	3,722,050	4,493,010	1,892,220	0	22,770,336
Cash Funds	4,501,446	0	144,669	1,694,979	1,822,724	3,188,699	2,579,753	914,425	14,846,695
Federal Funds	108,271	1,906	0	0	362,182	0	0	20,803,994	21,276,353
TOTAL FUNDS	14,769,113	1,906	144,669	4,198,639	5,906,956	7,681,709	4,471,973	21,718,419	58,893,384

*Includes 0 term appointments; 0 phased retirement(s)
 **General Funds: Includes new appropriation of \$22,770,336.
 **Cash Funds: Includes new appropriation of \$16,215,787, adjustment for tuition/fee increases of \$502,005, base adjustment of \$415,386, one-time adjustment of \$100,000, carryforward balance of \$4,045,048 and \$900,000 for NOG/AET/ACE.

Attachment: WSC Year End Expenditures Report (2791 : Year End Operating Expenditure Reports)

SYSTEM OFFICE - EXPENDITURE REPORT
June 30, 2020

FUND 1000 - GENERAL FUNDS

		APPROPRIATION (+ CARRYOVER)	YEAR-TO-DATE EXPENDITURES	ENCUMB- RANCES	REMAINING BALANCE	% OF BUDGET EXPENDED
100	PERSONAL SERVICES	1,876,418	1,885,589	0	-9,171	100.49%
200	OPERATING EXPENSES	471,970	462,042	0	9,928	97.90%
700	TRAVEL EXPENSES	55,000	52,919	0	2,081	96.22%
800	CAPITAL OUTLAY	0	0	0	0	0.00%
TOTALS		2,403,388	2,400,550	0	2,838	99.88%

FUND 6501 - STATE COLLEGE ENDOWMENT FUNDS

Beginning Cash Balance		759,980
Income:		
	Sales and Charges	16,013
	Interest	16,557
	Grants	0
	Transfer In	6,553
	Transfer Out	0
Total Income		39,123
Expenditures:		
	Personal Services	0
	Travel	0
	Other Operating (refund)	(535)
Total Expenditures		(535)
Ending Cash Balance		799,637

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: Year End Financial Reports

Year End Financial Reports from each of the Colleges are provided to the Board for information as per Board Policy 6011.

ATTACHMENTS:

- CSC Year End Financial Report (PDF)
- PSC Year End Financial Report (PDF)
- WSC Year End Financial Report (PDF)

Chadron State College
Financial Report - Fiscal Year 2020
For the Twelve Months Ending June 30, 2020

	DAS ACCOUNTS					LOCAL ACCOUNTS	
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	1st National Chadron	TOTALS
STATEMENT OF POSITION							
ASSETS:							
Cash and Investments Held - DAS	\$ 5,559,946	\$ 48,175	\$ 315,268	\$ 1,319,682	\$ 1,977,964	\$ -	\$ 9,221,035
Cash Held - Local Bank	-	-	-	-	-	39,755	39,755
Investments - Local Bank	-	-	-	-	-	-	-
Undisbursed Appropriations	-	-	-	-	-	-	-
Undisbursed Federal Funds	-	1,578,559	-	-	-	-	1,578,559
TOTAL ASSETS	\$ 5,559,946	\$ 1,626,734	\$ 315,268	\$ 1,319,682	\$ 1,977,964	\$ 39,755	\$ 10,839,349
LIABILITIES & FUND BALANCES:							
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-	-
Unencumbered Fund Balance	5,559,946	1,626,734	315,268	1,319,682	1,977,964	39,755	10,839,349
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,559,946	\$ 1,626,734	\$ 315,268	\$ 1,319,682	\$ 1,977,964	\$ 39,755	\$ 10,839,349
STATEMENT OF REVENUE AND EXPENDITURES							
REVENUE:							
Tuition & Fees	\$ 10,897,545	\$ -	\$ -	\$ -	\$ 2,137,590	\$ -	\$ 13,035,135
Deferred Revenue	-	-	-	-	-	-	-
State Appropriation	18,185,612	-	-	-	-	-	18,185,612
Grants & Contracts	-	13,888,757	-	-	-	-	13,888,757
Trustee Transfers	-	-	1,733,130	-	-	-	1,733,130
Other Transfers	-	-	-	800,255	-	-	800,255
Local Accounts	-	-	-	-	-	2,021,767	2,021,767
TOTAL REVENUE	\$ 29,083,157	\$ 13,888,757	\$ 1,733,130	\$ 800,255	\$ 2,137,590	\$ 2,021,767	\$ 49,664,656
EXPENDITURES:							
State Treasurer Accounts	\$ 29,539,119	\$ 13,821,424	\$ 1,968,963	\$ 301,968	\$ 901,569	\$ -	\$ 46,533,043
Local Banks	-	-	-	-	-	2,020,239	2,020,239
TOTAL EXPENDITURES	\$ 29,539,119	\$ 13,821,424	\$ 1,968,963	\$ 301,968	\$ 901,569	\$ 2,020,239	\$ 48,553,282
Inactive Grants (Note1)	-	5,346,265	-	-	-	-	5,346,265
NET INCREASE (DECREASE) IN FUND BALANCES:	\$ (455,962)	\$ (5,278,932)	\$ (235,833)	\$ 498,287	\$ 1,236,021	\$ 1,528	\$ (4,234,891)
FUND BALANCE June 30, 2019	\$ 6,015,908	\$ 6,905,666	\$ 551,101	\$ 821,395	\$ 741,943	\$ 38,227	\$ 15,074,240
FUND BALANCE June 30, 2020	\$ 5,559,946	\$ 1,626,734	\$ 315,268	\$ 1,319,682	\$ 1,977,964	\$ 39,755	\$ 10,839,349

Note1: Grants still showed as having undisbursed funds that were no long active that should not be included in the fund balance.

Attachment: CSC Year End Financial Report (2792) : Year End Financial Reports

Peru State College
Financial Report - Fiscal Year 2020
For the Twelve Months Ending June 30, 2020

	DAS ACCOUNTS					LOCAL ACCOUNTS	
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	BANK OF PERU	TOTALS
STATEMENT OF POSITION							
ASSETS:							
Cash and Investments Held - DAS	\$ 5,427,808	\$ 61,279	\$ 1,815,483	\$ 16,640	\$ 333,761	\$ -	\$ 7,654,971
Cash Held - Local Bank	-	-	-	-	-	35,000	35,000
Investments - Local Bank	-	-	-	-	-	-	-
Undisbursed Appropriations	-	-	-	-	-	-	-
Undisbursed Federal Funds	-	1,309,625	-	-	-	-	1,309,625
TOTAL ASSETS	\$ 5,427,808	\$ 1,370,904	\$ 1,815,483	\$ 16,640	\$ 333,761	\$ 35,000	\$ 8,999,596
LIABILITIES & FUND BALANCES:							
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Revenue	-	-	-	-	-	-	-
Unencumbered Fund Balance	5,427,808	1,370,904	1,815,483	16,640	333,761	35,000	8,999,596
TOTAL LIABILITIES AND FUND BALANCES	\$ 5,427,808	\$ 1,370,904	\$ 1,815,483	\$ 16,640	\$ 333,761	\$ 35,000	\$ 8,999,596
STATEMENT OF REVENUE AND EXPENDITURES							
REVENUE:							
Tuition & Fees	\$ 7,839,728	\$ -	\$ -	\$ -	\$ 2,856,253	\$ -	\$ 10,695,981
Deferred Revenue	-	-	-	-	-	-	-
State Appropriation	10,189,610	-	-	-	-	-	10,189,610
Grants & Contracts	-	12,369,753	-	-	-	-	12,369,753
Trustee Transfers	-	-	1,783,576	-	-	-	1,783,576
Other Transfers	-	-	-	368	-	-	368
Local Accounts	-	-	-	-	-	78,077	78,077
TOTAL REVENUE	\$ 18,029,338	\$ 12,369,753	\$ 1,783,576	\$ 368	\$ 2,856,253	\$ 78,077	\$ 35,117,365
EXPENDITURES:							
State Treasurer Accounts	\$ 18,354,496	\$ 12,056,195	\$ 1,097,233	\$ -	\$ 2,918,108	\$ -	\$ 34,426,032
Local Banks	-	-	-	-	-	78,077	78,077
TOTAL EXPENDITURES	\$ 18,354,496	\$ 12,056,195	\$ 1,097,233	\$ -	\$ 2,918,108	\$ 78,077	\$ 34,504,109
Inactive Grants (Note1)	\$ -	\$ 785,148	\$ -	\$ -	\$ -	\$ -	\$ 785,148
NET INCREASE (DECREASE) IN FUND BALANCES:	\$ (325,158)	\$ (471,590)	\$ 686,343	\$ 368	\$ (61,855)	\$ -	\$ (171,892)
FUND BALANCE June 30, 2019	\$ 5,752,966	\$ 1,842,494	\$ 1,129,140	\$ 16,272	\$ 395,616	\$ 35,000	\$ 9,171,488
FUND BALANCE June 30, 2020	\$ 5,427,808	\$ 1,370,904	\$ 1,815,483	\$ 16,640	\$ 333,761	\$ 35,000	\$ 8,999,596

Note1: Grants still showed as having undisbursed funds that were no long active that should not be included in the fund balance.

Attachment: PSC Year End Financial Report (2792) : Year End Financial Reports

Wayne State College
Financial Report - Fiscal Year 2020
For the Twelve Months Ending June 30, 2020

	DAS ACCOUNTS					LOCAL ACCOUNTS		TOTALS
	GENERAL OPERATIONS	GRANTS AND CONTRACTS	AUXILIARY ENTERPRISES	OTHER CONSTRUCTION FUNDS	TRUST FUNDS	ELKHORN VALLEY BANK & TRUST		
STATEMENT OF POSITION								
ASSETS:								
Cash and Investments Held - DAS	\$ 16,309,666	\$ 2,624	\$ 837,902	\$ 5,653,410	\$ 552,924	\$ -	\$ 23,356,526	
Cash Held - Local Bank	-	-	-	-	-	38	38	
Investments - Local Bank	-	-	-	-	-	47,004	47,004	
Undisbursed Appropriations	-	-	-	-	-	-	-	
Undisbursed Federal Funds	-	3,877,044	-	-	-	-	3,877,044	
TOTAL ASSETS	\$ 16,309,666	\$ 3,879,668	\$ 837,902	\$ 5,653,410	\$ 552,924	\$ 47,042	\$ 27,280,612	
LIABILITIES & FUND BALANCES:								
Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Deferred Revenue	-	-	-	-	-	-	-	
Unencumbered Fund Balance	16,309,666	3,879,668	837,902	5,653,410	552,924	47,042	27,280,612	
TOTAL LIABILITIES AND FUND BALANCES	\$ 16,309,666	\$ 3,879,668	\$ 837,902	\$ 5,653,410	\$ 552,924	\$ 47,042	\$ 27,280,612	
STATEMENT OF REVENUE AND EXPENDITURES								
REVENUE:								
Tuition & Fees	\$ 14,404,168	\$ -	\$ -	\$ -	\$ 6,940,865	\$ -	\$ 21,345,033	
Deferred Revenue	-	-	-	-	-	-	-	
State Appropriation	22,770,336	-	-	-	-	-	22,770,336	
Grants & Contracts	-	22,619,856	-	-	-	-	22,619,856	
Trustee Transfers	-	-	3,503,464	-	-	-	3,503,464	
Other Transfers	-	-	-	4,025,000	-	-	4,025,000	
Local Accounts	-	-	-	-	-	138,419	138,419	
TOTAL REVENUE	\$ 37,174,504	\$ 22,619,856	\$ 3,503,464	\$ 4,025,000	\$ 6,940,865	\$ 138,419	\$ 74,402,108	
EXPENDITURES:								
State Treasurer Accounts	\$ 37,617,031	\$ 22,537,132	\$ 3,232,218	\$ 801,859	\$ 6,868,191	\$ 138,429	\$ 71,194,860	
Local Banks	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	\$ 37,617,031	\$ 22,537,132	\$ 3,232,218	\$ 801,859	\$ 6,868,191	\$ 138,429	\$ 71,194,860	
NET INCREASE (DECREASE) IN FUND BALANCES:	\$ (442,527)	\$ 82,724	\$ 271,246	\$ 3,223,141	\$ 72,674	\$ (10)	\$ 3,207,248	
FUND BALANCE June 30, 2019	\$ 16,752,193	\$ 3,796,944	\$ 566,656	\$ 2,430,269	\$ 480,250	\$ 47,052	\$ 24,073,364	
FUND BALANCE June 30, 2020	\$ 16,309,666	\$ 3,879,668	\$ 837,902	\$ 5,653,410	\$ 552,924	\$ 47,042	\$ 27,280,612	

Attachment: WSC Year End Financial Report (2792 : Year End Financial Reports)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: Grant Applications and Awards for Information

Board Policy 6024 requires the reporting of grant awards and applications to the Board as information, if they do not have a state maintenance of effort or future fiscal responsibility.

Chadron State Applications

- Housing for CSC Guest Artists Theatre Abbott Foundation (Ethel S. Abbott Charitable Foundation) -- \$2,000
- Housing for CSC Guest Artists Theatre Burlington (Burlington Capital Foundation) -- \$2,000
- Housing for CSC Guest Artists Theatre Coffee (Burlington Capital Foundation) -- \$1,000
- Housing for CSC Guest Artists Theatre OTC Foundation (Oregon Trail Community Foundation) -- \$750

Chadron State Awards

- BHWET Program (DHHS/HRSA) -- \$10,854
- Housing for CSC Guest Artist Theatre Newblom (Darold A Newblom Foundation) -- \$1,400
- Math Science Building Initiative NET (Nebraska Environmental Trust) -- \$75,000
- Nebraska Research Network in Functional Genomics (National Institutes of Health) -- \$23,799 - year 6 of sub-award

Peru State Awards

- TRiO Student Support Services (U.S. Department of Education) -- \$330,965

Wayne State Awards

- Higher Education Emergency Relief Fund - Strengthening Institutions Program (U.S. Department of Education) -- \$123,276
- Nebraska Research Network in Functional Genomics (National Institutes of Health) - \$38,201

ATTACHMENTS:

- CSC Grant Application Housing for CSC Guest Artist Theatre Abbott Foundation (PDF)
- CSC Grant Application Housing for CSC Guest Artist Burlington (PDF)
- CSC Grant Application Housing for CSC Guest Artist Coffee (PDF)
- CSC Grant Application Housing for CSC Guest Artist OTC Foundation (PDF)
- CSC Grant Award BHWET Program (PDF)
- CSC Grant Award Housing for CSC Guest Artist Theatre Newblom Foundation (PDF)

- CSC Grant Award Math Science Building Initiative NET (PDF)
- CSC Grant Award NE Research in Functional Genomics 2020-2021 (PDF)
- PSC Grant Award - TRiO (PDF)
- WSC Grant Award-Higher Ed Emergency Relief Fund Strengthening Institution (PDF)
- WSC Grant Award-Nebraska Research Network in Functional Genomics(PDF)

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

College: Chadron State College		Date: September 10, 2020
Notice of Intent	Application: X	Accept Award:
Name of Program: Housing for CSC Guest Artists Theatre Abbott Foundation		
Funding Source: Ethel S. Abbott Charitable 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: 2,000.00	Amount Awarded:	Funding Period: 8/2020-5/2021 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?		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:
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: Guest Artist Housing for AY 20/21 for theatre professionals to increase direct contact for students with theatre professionals.		
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: Scott Cavin		
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: September 10, 2020
Notice of Intent	Application: X	Accept Award:
Name of Program: Housing for CSC Guest Artists Theatre Burlington		
Funding Source: Burlington Capital 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: 2,000.00	Amount Awarded:	Funding Period: 8/2020-5/2021 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?		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:
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: Guest Artist Housing for AY 20/21 for theatre professionals to increase direct contact for students with theatre professionals.		
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: Scott Cavin		
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: September 10, 2020
Notice of Intent	Application: X	Accept Award:
Name of Program: Housing for CSC Guest Artists Theatre Coffee		
Funding Source: Burlington Capital 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: 1,000.00	Amount Awarded:	Funding Period: 8/2020-5/2021 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?		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:
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: Guest Artist Housing for AY 20/21 for theatre professionals to increase direct contact for students with theatre professionals.		
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: Scott Cavin		
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: September 10, 2020
Notice of Intent	Application: X	Accept Award:
Name of Program: Housing for CSC Guest Artists Theatre OTC Foundation		
Funding Source: Oregon Trail Community 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: 750	Amount Awarded:	Funding Period: 8/2020-5/2021 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?		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:
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: Guest Artist Housing for AY 20/21 for theatre professionals to increase direct contact for students with theatre professionals.		
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: Scott Cavin		
Administrator responsible for approving the application: Dr. Randy Rhine		

Attachment: CSC Grant Application Housing for CSC Guest Artist OTC Foundation (2790 : Grant Applications and Awards for Information)

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

College: Chadron State College		Date: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Behavioral Health Workforce Education and Training Program		
Funding Source: DHHS/HRSA Also indicate if the source is federal, state or private: Federal		
Is this grant a Sub-Award ?		Yes: X No:
If a sub-award, indicate the agency the sub-award is through: Behavioral Health Education Center of Nebraska with University of Nebraska Medical Center		
Amount Requested: \$10,854.00	Amount Awarded: \$10,854.00	Funding Period: 09/01/2019 to 08/31/2020 Please indicate specific dates for the grant.
Closing Date for Application Submission: September 1, 2019		
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: X No:
If yes, indicate dollar amount and/or percentage rate allowed: 8% on expense not related to scholarships, i.e. max \$60.00		
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: NA
Briefly describe the purpose(s) of this application/award: This grant provides scholarship money for graduate students in counseling to take classes at CSC that meet the educational requirements towards licensure as a drug and alcohol counselor. Also provides a laptop for a student who may need it. This program is focused on rural areas.		
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. Tara Wilson		
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: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Housing for CSC Guest Artist Theatre Newblom		
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: \$1,400	Amount Awarded: \$1,400	Funding Period: 8/2020-5/2021 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? Yes		Date Approved/Reviewed: 6/18/19
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:
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: Guest Artist Housing for AY 20/21 for theatre professionals to increase direct contact for students with theatre professionals.		
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: X No:
If yes, please state the reason: Grant not funded AY19/20 with reapplication of grant for AY 20/21 funds awarded.		
Person responsible for the preparation of the application: Scott Cavin		
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: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Math Science Building Initiative NET		
Funding Source: Nebraska Environmental Trust Also indicate if the source is federal, state or private State		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through: University of Nebraska Medical Center		
Amount Requested:	Amount Awarded: \$75,000	Funding Period: 6/11/20 to 6/30/21 Please indicate specific dates for the grant.
Closing Date for Application Submission: NA		
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:
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: The purpose of this project is to support Design Development of the Math Science building. The Chadron State Foundation is an Application Funding Partner.		
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: Kari Gaswick/Jacob Rissler Chadron State Foundation		
Administrator responsible for approving the application: Dr. Randy Rhine		

Attachment: CSC Grant Award Math Science Building Initiative NET (2790 : Grant Applications and Awards for Information)

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

College: Chadron State College		Date: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Nebraska Research Network in Functional Genomics		
Funding Source: National Institutes of Health Also indicate if the source is federal, state or private Federal		
Is this grant a Sub-Award ?		Yes: X No:
If a sub-award, indicate the agency the sub-award is through: University of Nebraska Medical Center		
Amount Requested:	Amount Awarded: \$23,799.000 (Year 6 of sub-award)	Funding Period: 5/1/20 to 4/30/21 Please indicate specific dates for the grant.
Closing Date for Application Submission: NA		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? Yes		Date Approved/Reviewed: 9/06/2014
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:
How many FTE positions will the grant fund?		FTE: 0
How many of these are new positions?		New FTE:
Briefly describe the purpose(s) of this application/award: The purpose of this project is to develop and sponsor undergraduate students in the research enterprise selected for the INBRE Scholars Program. This collaboration is intended to enhance the competitive biomedical research capability throughout the State of Nebraska.		
Is this grant a continuation of a previous/existing grant?		Yes: X No:
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: There are no differences in funding period or program. Last year, \$23,799.00 was funded.		
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. Ann Buchmann		
Administrator responsible for approving the application: Dr. Randy Rhine		

Attachment: CSC Grant Award NE Research in Functional Genomics 2020-2021 (2790 : Grant Applications and Awards for Information)

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

College: Peru State College		Date: 08/11/2020
Notice of Intent	Application:	Accept Award: X
Name of Program: TRIO Student Support Services		
Funding Source: U.S. Department of Education Also indicate if the source is federal, state or private Federal		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested: \$319,773	Amount Awarded: \$330,965	Funding Period: 9/1/2020 – 8/31/2025 Please indicate specific dates for the grant.
Closing Date for Application Submission: January 27, 2020		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board?		Date Approved/Reviewed: 04/23/2020
Does this grant include Indirect Cost Funds for the College's use?		Yes: X No:
If yes, indicate dollar amount and/or percentage rate allowed: 8% MTDC		
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.): Matching funds are not required; PSC voluntarily committed \$5,000 each year for supplies.		
Will this grant require In-Kind Support		Yes X: No:
Institutional cooperation, office and facility space, telephones, computers, networked copiers, custodial and maintenance services, internet services, and use of College transportation (at programs' expense).		
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: 3.62
How many of these are new positions?		New FTE: 0.000
Briefly describe the purpose(s) of this application/award: The grant award is a continuation of the TRIO-Student Success Services program at Peru State College. The project will serve 230 low-income, first generation and/or disabled students at Peru State College. The objective of services is to increase the academic success, retention, and graduation rates of students.		
Is this grant a continuation of a previous/existing grant?		Yes: X No:
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: This is technically a new proposal for the first year of five years of funding beginning September 1, 2020 through August 31, 2025. It would continue a successful TRIO Student Success Services program at Peru State College which has been in place since 1990.		
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. Vicky Jones, Director of Student Success Services		
Administrator responsible for approving the application: Dr. Jesse Dorman, Vice President for Enrollment Management & Student Affairs		

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

College: Wayne State College		Date: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Higher Education Emergency Relief Fund – Strengthening Institutions Program (SIP)		
Funding Source: U.S. Department of Education Also indicate if the source is federal, state or private: Federal		
Is this grant a Sub-Award ?		Yes: No: X
If a sub-award, indicate the agency the sub-award is through:		
Amount Requested:\$123,516.00	Amount Awarded: \$123,276	Funding Period: 6/1/20-6/1/21 Please indicate specific dates for the grant.
Closing Date for Application Submission: August 1, 2020		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? Yes		Date Approved/Reviewed: June 16, 2020
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: 0.00
How many of these are new positions?		New FTE: 0.00
Briefly describe the purpose(s) of this application/award: This award provides funding which Wayne State College is eligible for under the Strengthening Institutions Program (SIP). The funds will be used to provide financial aid grants to students for expenses related to any component of the students' cost of attendance.		
Is this grant a continuation of a previous/existing grant?		Yes: No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program:		
Has this grant application been previously denied?		Yes: No: X
If yes, please state the reason:		
Person responsible for the preparation of the application: Ms. Angela Fredrickson, Vice President Administration & Finance		
Administrator responsible for approving the application: Dr. Marysz P. Rames, President Wayne State College		

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

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College: Wayne State College		Date: September 10, 2020
Notice of Intent	Application:	Accept Award: X
Name of Program: Nebraska Research Network in Functional Genomics		
Funding Source: National Institutes of Health Also indicate if the source is federal, state or private: Federal		
Is this grant a Sub-Award ?		Yes: X No:
If a sub-award, indicate the agency the sub-award is through: University of Nebraska Medical Center		
Amount Requested: \$272,605 over the 5 year period	Amount Awarded: \$38,201 Funding for award period 05/01/2020-04/30/2021	Funding Period: 05/01/2020-04/30/2025
Closing Date for Application Submission:		
When reporting Grant Award-- Has Grant Application been approved/reviewed by the Board? Yes		Date Approved/Reviewed: 01/15/2019
Does this grant include Indirect Cost Funds for the College's use?		Yes: X No:
If yes, indicate dollar amount and/or percentage rate allowed: 40% of direct salaries and wages including all fringe benefits		
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: X No:
How many FTE positions will the grant fund?		FTE: 0.48
How many of these are new positions?		New FTE: 0.48
Briefly describe the purpose(s) of this application/award: This first year subaward of a five-year grant by the University of Nebraska Medical Center for the Nebraska INBRE Project, of which Wayne State College is a participant, is designed to train one undergraduate student in research during the academic year and the summer. It provides funding for student wages as well as basic laboratory supplies. The budget also covers a 0.9 academic month a year salary and benefits for two faculty members to coordinate budget, communication and administrative tasks with UNMC, oversee the student scholar at WSC and serve on the statewide INBRE Senior Executive Committee. The project goal is to enhance the competitive biomedical research capability throughout the State of Nebraska through collaboration among the state's institutions of higher education.		
Is this grant a continuation of a previous/existing grant?		Yes: No: X
If a continuation grant, describe the previous grant in terms of amount, funding period, and any differences in program: While not technically a continuation, this subaward funds another five year phase of the IDeA Networks of Biomedical Research Excellence (INBRE) grants awarded for the periods 07/15-04/20, 05/09-05/14 and 09/04-04/09 and the Biomedical Research Infrastructure Network (BRIN) grant from 09/01-09/04.		
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. Shawn Percy, Professor, Life Sciences Department		
Administrator responsible for approving the application: Ms. Angie Fredrickson, Vice President, Administration and Finance		

Attachment: WSC Grant Award-Nebraska Research Network in Functional Genomics (2790 : Grant Applications and Awards for Information)

CHANCELLOR INFORMATIONAL ITEMS

September 10, 2020

INFORMATION ONLY: **Chancellor's Travel Report**

The Chancellor's Travel Report is provided to the Board for information.

ATTACHMENTS:

- Chancellors Travel Report (PDF)



CHANCELLOR'S TRAVEL REPORT

In accordance with NSCS policy, the Chancellor traveled on:

Date	Total Days of Travel	Destination	Description	Expenses Reimbursed
05/13/2020	1	Wayne	Wayne State EAB COVID planning	\$104.00
05/21/2020	1	Peru	Peru Foundation Board Leadership	\$48.00
5/27-29/2020	3	Chadron	Chadron State Campus Meetings	\$365.60
06/03/2020	1	Peru	Peru Foundation Leadership Meeting	\$48.00
06/24/2020	1	Peru	Peru Campus Meeting	\$48.00
7/10/2020	1	Peru	Peru Foundation Board Presentation	\$48.00
7/15/2020	1	Peru	LB 309 Task Force visit Peru State	\$48.00
7/23-24/2020	2	Nebraska City	Board Retreat	\$40.00
8/11/2020	1	Peru	Peru Campus Meetings	TBD

Anticipated future travel plans by the Chancellor:

The Chancellor has limited travel planned at this time due to the COVID-19 pandemic.

Date	Total Days of Travel	Destination	Description
09/10/2020		Chadron	Board of Trustees Meeting

As of 08/14/2020

Prepared for the September, 2020 Board of Trustees Meeting